



TOWN BOARD SPECIAL MEETING

November 15, 2021 - 5:30 PM

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

AGENDA

A. CALL TO ORDER

1. Roll Call

B. BOARD DISCUSSION ITEMS

1. Meet The Board - New Employees - B. Sorenson, Human Resources Manager
2. Sustainable Windsor Colorado Presentation - S. Hale, Town Manager
3. Future Meetings Agenda

C. EXECUTIVE SESSION

1. An executive session pursuant to C.R.S. § 24-6-402 (4)(f)(I) concerning personnel matters and the employee who is the subject of the session has not requested an open meeting (Town Manager annual review)
2. An executive session pursuant to C.R.S. § 24-6-402 (4)(f)(I) concerning personnel matters and the employee who is the subject of the session has not requested an open meeting (Town Attorney annual review)

D. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: November 15, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re:
Item #: B.1.

Background / Discussion:

Last Name	First Name	Title	DOH	Supervisor
Burrell	Josh	Community Service Officer	8/9/2021	Chief Rick Klimek
Hisam	Neal	Sr. Criminalist Investigator	8/9/2021	Chief Rick Klimek
Torres	Jeffery	Police Officer	8/30/2021	Chief Rick Klimek
Chavez	Iris	Police Officer	8/30/2021	Chief Rick Klimek



MEMORANDUM

Date: November 15, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Shane Hale, Town Manager
Re: Sustainable Windsor Colorado Presentation
Item #: B.2.

Background / Discussion:

A group of Windsor residents will address the Board regarding their desires that the Town develop an energy plan, and ultimately a sustainability plan.

ATTACHMENTS:

- ▢ FAQs
- ▢ Presentation
- ▢ SWC Committee Members

Windsor Town Board Work Session November 15, 2021

Frequently Asked Questions

1. Windsor has not had a good working relationship with Xcel, why should Windsor do the Partners in Energy program with Xcel?

- The Project Manager for the Town of Erie for its second Partners in Energy Plan said:

There are always going to be differences over the business relationship - Erie certainly has them with Xcel, particularly over the ownership of street lights. For Xcel, it is a significant part of their revenue stream; for the city, they want to lower its operating cost and the costs to residents. As your Town Manager said, we really don't get to pick who our partner is in this energy service, and you don't always come out a winner in the negotiations. However, in this effort (Partners in Energy) both parties can win and use it as an opportunity to improve relations. Data and knowledge are power. This program provides a lot of data and knowledge to the city. It is up to the city to do something with it.

The Erie Project Manager said he was surprised at how well it went. He felt it was well worth the effort.

- The Greeley Project Manager stated:

...the partnership also provided better connections with Xcel and made a connection to get Greeley its first EV ride-n-drive event.

- The Regional Vice President for Xcel in Colorado, Jerome Davis, in his letter of support for the Partners in Energy Program said:

Coach Vince Lombardi said it best ...

"Individual commitment to a group effort—that is what makes a team work, a company work, a society work, a civilization work." We are enthusiastic about this opportunity and look forward to supporting you as we put this process into motion."

- The Partners in Energy program would like to discuss the specific concerns Windsor has. There are no guarantees about outcomes; the Partners in Energy Program and street lights are in separate divisions. However, several cities have said relations with Xcel improved as a result of the Partners in Energy Program.

2. Is there an actual completed and adopted plan I can look at?

- Links to two (there are over 30 in Colorado alone) completed plans are provided below:
 - City of Greeley Action Plan: <https://greeleygov.com/docs/default-source/default-document-library/greeley-energy-action-plan-final.pdf>
 - Town of Erie Action Plan (first plan only, the second plan is in draft stage): <https://www.erieco.gov/1427/Erie-Energy-Action-Plan>
- Executive summaries of these two plans are attached as part of this packet. Hard copies of sample plans will be available on the 15th at the work session.

3. What is the workload for the Town that comes with this plan? Will we have to hire additional staff?

- The short answer is “No” the Town shouldn’t need to hire a third party to help with the Windsor part of the plan. None of the interviewed towns had hired outside assistance for the plans. The response to Sustainable Windsor, CO from the four cities and the Xcel project manager of course had a range.

The Project Manager from Erie said:

For the first plan, Erie had two primary staff members (Planning and assistant to CM) that went to all the meetings during a four month process. That turned out to be about 10 hours/month for each person. Since Xcel and Brendle did all the organizing and handled all the meetings, it was just a matter of staff showing up and doing some necessary homework. The other departments would get involved as needed, or if they wanted to be involved.

- In discussing the Brendle Group (Xcel’s consultant that would work with Windsor in the Partners In Energy Program), the Erie representative said:

They are very professional in everything they do. They make the process as painless as possible. They set the meetings up, do the agenda, run the meeting, do the minutes, handle all the necessary communications and emails, get data, help with keeping everything on track, on and on. The process was amazing.

- The Project Manager from the town of Centennial said:

It typically only takes up about 4 hours of my work week, plus a couple hours for our Communications staff for things like social media promotion. We've also been lucky enough to have a few volunteers who have manned the Partners in Energy tables at City events.

- The consultant for Xcel in Colorado, who has done at least fifteen of these plans said:

I'd estimate about 15 hours a month over 6-9 months, between project management meetings, workshops, reviewing materials, etc. Some months may be a slightly bigger lift than others.

- This program is, like many things, the more you put into it, the more you get out. However, because Xcel and its consultant are doing the heavy lifting, Windsor wouldn't have to do a lot to still get a great product. If it was determined that additional staff/support was needed some additional considerations could include:
 - Use Energy Impact Funds to hire someone.
 - The Colorado Energy Office or the Workforce Council may be able to assist.
 - The CSU Impact MBA program has a fellowship program that pairs MBA students with opportunities.
 - The Xcel consultant also suggested that these alternatives could also be something they help develop during the planning process!

4. We don't want Windsor going broke saving money with energy program projects, can we afford the Program and the follow-up projects?

- First, the program is free to the Town of Windsor. The Xcel consultant not only develops the program with Windsor and other stakeholders, Xcel also provides 18 months of program implementation follow-up.
- Second, the cost for products resulting from the Energy Program really depends on the community and what its goals are.

For example with Erie, the Project Manager said:

For the first plan the focus was really more on policy plus the business and community education. So for the policy side there was minimal cost, e.g. building code update, and on the business and community education side Xcel and Brendle did most all of that in conjunction with the Chamber of Commerce. The Chamber was thrilled with all the resources and material that was provided.

- Third, savings may actually be realized from the Energy Plan.

For example, the Project Manager from Thornton said:

The Energy Plan has helped Thornton to understand its energy usage and helps guide the Capital Improvements Program (CIP), energy performance contracting and is using the savings to fund other public improvements.

5. What does Xcel get out of this? Why are they doing the program?

- The Partners in Energy program is part of the Xcel business model and philosophy. It is cheaper to save energy up front than it is to build a new power plant, provide new transmission lines, substations, transformers and distribution lines. A penny saved is a penny earned if you will. In the process the participating communities become more resilient to a changing world. Examples of communities not ready for change were the Houston freeze in February with extended power outage and Portland this summer with 116 degrees weather resulting in power outages.
- There is tremendous change coming in electric vehicles for all major automakers. For example, next year Ford will start production of the F-150 Lightning, an electric version of America's best-selling vehicle. In the next four years, Ford will invest \$29 billion in Electric Vehicles (EV's). Tesla went from selling 15,000 cars a year five years ago to 238,000 in the first three quarters of 2021. Xcel needs to be ready to **power 1.5 million Electric Vehicles by 2030**. The energy to drive these cars is needed in the switch from gasoline to electricity.
- This demand will place a huge load on the electrical system. Smart choices that can be made now will make it easier for Xcel to provide uninterrupted energy while saving Windsor government and its residents significant energy and money, enabling a more robust and vibrant local economy, as well as making everyone better prepared for whatever the future holds.

6. How does all of this fit with the natural gas industry?

- While Xcel is transitioning away from coal to renewable energy, natural gas continues to be an important energy source. Xcel will be upgrading its natural gas system. Xcel will be investing \$1.4 billion in projects to upgrade its natural gas system and replace aging pipes. One benefit of this work is that it will reduce methane emissions. Lower natural gas prices have made it possible for Xcel to make improvements to the system with minimal impact to our energy bill.

Windsor Town Board Work Session

November 15, 2021



Sustainable Windsor Colorado – Who We Are



Windsor residents who care about the environmental sustainability of our town.



We educate Windsor residents about ways they can save energy and money.



We participate in CDOT sanctioned Adopt a Highway on Highway 257.



We attend *ad hoc* Water and Sewer Board meetings.

Long Term Goal

For the Town of Windsor to adopt a Sustainability Plan.



Comprehensive Plan

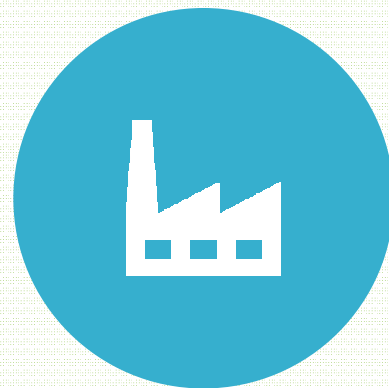
Short Term Goal

For the Town of Windsor to develop an Energy Plan.

Why an Energy Plan is Important



**Saves both our town and
our residents money.**



**Supports local
manufacturing and
economic development.**

Why an Energy Plan is Important

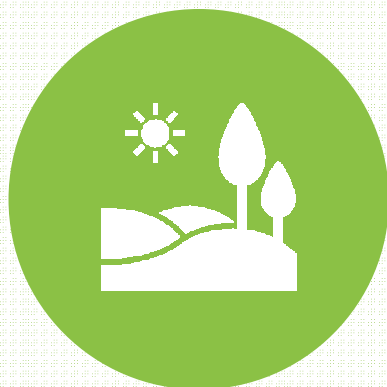


Encourages long-term community infrastructure and town development.



Provides opportunities to secure grants and funding.

Why an Energy Plan is Important



Decreases our emissions
and improves the air
quality in our town.



Makes Windsor more
attractive to businesses
and residents.

Colorado Communities with Energy and Sustainability Plans



A word cloud of Colorado communities with energy and sustainability plans. The words are arranged in a roughly circular shape, with some words appearing vertically and others horizontally. The colors of the words are primarily blue and green, with some yellow and orange accents. The communities listed include: Northglenn, Louisville, Broomfield, Westminster, Minturn, Superior, Greeley, Aurora, Lakewood, Pueblo, Arvada, Centennial, Fort Collins, Wheatridge, Lone Tree, Edgewater, Nederland, Boulder, National Western Center in Denver, Jefferson County, Summit County, Littleton, Thornton, Erie, Longmont, Sterling Ranch, and Denver.

Northglenn
Louisville
Broomfield
Westminster
Minturn
Superior
Greeley
Aurora
Lakewood
Pueblo
Arvada
Centennial
Fort Collins
Wheatridge
Lone Tree
Edgewater
Nederland
Boulder
National Western Center in Denver
Jefferson County
Summit County
Littleton
Thornton
Erie
Longmont
Sterling Ranch
Denver



Longmont, CO

[Sustainability Plan](#) adopted in 2016

- Longmont's Sustainability Plan envisions becoming an engaged community that promotes environmental stewardship, economic vitality, and social equity to create a sustainable and thriving future for all.
- The Plan focuses on ten primary topic areas: Air Quality, Buildings & Infrastructure, Community Cohesion & Resilience, Economic Vitality, Energy, Food System, Natural Environment, Transportation, Waste and Water.



Erie, CO

[Sustainability Plan](#) adopted in November 2019

- Erie's plan provides a roadmap and approach through which the community can protect natural resources, support the local economy and culture, and promote a sustainable lifestyle for its residents and visitors.
- The Plan is split into four sectors: energy use; transportation; waste, recycling and composting; and outreach and education.



Greeley, CO

[Energy Action Plan](#) adopted in
December 2019

- As part of their Imagine Greeley Comprehensive plan, Greeley identified three priorities for the community: create an affordable and reliable energy future, increase residential, commercial, and industrial energy efficiency and alternative energy opportunities, improve economic health and stimulate growth.
- The Energy Action Plan identifies four focus areas: residential, business, educational institution, and municipal.

Current Proposal

Work with available partners to develop a Windsor Energy Plan in 2022.





What They Offer



Tools, data, and
expertise



Grants and
microgrants



People and
resources to
deliver programs



Marketing
materials and
media relations

In Conclusion



01

Sustainable Windsor Colorado requests that the Town of Windsor develop an Energy Plan in 2022.

02

Sustainable Windsor Colorado challenges the Town to develop a long-term Sustainability Plan.

03

Sustainable Windsor Colorado offers our partnership.

Thank you!

Sustainable Windsor Colorado

Contact us on Facebook or at
SustainableWindsorCO@gmail.com



Milton Geiger, M.S. Windsor Resident—5 years
Certified Energy Manager
Association of Energy Engineers

Greg Flebbe, J.D. Windsor Resident—5 years
Retired Senior Planner for the City of Greeley

Carol Hoglund, M.S. Windsor Resident—24 years
Retired Higher Education AdministratorS

Erica Koehler, M.Ed. Windsor Resident—29 years
Licensed School Counselor

Jenna Linenberg, B.S.
CSU graduate with a degree in Ecosystem Science and Sustainability

Mary Koehler, R.N. Windsor Resident—29 years
Retired Registered Nurse
Air Force Veteran

Jim Koehler Windsor Resident—29 years
Retired Postal Carrier
Air Force Veteran

Kathleen Jones, Ph.D. Windsor Resident—50 years
Retired Biological Sciences Professor

Susan Carey, M.S. Windsor Resident—39 years
Retired Speech Therapist and Preschool Teacher

Judith Sanborn, O.T. Windsor Resident—11 years
Retired Occupational Therapist

Kristan Wiggins, B.S. Windsor Resident—20 years
UNC graduate with a degree in Environmental and Sustainability Studies

Don Johnson, M.Div. Windsor Resident—34 years
Retired pastor of Bethel Lutheran Church
CCO for Lauren Project

Mary Beard, B.S. Windsor Resident—41 years
Retired Elementary Teacher

Robert Bradley, M.D. Windsor Resident—44 years
Retired Physician

Maryilyn Bradley, R.N. Windsor Resident—44 years
Retired Registered Nurse

Vickie Stimac Windsor Resident—40 years
Retired Higher Education Planning Service Consultant

Russ Gorham, B.S. Windsor Resident—12 years
Research & Development Chemist
Volunteer as Climate Reality Leader



MEMORANDUM

Date: November 15, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Karen Frawley, Town Clerk
Re: Future Meeting Agenda
Item #: B.3.

ATTACHMENTS:

- ▢ Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

November 22, 2021 5:30 p.m.	Town Board Work Session Rates and Fees Review
November 22, 2021 7:00 p.m.	Town Board Regular Meeting
November 29, 2021	Cancelled – 5 th Monday
December 6, 2021 5:30 p.m.	Town Board Work Session FPPA Discussion MLK/Holiday Pay Special Events Discussion
December 13, 2021 5:30 p.m.	Town Board Work Session Town Board-Manager-Attorney Monthly Meeting Drought Management Plan
December 13, 2021 7:00 p.m.	Town Board Regular Meeting
December 20, 2021 5:30 p.m.	Town Board Work Session Board-Manager-Attorney social/dinner
December 27, 2021 5:30 p.m.	Cancelled
January 3, 2022 5:30 p.m.	Town Board Work Session
January 10, 2022 5:30 p.m.	Town board Work Session Town Board-Manager-Attorney Monthly Meeting Windsor Open Space and Trails Plan
January 10, 2022 7:00 p.m.	Town Board Regular Meeting
January 17, 2022 5:30 p.m.	Town Board Work Session
January 24, 2022 5:30 p.m.	Town Board Work Session
January 24, 2022 7:00 p.m.	Town Board Regular Meeting
January 31, 2022	Cancelled – 5 th Monday

Future Work Session Topics

- DDA Entertainment District
- Urban3 Follow-up
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site
- Presentation by Carolyn Steffl regarding SB21-262 – Special District Transparency
- Proportional services and amenities for planned population
- Colorado Opioids Settlement Use Ideas
- Economic development/retail needs based on population levels (following retail assessment)



MEMORANDUM

Date: November 15, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re:
Item #: C.1.



MEMORANDUM

Date: November 15, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re:
Item #: C.2.