



Town Board Special Meeting

September 18, 2023 - 5:30 PM

Public Services Facility, 215 N. 15th Street, Windsor, CO 80550

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MINUTES

A. CALL TO ORDER

Mayor Rennemeyer called the meeting to order at 5:38 p.m.

1. Roll Call

Present:

Mayor Paul Rennemeyer
Mayor Pro Tem Barry Wilson
Ron Steinbach
Ken Bennett
Julie Cline
Victor Tallon
Jason Hallett

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Jess Humphries, Administrative Services Director
Eric Lucas, Public Services Director
John Thornhill, Community Development Director
Dean Moyer, Finance Director
Stacy Brown, Economic Development Director
Tara Fotsch, Deputy Director of PRC
Aaron Lopez, Police Commander
Karl Gannon, Budget Analyst
Curtis Templeman, Public Works Engineering Superintendent
Omar Herrera, Deputy Director of Engineering
Kim Emil, Deputy Town Attorney
Eric Bracke, Transportation Engineer
Cheryl Turner, Deputy Director of Finance
Matt Kraus, Public Services Business Supervisor
Julia Bartmann, Communications Coordinator
Ben Bodiker, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Town Board Member Hallett moved to approve the agenda as written, Town Board Member Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas - Victor Tallon, Ron Steinbach, Barry Wilson, Paul Rennemeyer, Ken Bennett, Julie Cline, Jason Hallett; Nays - None; Motion Passed.

B. BOARD DISCUSSION

1. 2024 Capital Improvement Program (CIP) - S. Hale, Town Manager

Please see attached, the proposed capital projects for 2024.

Major projects proposed for 2024 include:

1. Continuation of Construction of a new facility for the Police Department
2. Continuation of Road improvements at Windsor North Campus (for the new PD Facility)
3. Continuation of Phase II of the Riverwalk project (NISP contingent)
4. Continuation of New Wastewater Treatment Plant Design
5. 11th Street Multi-Modal Construction
6. Continuation of Chestnut Street to Garden Street Drainage Improvements

As a reminder, construction of the PD Facility is projected to occur between 2023 and 2025, for a total cost of \$30M. Currently, staff believe that there are adequate cash reserves to complete the facility in 2025, although we believe that the Town will ultimately need to finance a portion of the construction, so we leave enough cash reserves in the general fund.

Staff continues to add to the reserve (\$1M per year) for the Windsor Lake Road Roadway Improvements project - net of projected expenses through 2024, \$1.6M will remain in reserve for this project. Also, \$1M has been set aside for additional Downtown Parking projects.

The Town Board should note that current forecasts predict that there will not be adequate funding for all proposed projects in the Capital Improvement Fund. If the Town Board were to approve all the projects, the shortfall between the projected ending fund balance and the minimum-required ending fund balance is approximately \$3.1M, caused in large part to the self-funding of the new PD Facility, all of the listed transportation projects, and finally due to decreased development fees in 2023.

2. Staffing Request from the Town Attorney's Office - D. Money, Town Attorney

The Town Attorney's Office requests that the Board consider the a newly created position of Town Attorney, Paralegal. The request is for one full-time Paralegal, Pay Grade 270.

As a member of the Legal Department, the Paralegal will be responsible for assisting the Town Attorney and managing the day-to-day operations for the Town Attorney's Office, including carrying out administrative services, providing legal support to the Town Attorney and Deputy Town Attorney, and helping to ensure that the town remains in compliance with state and federal legal regulations. This position may also perform administrative, clerical, and legal services as needed for the Town Attorney and other Town departments.

3. Future Meetings Agenda

C. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes §24-6-402(4)(e)(I) for the Purposes of Determining Positions Relative to Matters that may be Subject to Negotiations; Developing Strategy for Negotiations; and Instructing Negotiators Concerning a Purchase of Real Property on Main Street (Shane Hale, Town Manager)

Town Board Member Hallett moved to enter into 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 concerning purchase of real property on Main Street, Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Ken Bennett, Julie Cline, Victor Tallon, Jason Hallett, Ron Steinbach; Nays - None; Motion Passed.

The Town Board entered into an executive session at 9:00 p.m.

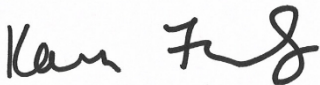
Upon a motion duly made, the Town Board returned to the special meeting at 9:52 p.m.

The executive session was closed and the Town Board returned to the Special Meeting.

Upon returning to the Special Meeting, Mayor Rennemeyer 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 Regular Meeting resumed at 9:52 p.m.

D. ADJOURN

Town Board Member Hallett moved to adjourn, Town Board Member Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas - Victor Tallon, Ron Steinbach, Barry Wilson, Paul Rennemeyer, Ken Bennett, Julie Cline, Jason Hallett; Nays - None; Motion Passed.



Karen Frawley, Town Clerk