



TOWN BOARD SPECIAL MEETING

January 6, 2020 - 6:00 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Mayor Melendez called the meeting to order at 6:00 p.m.

1. Roll call

Mayor Kristie Melendez
Mayor Pro Tem Ken Bennett
Myles Baker
Barry Wilson
Paul Rennemeyer
Tom Jones
David Sislowski

Also Present:

Shane Hale, Town Manager
Ian McCargar, Town Attorney
Eric Lucas, Director of Parks, Recreation and Culture
Tara Fotsch, Recreation Manager
Alexa Spykstra, Recreation Coordinator Events
John Thornhill, Community Development Director
Laura Browarny, Culture Supervisor
Krystal Eucker, Town Clerk

B. BOARD DISCUSSION ITEMS

1. Outside Agency Funding Requests

Per Mr. Lucas, historically, the Town Board had groups throughout the year come in front of the Board and request the Board help them monetarily and with staff support for their special event. As the number of requests grew, it became burdensome for staff and the Board to coordinate.

In 2017 an Event Process/Review Committee was formed to review and ensure everyone remains in agreement with the process of special events from application through event completion. At this time a plan was made to review sponsored events every three years if the request remained the same amount of funding. Additionally, this lessened the amount of requests going to Town Board annually.

After much internal discussion a new process has been created for the requests of Town Board funds for future events. Staff is proposing that beginning in 2020 all sponsored requests will be due to the Event Coordinator prior to the budget deadlines each October. The event organizer will be required to fill out an application request, the detailed list will be shared with the Town Board in a budget meeting and it will not be approved until the budget is passed. All requests

will be renewed on an annual basis during the budget cycle. If a request comes after the budget approval process then they will be encouraged to apply in the next budget cycle.

It is our hope that the board and staff will have adequate time to budget and plan for these requests. In the event an entity still wishes to appear before Town Board they could do so, and a small amount of money could be set aside in the budget for this purpose. For example, the local high school band is selected to travel to the Rose Bowl Parade. They would not have known about the selection prior to budget but could appear before Town Board and request funding.

At the work session staff would like review this newly proposed process and have the board discuss and approve the proposed 2020 outside agency funding requests (see attached). This will allow staff time to notify the groups that are awarded funding and for staff to plan for the events. Additionally, if approved staff will immediately implement the new process previously mentioned.

2. Public Art Plan

Per Ms. Browarny, the Town of Windsor currently has two public art pieces installed and one in progress. Knowing the desire to install more public art in Windsor, the Parks, Recreation and Culture Department, applied for and received a Department of Local Affairs (DOLA), grant in February of 2019 to work with the University of Colorado Denver, Colorado Center for Community Development on updating our Public Art Master Plan. The students working on this plan are part of the University Technical Assistance (UTA) Program.

In coordination with Town staff the groups worked throughout 2019, hosting a variety of community meetings, staff meetings and surveys designed to capture the vision, goals, guidelines and implementation strategies for current and future art projects and placement. The plan also suggests creative ways to involve an arts commission and encourage community engagement once the plan is adopted. Once adopted, this plan will provide strategic direction for public art in Windsor that will guide the stakeholders with direction on what art projects to pursue, where to place art and how to handle art commissions.

C. EXECUTIVE SESSION

1. An executive session pursuant to C.R.S. § 24-6-402 (4) (b) to confer with the Town Attorney for the purpose of receiving legal advice on specific legal questions concerning real property acquisition (Ian D. McCargar)
2. An executive session pursuant to Colorado Revised Statutes § 24-6-402 (4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to real property acquisition (Ian D. McCargar)

Town Board Member Rennemeyer moved to to go into An executive session pursuant to C.R.S. § 24-6-402 (4) (b) to confer with the Town Attorney for the purpose of receiving legal advice on specific legal questions concerning real property acquisition (Ian D. McCargar) and an executive session pursuant to Colorado Revised Statutes § 24-6-402 (4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators with respect to real property acquisition (Ian D. McCargar), Town Board Member Baker seconded the motion. Roll Call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.

Upon a motion duly made, the Town Board returned to the Special Meeting at 7:59 p.m.

The Executive Session was closed and the Town Board returned to the Special Meeting.

Upon returning to the Regular Meeting, Mayor Melendez advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Special Meeting resumed at 7:59 p.m.

D. ADJOURN

Town Board Member Rennemeyer moved to adjourn, Town Board Member Jones seconded the motion. Roll Call on the vote resulted as follows; Yeas - Baker, Bennett, Jones, Melendez, Rennemeyer, Sislowski, Wilson; Motion Passed.

The meeting was adjourned at 7:59 p.m.



Krystal Eucker, Town Clerk