



Town Board Regular Meeting

January 8, 2024 - 7:00 PM

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

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MINUTES

A. CALL TO ORDER

Mayor Rennemeyer called the meeting to order at 7:03 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
Rick Klimek, Police Chief
Dean Moyer, Finance Director
Stacy Brown, Economic Development Director
Aaron Lopez, Police Commander
Kim Emil, Deputy Town Attorney
Doug Roth, Civil Engineer
David Eisenbraun, Senior Planner
Ben Bodiker, Visual Media Supervisor
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Rennemeyer asked Mayor Pro Tem Wilson 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 Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Ron Steinbach, Ken Bennett, Julie Cline, Victor Tallon, Jason Hallett; Nays - None; Motion Passed.

4. Proclamations

a. Chief Rick Klimek Day

Mayor Rennemeyer read the proclamation aloud.

5. Board Liaison Reports

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

Town Board Member Steinbach reported that the Historic Preservation Commission held a celebration for the work they completed this year.

Town Board Member Steinbach reported that the Water and Sewer Board has not met since the last provided update.

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 Larimer County Behavioral Health Policy Council held a tour of its new facility.

Mayor Pro Tem Wilson reported that the Great Western Trail Authority that the trail counter usage in Severance has gone up 23% over the last year. They did a trail inspection which shows there is some normal wear and tear on the trail. The Authority has added a trail counter in Eaton and will soon add one in Windsor. The Authority will also look to replace a board member from Eaton who has served on the board for several years. In April, there will be a marathon put on in conjunction with Run.Windsor and more information will follow.

Mayor Pro Tem Wilson reported that the 34 Coalition has not met since the last provided update.

Mayor Pro Tem Wilson reported that the I-25 Coalition viewed a presentation on the Front Range passenger rail who is looking at having a passenger rail from Pueblo to Fort Collins using new trains on existing trails. Express lanes opened up in December and tolls are currently waived for the unforeseen future. The road closures should be complete, there might be some lane closures but no more full road closures.

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 has not met since the last provided update.

Town Board Member Bennett reported that the Windsor Arts Commission has a work session tomorrow night and a regular meeting next week.

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

Town Board Member Cline reported that the Clearview Library Board ratified the appointment of Cole Gerstner. The board also adopted its 2024 budget, and set their mil levy for the next year.

Town Board Member Cline reported that the Poudre River Trail Corridor Authority viewed a presentation from Greeley's Public Works department on a restoration of the Poudre project they are putting together. The floor was raised for the endowment fund to \$50,000.00. There is currently \$42,000.00 in the fund currently. The Trail-a-Thon will happen in April, and trail days will take place on July 13th.

Town Board Member Tallon - Planning Commission, Chamber of Commerce

Town Board Member Tallon reported that the planning commission has not met since the last provided update.

Town Board Member Tallon reported that he was unable to attend the Chamber of Commerce meeting and will provide an update at a future meeting.

Town Board Member Hallett - Windsor Housing Authority, Tree Board, Attainable Housing Ad Hoc Committee

Town Board Member Hallett reported that the Windsor Housing Authority's project for Prop 123 was denied and are now looking at other avenues to obtain the money to complete the funding for the project.

Town Board Member Hallett reported that the Tree Board has not met since the last provided update.

Town Board Member Hallett reported that the Attainable Housing Ad Hoc Committee is working on creating a timeline for presenting to the Town Board in March. Some things discussed in the last meeting include how to make the funds happen (grant style, loan style, etc.), determining what portion of AMI will not have interest paid back, deed restrictions, and who will qualify to participate.

Mayor Rennemeyer - Windsor Downtown Alliance, North Front Range MPO

Mayor Rennemeyer reported that the Windsor Downtown Alliance approve the subcommittees within the alliance. There will be a design committee, promotions committee, economic vitality committee, organization communications committee, community liaison policy. The strategic plan was also approved and renewed Ms. Vance's employment agreement for 2024.

Mayor Rennemeyer reported that the North Front Range MPO has not met since the last provided update.

6. 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 December 11, 2023 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk
2. Resolution 2024-01 - A Resolution to Approve Amendment to the Town of Windsor-Town of Severance IGA

In 2000, the Town of Windsor and the Town of Severance entered into an IGA to share tax revenue derived from development along Highway 392, in an area defined as the Cooperative Planning Area. In an effort to spur further economic development, Windsor and Severance have agreed to revise the original tax revenue formula for a particular parcel of land within this area. In order to achieve this goal, an amendment to the 2000 Intergovernmental Agreement must be agreed upon and passed by Resolution.

3. Resolution No. 2024-02 A Resolution Authorizing the Chief of Police to Sign a Letter of Intent to Participate in Both the Weld County and Larimer County 2025 Multi-Jurisdictional

Hazard Mitigation Plans

Before you are the letters of intent to participate in both the Weld County and the Larimer County Multi-Jurisdictional Hazard Mitigation Plans, which are updated every five years. This is in accordance with the Federal Emergency Management Agency's Local Hazard Mitigation Plan requirement under 44 CFR 201.6.

The Multi-Hazard Mitigation Plan is a requirement of the Federal Disaster Mitigation Act. The development of a local plan is required in order to maintain eligibility for certain federal disaster assistance and hazard mitigation funding programs. The letters of intent describe the process in detail, and there is no hard dollar cost associated with the plans, only a time commitment to participate in the planning and development of the plans.

4. Report of Bills - December 2023 - D. Moyer, Director of Finance

Town Board Member Hallett moved to approve the consent calendar, Town Board Member Tallon 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: Ordinance No. 2024- 1693 - An Ordinance Vacating a Town Drainage and Utility Easement, Located on a Parcel of Land in the West Half of Section 4, Township 5 North, Range 67 West of The Sixth Principal Meridian, within the Town of Windsor, County of Weld, State of Colorado

Trautman Subdivision 5th Filing final plat was approved by the Town Board on November 28, 2022. The subdivision required relocation of a section of the existing Town of Windsor sewer interceptor. Necessary easements for the relocated sewer interceptor were platted as part of Trautman Subdivision 5th Filing. The development agreement documented the need to vacate a portion of the existing easement as part of the sewer relocation.

Relocation of the sewer interceptor is complete, and construction acceptance has been issued. The obsolete portion of the sanitary sewer interceptor easement recorded on May 3, 2006, Reception No. 3384510 can now be vacated.

Town Board Member Hallett moved to open the public hearing, Town Board Member Tallon 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 opened the hearing up for public comment, to which there was none.

Town Board Member Hallett moved to close the public hearing, Town Board Member Tallon 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. Ordinance No. 2024-1693 -An Ordinance Vacating a Town Drainage and Utility Easement, Located on a Parcel of Land in the West Half of Section 4, Township 5 North, Range 67 West of The Sixth Principal Meridian, within the Town of Windsor, County of Weld, State of

Colorado

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Town Board Member Hallett moved to approve Ordinance No. 2024-1693, Town Board Member Tallon 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. 2023-1691 - An Ordinance Fixing the Compensation of the Municipal Court Judge and Municipal Court Clerk for the Town of Windsor in Compliance with Sections 13-10-107 and 13-10-108, C.R.S., and Section 2-4-90 of the Windsor Municipal Code

The statutes governing qualified municipal courts of record require that the compensation of the Municipal Judge and Office of the Municipal Court Clerk be set by ordinance. This requirement has also been incorporated into the Town's Municipal Code. The Town Board previously approved the 2024 Annual Budget, where the compensation for the Municipal Judge and Municipal Court Clerk's Office was fixed. Provisions were also made to provide for compensation for the Deputy Municipal Judge. An Ordinance approving those appropriations is required to comply with the requirements of state law and the Municipal Code. The attached Ordinance Fixing the Compensation of the Municipal Court Judge, Deputy Municipal Judge and Municipal Court Clerk, incorporates the appropriations for these offices from the 2024 Annual Budget, thus satisfying the requirements of law.

Town Board Member Hallett moved to approve Ordinance No. 2023-1961, Town Board Member Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas - Ron Steinbach, Ken Bennett, Paul Rennemeyer, Julie Cline, Victor Tallon, Jason Hallett; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

- a. Financial Report November 2023

- b. Memo on 2024 Property Tax Update

- c. Economic Development Incentive Fund

The Town has an incentive agreement with Lineage Logistics located at 1680 Great Western Dr. in the Great Western Industrial Park. A section of our incentive agreement includes a reimbursement of the Water plant Fee, Sewer Plant Fee and Drainage Fee, all

three are enterprise funds. The funds are only reimbursed once they have a Certificate of Occupancy (C.O.). Staff reached out to Lineage towards the end of December to see if they were close to getting their C.O. but they did not respond. They are under a Temporary Certificate of Occupancy until the end of January of 2024.

d. Lodging Tax Survey Update

In the Town Board work session on November 27, regarding a Lodging Tax Discussion the Town Board decided a survey of the of voter opinion a lodging tax was preferred, before placing a request on the November 2024 ballot. Staff was directed to acquire a quote for a survey. Magellan Strategies was very responsive and gave us a Proposal of Voter Opinion Research Services. The survey involves conducting 1,100 interviews through Multimedia Messages (MMS) and telephone calls, with an expected completion time of around 30 days.

Per Ms. Frawley, the petition circulation cycle continues with all petitions due by the end of the day on Monday, January 22nd.

Per Mr. Eisenbraun, February 7th the Windsor Downtown Alliance and the Town of Windsor are hosting a joint public open house for the comprehensive plan as well as the Downtown master plan. This will take place at the fire station number one from 4:00 to 8:00 p.m. and will be open to the public.

3. Communications from Town Manager

a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Update Comprehensive Plan

Following the December 4th joint work session of the Town Board, Planning Commission, and Planning Advisory Committee, the draft Comprehensive Plan is being revised based on input received and in preparation for future meetings in February and March. Ultimately, the schedule is anticipated to include Plan adoption in Q1 2024.

2. Sustainable Infrastructure

Invest in the improvement of public space and facilities outside the downtown area creating additional cultural destination amenities

On December 15th, 2023, the Town broke ground on Phase II of the Eastman Park Riverwalk Project. This phase focuses on the south side of the Cache la Poudre River and adds amenities that include additional parking, shelters, trail expansion, a boardwalk through 9 acres of wetlands, installation of new Cache La Poudre River access points including ones with Americans with Disabilities Act (ADA) accessibility, and nature-themed playground. Phase II complements the original project on the north side of the river where the Town added a 1-mile river float, scenic overlook, additional parking, and stormwater improvements. This phase of the project is being done in partnership with the Northern Integrated Supply Project (NISP) which is funding \$2.2 million of the \$4.6 million project.

3. Vibrant and Healthy Economy

Enhance and expand downtown vitality

Bethel Lutheran Parking Lot: Staff worked with our contractor and the property owner to improve the lot per our shared-use agreement.

Downtown Business Shared Use Lots: Paving is completed for the lots located on the south side of Main Street in the 400-500 block. To the benefit of businesses, the Town of Windsor will help with operating and maintaining the shared-use lots, taking that burden off of property owners. To the benefit of the town, visitors can access and utilize dedicated free public parking spaces, conveniently located on the south side of Main St. This effort supports the adopted Downtown Parking Plan by providing improved and dispersed parking throughout the downtown corridor to the benefit of all downtown businesses.

6th Street Windsor Lake Corridor On-Street Parking: This has been completed. Staff identified and designated on-street space throughout the 6th Street Windsor Lake corridor between Main St. and Cedar Street. Parallel spaces were designated in locations adjacent to residential access. New angled on-street public parking spaces were added elsewhere.

Boardwalk Park Museum Lot: Construction is complete, including the trail concrete which was completed in mid-November. The construction of this lot was delayed after an issue with an underground utility line required engineering to reconsider property grading. This project includes improvements at the Boardwalk Park 5th Street entrance where accessible spaces will be created.

Per Mr. Hale, expressed gratitude to all the men and women who responded to the active shooter incident last night. All officers and firefighters responded extremely well without any injuries. Chief Klimek's retirement party will be held on Wednesday, January 17th at the recreation center from 2:00 to 5:00 p.m. and the community is invited to attend.

4. Communications from Town Board

Per Mayor Rennemeyer, Thursday, January 18th at 11:00 a promotion ceremony for several individuals in the police department. January 19th at 10:00 there will be coffee with the Mayor at the recreation center. This Wednesday night is Pints with Paul at Fuzzy's Taco Shop from 4:30 to 6:30 p.m.

E. ADJOURN

Town Board Member Hallett moved to adjourn, Town Board Member Tallon 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 7:44 p.m.



Karen Frawley, Town Clerk