



Town Board Regular Meeting

November 13, 2023 - 7:00 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

To view Town Board meeting broadcasts, visit
www.windsorgov.com/MeetingsOnDemand.

MINUTES

A. CALL TO ORDER

Mayor Rennemeyer called the meeting to order at 7:23 p.m.

1. Roll Call

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

Also Present: Shane Hale, Town Manager
Dan Money, Town Attorney
Jess Humphries, Administrative Services Director
John Thornhill, Community Development Director
Scott Ballstadt, Planning Director
Dean Moyer, Finance Director
Kim Emil, Deputy Town Attorney
Tara Fotsch, Deputy Director of PRC
Aaron Lopez, Police Commander
Doug Roth, Civil Engineer
Wade Willis, Open Space and Trails Manager
Sandra Mezzetti, Senior Planner
David Eisenbraun, Senior Planner
Ben Bodiker, Visual Media Coordinator
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Rennemeyer asked Town Board Member Hallett to lead the Pledge of Allegiance.

3. 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 Bennett 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.

4. Proclamations

a. Proclamation Recognizing Colorado Law Enforcement Records Personnel Week

Mayor Rennemeyer read the Law Enforcement Records Personnel Week proclamation aloud.

5. Presentations

a. Windsor Community Foundation Donation to Town of Windsor Safe Routes to School Program

The Community Foundation provided a grant check for \$904.00 to purchase bicycle helmets for the Windsor Safe Routes to School Program.

6. Board Liaison Reports

Town Board Member Steinbach - Historic Preservation Commission, Water and Sewer Board

Town Board Member Steinbach reported that the Historic Preservation Commission approved the historic preservation master plan and has forwarded a recommendation to the Town Board to adopt the plan. There was a lot of discussion regarding next steps since the plan was adopted and a high priority for next year is partnering with the Windsor Downtown Alliance master plan.

Town Board Member Steinbach reported that the Water and Sewer Board reviewed the Loveland water lease and agrees with the position. The ad hoc committee is working on the children's water festival to be held in May. Several of the board members will be attending the upcoming fall water symposium.

Mayor Pro Tem Wilson - Larimer County Behavioral Health Policy Council, Great Western Trail Authority, 34, and I-25 Coalitions

Mayor Pro Tem Wilson reported that the Great Western Trail Authority finished the trail in July and now are looking at building their first trailhead. They have also installed a plaque with the history of the trail by the new bridge.

Mayor Pro Tem Wilson reported that the I-25 Coalition is nearing substantial completion of the I-25 construction project, which is scheduled to be completed on December 15th. This segment is from Berthoud up through Fort Collins. There are going to be quite a few closures that will affect Windsor from 9 p.m. to 5 a.m. starting this evening. Suggestion of checking the CDOT website for what closures are happening if you travel on I-25 at night.

Town Board Member Bennett – Parks, Recreation and Culture Advisory Board, Windsor Arts Commission

Town Board Member Bennett reported that the Parks, Recreation and Culture Advisory Board approved the 2024 budget request. There is a report that all Windsor's parks are ADA accessible, which is good news. A couple of Windsor's parks have low water landscape demonstrations and are trying to support other initiatives in Windsor.

Town Board Member Bennett reported that the Windsor Arts Commission has not met since the last provided update.

Town Board Member Cline – Clearview Library Board, Poudre River Trail Corridor Authority

Town Board Member Cline reported that the Clearview Library Board forwarded a counter offer back to the Town for the parcel of land on Main Street that they own. The offer included \$3.1 million plus a portion of sales tax for the next ten years. The town is still working on negotiations regarding that offer at this time. The board also provided some building updates with a target date of opening their Severance branch in March of 2024. There is a board member whose term is up this year and the board has a recommendation of approval for the person selected to fill the vacancy that will need the Town Board's approval. The board is currently putting together an executive search for an executive director to fill the position when the current director retires.

Town Board Member Cline reported that the Poudre River Trail Corridor Authority viewed the Greeley master plan for their trails and its connections to other surrounding community trails in the future. The authority discussed its 2024 budget and putting together its calendar of events for next year. The Authority is also working on putting together an endowment marketing plan for their endowment account.

Town Board Member Tallon - Planning Commission, Chamber of Commerce

Town Board Member Tallon reported that the Planning Commission reviewed a few items that are on the agenda for tonight.

Town Board Member Tallon reported that the Chamber of Commerce has not met since the last provided update. The annual Gala was held and went off very well.

Town Board Member Hallett - Windsor Housing Authority, Tree Board

Town Board Member Hallett reported that neither the Windsor Housing Authority or the Tree Board has met since the last provided update.

Town Board Member Hallett reported that the Attainable Housing Ad Hoc Committee will be meeting Friday and working on a plan of action for future meetings.

Mayor Rennemeyer - Windsor Downtown Alliance, North Front Range MPO

Mayor Rennemeyer reported that the Windsor Downtown Alliance has added two part-time event coordinator positions to staff. The WDA board approved their budget for next year and the Town Board will hear their budget requests at the next board meeting. The deed restriction has been executed for the property swap and Michelle Vance will let staff know when the deed is completed and recorded.

Mayor Rennemeyer reported that the North Front Range MPO was not able to attend the MPO meeting.

7. Public Invited to be Heard

Mayor Rennemeyer opened the meeting up for public comment, to which there was none.

B. CONSENT CALENDAR

1. Approval of the October 23rd Town Board Special Meeting Minutes - K. Frawley, Town Clerk
2. Approval of the October 23rd Town Board Regular Meeting Minutes - K. Frawley, Town Clerk
3. Approval of the November 6th Town Board Special Meeting Minutes - K. Frawley, Town Clerk

Approval of the meeting minutes.

4. Board and Commission Appointments - K. Frawley, Town Clerk

During the week of November 7th, Mayor Rennemeyer and Town Board Member Hallett conducted Board and Commission interviews for vacant seats on the Windsor Downtown Alliance; Parks, Recreation, and Culture Advisory Board; Tree Board; and Windsor Arts Commission. The following individuals are being recommended for appointments:

Windsor Downtown Alliance:

Trischa Minnick - Regular Member - Term expiring June 2027

Michelle Bornhoft - Regular Member - Term expiring June 2027

Parks, Recreation, and Culture Advisory Board:

Vanessa Bouchard - Regular Member - Term expiring September 2027

Patrick Lightfoot - Regular Member - Term expiring September 2027

Tree Board:

Alison O'Connor - Regular Member - Term expiring September 2027

Windsor Arts Commission:

Laurie Bess - Regular Member - Term expiring September 2026

Shelley Kawamura - Regular Member - Term expiring September 2026

5. Report of Bills October 2023 - D. Moyer, Finance Director

Town Board Member Hallett moved to approve the consent calendar, 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.

C. BOARD ACTION

1. Public Hearing - Pertaining to a Resolution Approving the Trevenna Subdivision - Final Major Subdivision - John Donaldson and Hunter Donaldson, property owners/applicants; and Kristin Turner, TB Group, applicant's representative

The applicant, Mr. John Donaldson, owner, represented by Ms. Kristin Turner of TB Group (Birdsall Group) submitted an application for a final major subdivision for the Trevenna Subdivision located on the northeast corner of North 15th Street and the Jacoby Road alignment, and southwest of the Great Western Railway. The subdivision encompasses approximately 79 acres and is zoned Single Family Attached Residential-Two (SF-2). The proposed subdivision includes 262 single-family residential lots (maximum) for detached and attached dwellings (duplexes), with tracts for open space/drainage and two parks.

Town Board Member Hallett moved to open the public hearing, Town Board Member Cline 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.

"Mayor Rennemeyer, for the record, I would like to point out that in my capacity as Town Board liaison to the Planning Commission, I was present at the Planning Commission meeting during which this matter was previously presented. I wish to state that my participation in the Planning Commission proceeding has in no way influenced me in my capacity as a Town Board member this evening. I will make my decision and cast my vote this evening based solely on the evidence presented during this public hearing."

Mayor Rennemeyer opened the hearing up for public comment. Mr. John Neal, 1072 Grand Avenue, complimented the developer for their coordination with the New Windsor Metro District for the non-potable water delivery system to the Brunner Farm Subdivision.

Town Board Member Hallett moved to close the public hearing, Town Board Member Cline 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.

2. Resolution No. 2023-60 - A Resolution Approving the Trevenna Subdivision - Final Major Subdivision - John Donaldson and Hunter Donaldson, property owners/applicants; and Kristin Turner, TB Group, applicant's representative

Please refer to public hearing item materials.

Town Board Member Hallett moved to approve Resolution No. 2023-60 , Town Board Member Bennett 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.

3. Ordinance No. 2023-1686 Approving A PUD (Planned Unit Development) Overlay to the GC (General Commercial) Zoning District - Water Valley Subdivision 13th Filing, Lots 5, 6 and 7 (The Lofts at Water Valley Village) - Garrett Scallon and Austin Lind, applicant, The Water Valley Company, LLC, on behalf of Eagle Crossing Inc., property owner; and Brian Williamson, applicant's representative, TST Inc. Consulting Engineers

See attached staff memo. Mayor Rennemeyer opened the meeting up for public comment, to which there was none.

Town Board Member Hallett moved to approve Ordinance No. 2023-1686, 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.

4. Ordinance No. 2023-1687 - An Ordinance Amending Sections 15-14-50 and 15-14-70 of the Windsor Municipal Code and Adopting the 2023 Weld County Flood Insurance Rate Maps and Flood Insurance Study Concerning Flood Damage Prevention Measures Applicable to Land Use Practices within the Town of Windsor

On October 23, 2023, the Town Board approved on first reading the attached ordinance amending sections 15-14-50 and 15-14-70 of the Windsor Municipal Code adopting the November 30, 2023 Weld County Flood Insurance Rate Maps (FIRM) and related Flood Insurance Study (FIS). There have been no changes since the first reading.

Mayor Rennemeyer opened the meeting up for public comment, to which there was none.

Town Board Member Hallett moved to approve Ordinance No. 2023-1687, Mayor Pro Tem Wilson 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.

5. Ordinance 2023-1688 - An Ordinance Amending Certain Portions of Chapter 10, Article IX of The Windsor Municipal Code Regarding Regulations Applicable to the Ability to Regulate, Modify and Post Signage, and Establish Approved E-Bike Trails Within Town-Owned Parks, Open Space, and Trails in the Town of Windsor, Colorado.

This matter is before you on second reading. At the first reading on October 23, 2023, there was some confusion about what was allowed and not allowed on the trail system. The version before you tonight clarifies these questions.

Mayor Rennemeyer opened the meeting up for public comment, to which there was none.

Town Board Member Hallett moved to approve Ordinance No. 2023-1688, Mayor Pro Tem Wilson 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.

6. Ordinance No. 2023-1689 - An Ordinance Approving the Quit Claim Deed Transferring Real Property to the Weld County RE-4 School District for the North Campus New Middle School

This matter is before you on second reading. There have been no changes since the first reading.

Mayor Rennemeyer opened the meeting up for public comment, to which there was none.

Town Board Member Hallett moved to approve Ordinance No. 2023-1689, 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.

7. Ordinance No. 2023-1690 - An Ordinance Repealing, Amending, and Readopting Portions of Article III of Chapter 13 of the Windsor Municipal Code with Respect to Stormwater Basin Fees Imposed by the Town's Stormwater Drainage Utility Enterprise

The Storm Drainage Fund is by classification, a self-funding enterprise of the Town of Windsor. Revenues in general, must be adequate to pay for both operating and capital expenditures. Under the current revenue structure, funds are received under four methods of collection.

Town Board Member Hallett moved to approve Ordinance No. 2023-1690, Mayor Pro Tem Wilson 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.

8. Resolution No. 2023-61 - A Resolution Establishing Rates for Town of Windsor Water Service Customers, and Authorizing the Implementation of Such Rates

The Water Fund is by classification, a self-funding enterprise of the Town of Windsor. Revenues, in general, must be adequate to pay for both operating and capital expenditures.

Under the current revenue structure, funds are received under three methods:

1. User rates comprised of a monthly base fee and consumption rates for water used that is paid by all customers for the operation and maintenance of the system.
2. Raw water fees are collected via the building permit process that is paid by developers to acquire the appropriate amount of raw water.
3. Water Plant Investment Fees are collected via the building permit process that is paid by developers to fund future expansion of facilities and infrastructure.

Town Board Member Hallett moved to approve Resolution No. 2023-61, Town Board Member Bennett 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.

9. Resolution No. 2023-62 - A Resolution Establishing Rates for Town of Windsor Sanitary Sewer Service Customers, and Authorizing the Implementation of Such Rates

The Sewer Fund is by classification, a self-funding enterprise of the Town of Windsor. Revenues in general, must be adequate to pay for both operating and capital expenditures. Under the current revenue structure, funds are received under two methods:

1. User rates comprised of a monthly base fee and consumption rates for water used.
2. Sewer Plant Investment Fees collected via the building permit process that is paid by developers to fund future expansion of facilities and infrastructure.

Town Board Member Hallett moved to approve Ordinance No. 2023-62, 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.

10. Resolution No. 2023-63 - A Resolution Approving and Adopting Revisions to the Schedule of Water Plant Investment Fees Imposed by the Town of Windsor

Town Board Member Hallett moved to approve Resolution No. 2023-63, Mayor Pro Tem Wilson 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.

11. Resolution No. 2023-64 - A Resolution Approving and Adopting Revisions to the Schedule of Sewer Plant Investment Fees Imposed by the Town of Windsor

The Sewer Fund is by classification, a self-funding enterprise of the Town of Windsor. Revenues, in general, must be adequate to pay for both operating and capital expenditures. Under the current revenue structure, funds are received under two methods:

1. User rates comprise of a monthly base fee and consumption rates for water used.
2. Sewer Plant Investment Fees are collected via the building permit process that is paid by developers to fund future expansion of facilities and infrastructure.

Town Board Member Hallett moved to approve Resolution No. 2023-64, Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows; Yeas - Ron Steinbach, Paul Rennemeyer, Barry Wilson, Ken Bennett, Julie Cline, Jason

Hallett; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

Per Mr. Money, the election results show that proposition HH did not pass.

2. Communications from Town Staff

Per Ms. Frawley, the 2024 election will be held on April 2, 2024. The clerk has been working to update forms, packet, and website. Packets will be available in office or website by December 1st and the first round of Fair Campaign Practices Act paperwork is ready to be picked up for those who are ready for them.

a. Financial Report September 2023

b. Strategic Plan Key Performance Indicators Monthly Report

Attached are the Town's Key Performance Indicators for November 2023. Every month I highlight a KPI in each of the strategic focus areas in an effort to provide context to the data we are collecting.

1. Strategic Growth: Our water loss remains at 8%, which is a good indicator that we are doing a solid job accounting for all water use and we are not seeing significant losses in our distribution system. Areas that contribute to water loss include flushing fire hydrants, leaks in the system and unmetered water use. This month, staff were able to identify and replace several meters that had stopped tracking water use. It is these types of checks and balances that ensure we are being good stewards of our water usage.

2. Vital Infrastructure: This month the highlighted KPI is the Pavement Quality Index. Our contractor just reviewed and scored our road network and the number for the end of the year is now 79.2. A slight but predicted drop from the beginning of the year (80.3). However, given our annual street maintenance program, we continue to meet and exceed our road infrastructure quality goals.

3. Vibrant and Healthy Economy: With updated numbers reflecting data through the first three quarters of the year I am highlighting both KPI's related to Sales Tax Receipts per Quarter for the overall Town and, Sales Tax Generated within the DDA. As you can see, the sales tax for the Town saw a slight dip when compared to the previous year however we remain 2.3% higher overall when compared to 2022. Additionally, you may recall that a few weeks ago when we met to review the KPI's after 6 months, I stated this number appears lower but also reflects the reduction in sales tax that occurred when we paid off the recreation center. If we had included that amount we would be around 9% to the positive. The sales tax generated within the DDA remains strong and for the year is 11.4% higher than 2022. Both of these indicators continue to show a strong local economy.

3. Communications from Town Manager

Per Mr. Hale, tomorrow night the Loveland city council will consider our water lease that the Town Board approved a few weeks ago. The Mayor, Mayor Pro Tem, and he will all be meeting with representatives from the Library Board to negotiate on the Main Street property. Mr. Hale offered a reminder that Coffee with the Mayor will be held at the recreation center this Friday at 10:00 a.m.

a. Monthly Board Report - Focus Area Updates

1. **Strategic Growth**

Update Comprehensive Plan (Goal 48% completed)

The 5th meeting of the Plan Advisory Committee (PAC) was held on October 9, 2023, and input was received regarding draft text and exhibits. The Technical Advisory Committee (TAC) met on October 19, 2023, and discussed several aspects of the plan, including the scheduling of a joint work session with the Town Board, Planning Commission, and PAC to review the latest and receive input sometime prior to the holidays. Ultimately, the schedule is anticipated to include Plan adoption in Q1 2024.

2. **Sustainable Infrastructure**

Provide a safe and reliable water supply for the community (62% completed)

Staff has continued to update the remaining acre-feet available for development. Staff has determined there is a Water Supply Index greater than 100% for 2023 and will continue to monitor as the irrigation season continues.

The Cobb Lake Water Treatment Authority group is continuing to work on finalizing the Authority Creation Agreement. The group has also begun high-level discussions regarding the initial water demands from each entity and how the plant will be phased in over time. Pipeline sizes and routing have also been discussed.

The group entities have also begun having discussions revolving around alternative supply methods and existing pipeline sharing to use resources more efficiently.

Water resources staff are making strides regarding gap water rentals with several surrounding agencies. The final water lease agreement with the City of Loveland is scheduled for approval at their city council meeting on November 14th. This will add an additional 500 acre-feet of gap water until the NISP project comes online.

3. **Vibrant and Healthy Economy**

Enhance and expand downtown vitality (38% completed)

Downtown activity remains strong, the land swap for the 4th Street property for a portion of the back lot properties with the town has been finalized, waiting for the Windsor Development Authority to file the deed (with restrictions limiting it to commercial use).

The Museum parking lot is proceeding nicely, and it's anticipated to be paved the week of October 9th, weather pending. Small, incremental progress is being made on the lot development. Awaiting an answer from Greeley on the Museum lot regarding their pipeline and our plan to protect it. All information is up to date on all communication platforms.

4. Communications from Town Board

Per Ms. Cline, the Windsor High School volleyball team finished in the top six in the State competition in 4A. The Windsor High School football team has advanced to the quarter finals and will play their next game on Saturday in Montrose at 1:00 p.m.

E. ADJOURN

Town Board Member Hallett moved to adjourn, 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.

Upon a motion duly made, the meeting was adjourned at 9:09 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley".

Karen Frawley, Town Clerk