



Town Board Regular Meeting

February 12, 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 7:05 p.m.

1. Roll Call

Present:

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

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
Jess Humphries, Administrative Services Director
Eric Lucas, Public Services Director
Scott Ballstadt, Planning Director
Tara Fotsch, Deputy Director of PRC
Laura Browarny, Culture Supervisor
Joe Gaona, IT Manager
Ben Bodiker, Visual Media Supervisor
Kyra McKinley, Visual Media Coordinator
Karen Frawley, Town Clerk
Laura Richardson, Assistant Town Clerk

2. Pledge of Allegiance

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

4. Proclamations

a. Kindness Week 2024

b. National Engineers Week

Mayor Rennemeyer read the proclamations aloud.

5. Board Liaison Reports

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

Town Board Member Steinbach reported that neither board has 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, Great Western Trail Authority, and I-25 Coalition have not met since the last provided update.

Mayor Pro Tem Wilson reported that the 34 Coalition amended its bylaws and hired a new company to serve as its Transportation Management Office (TMO). There will be future work shops for members to attend now that the TMO has been established.

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 postponed its election of new officers. The board received updates from staff members on various programs.

Town Board Member Bennett reported that the Windsor Arts Commission held a work session and has no updates to provide.

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

Town Board Member Cline reported that the Clearview Library Board held a discussion on the executive director search due to Ann Kling's retirement in July. The board viewed a presentation of the new library district logo and branding for the district. The new Severance branch is scheduled to be open in April, and they are currently hiring staff for that branch. The library is seeking proposals to complete its annual audit.

Town Board Member Cline reported that the Poudre River Trail Corridor Authority received an overview from Wade Willis, Windsor Open Space and Trails Manager, regarding an open space and trails overview. The Authority is currently hiring a part-time administrative assistant/events coordinator for the trail to assist with all the events the trail has coming up. One of those events will be the Party on the Poudre which will possibly be scheduled in June. The triathlon is also coming up at the end of April or first of May. There is also a greenery shelter dedication that will be held in April with more information on all these events to be provided in the future. The Poudre Trail is trying to set up a trail ambassador for the Poudre Trail itself and is currently working with Windsor staff.

Town Board Member Tallon - Planning Commission, Chamber of Commerce

Town Board Member Tallon was absent and will provide an update at the next 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 has not met since the last provided update.

Town Board Member Hallett reported that the Tree Board held an election of officers, and completed some planning for Arbor Day.

Town Board Member Hallett reported that the Attainable Housing Ad Hoc Committee has not met since the last provided update.

Mayor Rennemeyer - Windsor Downtown Alliance, North Front Range MPO

Mayor Rennemeyer reported that the Windsor Downtown Alliance approved the work plan for the WDA for 2024 as well as held a discussion on the light poles in the pass through area. The Department of Local Affairs presented their Main Street program.

Mayor Rennemeyer reported that the North Front Range MPO that some of the numbers needed to be modified on the 2024 projects from the way they were presented and approved. The MPO also formed the Front Range Passenger Rail District board, which approved the North Front Range MPO to be on the board of directors. The executive director in July and there is a committee who will form the job description and recruiting.

6. Public Invited to be Heard

Mayor Rennemeyer opened the meeting up to public comment.

Lori Garcia Sander from 20 S. Chapman Ave. in Eaton addressed the board to introduce herself since she is a candidate for House District 65.

Gary Doering of 109 Bayside Circle in Windsor addressed the board regarding illegal immigrants, woke culture, backlit parking issues, and finding how board members vote on items.

B. CONSENT CALENDAR

1. Approval of the January 22, 2024 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the January 22nd Town Board regular meeting minutes.

2. Resolution No. 2024-08 - A Resolution Approving and Adopting the Memorandum of Understanding between the Town of Windsor and the Windsor-Severance Historical Society with respect to their Joint Collaboration and Cooperation for the Mutual Benefit of Support and Resources - T. Fotsch, Deputy Director of Parks, Recreation, and Culture

Between the years of 2001 and 2004, the Town of Windsor took possession of the historical buildings at Boardwalk Park and the majority of the over 40,000 objects in the collections of the Windsor-Severance Historical Society (WSHS). These buildings and artifacts are maintained by the Town of Windsor Museums and are the basis for the Windsor History Museum (formerly Boardwalk Park Museum). The WSHS still holds a small collection of artifacts, including archival records, photographs, and some historical objects. It is in the best interests of both the WSHS and the Town of Windsor for these remaining collections to be housed and curated by the Town of Windsor Museums. This will ensure that the artifacts are being cared for properly and are safely housed in a climate-controlled and fire-protected storage facility. It will also allow Town of Windsor

Museums staff to access the records and artifacts freely for research and display purposes.

3. Report of Bills - January 2024 - D. Moyer, Director of Finance

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, Jason Hallett, Ron Steinbach; Nays - None; Motion Passed.

C. BOARD ACTION

1. Ordinance No. 2024-1694 - An Ordinance Amending Portions of Chapter 14, Article II, Chapter 15, Article V And Chapter 16, Article I of the Windsor Municipal Code Concerning Land Use Applications and Procedures

Please refer to the attached memorandum, ordinance, and presentation.

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

Town Board Member Hallett moved to approve Ordinance No. 2024-1694, Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Ken Bennett, Julie Cline, Jason Hallett, Ron Steinbach; Nays - None; Motion Passed.

2. Ordinance No. 2024-1695 - An Ordinance Amending Windsor Municipal Code Section 6-1-50 Concerning Classifications of Liquor Licenses within the Town and Setting Related Fees

The town first approved an ordinance imposing a municipal occupation tax in June 1976 for businesses focusing on the sale of liquor for beverage purposes. The occupation tax is not a "tax" in the true sense, but rather a fee imposed on businesses that sell alcoholic beverages and is intended to help defray the cost of the liquor licensing program. Currently, the types of licenses included in that ordinance in which the Town of Windsor collects occupation tax are as follows: Fermented malt beverage on/off premises, hotel/restaurant, tavern, lodging and entertainment, retail off premises and club. This, however, is not inclusive of all the license types that Windsor issues and therefore one reason for the update to the municipal code. Since there has been a lot of confusion about the title "occupation tax", the ordinance will also serve to update the name of the fee to "liquor classification fee".

Town Board Member Hallett moved to approve Ordinance No. 2024-1695, Town Board Member Cline seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Ken Bennett, Julie Cline, Jason Hallett, Ron Steinbach; Nays - None; Motion Passed.

3. Resolution 2024-09 - A Resolution Approving a Construction Agreement Between the Town of Windsor, CO, and Colorado Boring Company, L.L.C., to Bore and Install Underground Fiber Between the Town Hall, Museum, Train Depot, Boardwalk Park, Main Park, Chimney Park Pool and Chimney Park Ball Fields

Town Board has directed staff to focus on WiFi in the parks, community anchor connections and underserved areas where network connectivity is concerned. The resolution before you is the result of staff's work to connect our community anchors and provide Wi-Fi in the parks.

Town Board Member Hallett moved to approve Resolution No. 2024-09, Mayor Pro Tem Wilson seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Ken Bennett, Julie Cline, Jason Hallett, Ron Steinbach; Nays - None; Motion Passed.

4. Resolution No. 2024-10 A Resolution of the Town Board of Windsor, Colorado Authorizing the Town Clerk to Appoint Election Judges for the Regular Election to be Held on Tuesday, April 2, 2024

The attached resolution is required to allow the Town Clerk to appoint election judges for the April 2, 2024 mail ballot election. Election judges are statutorily required to be appointed at least 15 days before the election, which will be March 18, 2024.

Once the municipal election rolls around, the Town Clerk will request a list of active election judges from Windsor from both counties. The Town Clerk will start working down both counties' lists to find enough election judges who are interested in being hired to work in the municipal election.

Town Board Member Hallett moved to approve Resolution No. 2024-10, Town Board Member Bennett seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Ken Bennett, Julie Cline, Jason Hallett, Ron Steinbach; Nays - None; Motion Passed.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

- a. Strategic Plan Key Performance Indicators Report for February 2024

Attached are the Town's Key Performance Indicators for February 2024. 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. This report represents month 11 of our first year tracking key performance indicators.

1. Strategic Growth: Part 1 Crimes now stand at 9.5. When compared to the same timeframe in 2022, we were at 11.25 Part 1 Crimes, indicating more crimes and fewer people that year. These results are promising, because while Windsor has grown, these types of crimes are not increasing with the population growth.

2. Vital Infrastructure: There are no changes to any KPIs this month. Two of these indicators only change once a year and the 2023 capital expenditures have not been finalized. We hope to have updated data in March.

3. Vibrant and Healthy Economy: Like several of the past months, I will highlight two KPI's in this focus area given there has been no change in the Vital Infrastructure KPI's. The first is the Rate of FTE turnover over the past 12 months. Now at 13.70, the

number remains lower than the 3 year average of 14.8%. I should note that the 3 year average did increase slightly (14.5%), because we dropped 2020 from the 3-year average. The second KPI to highlight is the employees per 1,000 population. That number is 4.68, which is now below the 3-year average because we dropped 2020 from the calculation. The 3-year average went from 4.7 to 4.82.

Both of these KPI's indicate that Windsor continues to be a community of choice for employees and the Town is keeping up with demand for service as well as maintaining a high level of service by adding staff in strategic areas to an ever-growing community. Per Ms. Humphries, coming soon to resident's mailboxes, the first special edition for CIP. Staff has taken about thirty-four of the Town's major projects and put them into a magazine to explain to the community what is being done and how things are done.

3. Communications from Town Manager

a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Update Comprehensive Plan

Staff is currently working with the consulting team on preparations for a February 7th public open house from 4-8 p.m. at Windsor-Severance Fire Station No. 1. This open house will present the draft Comprehensive Plan, which will also be available online for comment. This open house is also being coordinated in conjunction with the Windsor Downtown Alliance to present information regarding the Downtown Master Plan being concurrently prepared. The Comprehensive Plan is anticipated to be scheduled for adoption in Q1 2024.

2. Sustainable Infrastructure

Complete construction of destination projects currently underway

Eastman Park River Experience Phase 2 (Eastman Park South) earthwork is underway. Staff continues to explore creative ways to add in the playground that was not included in the scope to keep the project under the current authorized budget.

Staff has continued to explore a way to enter into a contract with the apparent low bidder for 2024. The scope has had to be significantly revised, including moving the project to the fall to reduce the costs of managing the current high levels of water in the reservoir.

The Wayfinding project is formally underway. The project team - Timnath, Larimer County, Windsor, Greeley, and the Poudre Trail - is working hard to move the project forward with the intent of completing it in the fall of 2024. Looking towards an early spring deadline for submittal to CDOT to start the regulatory process.

3. Vibrant and Healthy Economy

Attract diverse and unique restaurants throughout Windsor

The former Betta Gumbo Space has seen a lot of interest in the past few weeks. Blue

Ocean is working to finalize details and get out information about the opportunity to the public. We are working closely with their team to get the info needed to pass along to interested parties. No movement on the 408 Main Street space.

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.

4. Communications from Town Board

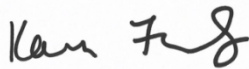
Per Town Board Member Cline, Windsor High School wrestling team took first in regionals and are sending thirteen out of fourteen weight classes to State competition.

Per Mayor Rennemeyer, the Comprehensive Plan open house last Wednesday evening was a large success. Mayor joined the Windsor police department to play in charity basketball game against the Windsor Unified basketball team. Pints with Paul will be held on Wednesday, February 21st at Ridgehill Tavern from 4:30 to 6:30 p.m. and Coffee with the Mayor will be held on Friday, February 23rd at the Community Recreation Center from 10:00 to 11:00 a.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, Jason Hallett, Ron Steinbach; Nays - None; Motion Passed.

Upon a motion duly made, the meeting was adjourned at 8:06 p.m.



Karen Frawley, Town Clerk