



Town Board Regular Meeting

March 25, 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 7:22 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
Aaron Lopez, Interim Police Chief
John Thornhill, Community Development Director
Scott Ballstadt, Planning Director
Dean Moyer, Finance Director
Carlin Malone, Chief Planner
Sandra Mezzetti, Senior Planner
Kimberly Lambrecht, Senior Planner
David Eisenbraun, Senior Planner
Kim Emil, Deputy Town Attorney
Omar Herrera, Deputy Director of Engineering
McKenzie Paine, Communications Manager
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Rennemeyer asked Town Board Member Tallon 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

Mayor Rennemeyer stated that item C.7 has a typographical error and should read as follows:
Ordinance No. 2024-1698 - An Ordinance Establishing the Annual Salary for the Mayor,
Mayor Pro Tem, and the Town Board Members of the Town of Windsor, Colorado.

Town Board Member Hallett moved to approve the agenda as amended, 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.

4. 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 an application for alteration of the arts and heritage center for new storm windows. The commission also discussed language for the certificate that will go along with plaques for designated sites. The commission is working on Historic Preservation month in May and is planning an open house with other outside agencies.

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 has not met since the last provided update.

Mayor Pro Tem Wilson reported that the Great Western Trail Authority has not met since the last provided update.

Mayor Pro Tem Wilson reported that the 34 Coalition had a kick off special meeting for the Transportation Management Office.

Mayor Pro Tem Wilson reported that the I-25 Coalitions has not met since the last provided update.

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 reported on the upcoming activity guide and spoke about Chimney Park pool, swim lessons, hiring around fifty part-time seasonal employees for this summer. The parks department will be coming to the Board to request funding for a feasibility study for 2025 and how to better utilize Chimney Park pool. Staff is working on getting ahead of the blue algae issue at Windsor Lake this year and will install four solar panel buoys.

Town Board Member Bennett reported that the Windsor Arts Commission had a member of the public address the commission regarding concerns about the comprehensive plan requiring public art, but nothing requires funding. Chris Bates, who painted the mural at 408 Exchange building, was hired as a part-time employee, and he will be finding the talent for the ArtLive events. The Windsor Downtown Alliance met with staff to speak about a mural grant program, in which a business or building owner would apply to obtain a grant to place a mural on their building. The Poudre River Mural in connection with Eastman Park South will have some type of artwork that will be appropriate for a water shed. The commission is wanting a nature theme artwork at Kyger Reservoir and Jody Bliss will be the selected artist. This artist will create artistic benches with some sort of canopy. The new police station, within the construction budget there will be a little funding for public art. The arts commission has been working with staff to complete that project.

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

Authority

Town Board Member Cline reported that the Clearview Library Board will be hosting the grand opening of its Severance location on Saturday, April 6th from 1:00 to 3:00 p.m. The board is also completing a search for their new executive director and are hoping to have someone on board by July.

Town Board Member Cline reported that the Poudre River Trail Corridor Authority is planning for its trail-a-thon to be held on April 27th at the Poudre Learning Center at 9:00 a.m.

Town Board Member Tallon - Planning Commission, Chamber of Commerce

Town Board Member Tallon reported that the Planning Commission approved the comprehensive plan that Town Board will be reviewing.

Town Board Member Tallon reported that the Chamber of Commerce has a new Executive Director, Dennis Houston, and the board has also reported that they believe that the number of wine and beer walks that they have been holding is too many and are looking at scaling back to peak interest again.

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

Town Board Member Hallett reported that the Windsor Housing Authority received approval to apply for funding through Weld Trust to fill the funding gap for the Jacoby Meadows project.

Town Board Member Hallett reported that the Tree Board voted on the Arbor Day poster winners.

Town Board Member Hallett reported that the Attainable Housing Ad Hoc Committee has completed all of its meetings and will be reporting back to Town Board in the future.

Mayor Rennemeyer - Windsor Downtown Alliance, North Front Range MPO

Mayor Rennemeyer reported that the Windsor Downtown Alliance has not met since the last provided update.

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

5. 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 February 26, 2024 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the February 25, 2024 Town Board Regular Meeting Minutes.

2. Approval of the March 18, 2024 Town Board Special Meeting Minutes - K. Frawley, Town Clerk

Approval of the March 18, 2024 Town Board Special Meeting Minutes.

3. Resolution No. 2024-16 - A Resolution Accepting and Approving a Temporary Construction

Easement Agreement and a Permanent Public Drainage Utility Easement and Agreement between the Town of Windsor and the Weld Re-4 School District Concerning the Northern Lights Park and Peakview Elementary School - D. Roth, Civil Engineer

There is a drain pan on the Town's side of the property line. It runs east to west on the lower end of the park. The way it was graded, it would run off the Town's property onto the school's property. The school is installing an inlet to collect the water from the low end, and pipe it to their storm drainage. This is what the permanent easement is for. The Temporary Construction Easement ("TCE") is to allow additional area to complete the project. The school is also tying their sidewalk in to connect to the Town's sidewalk on the park site. The TCE will cover this also.

4. Resolution 2024- 17 - A Resolution Approving and Adopting an Intergovernmental Agreement Between the Town of Windsor and Colorado Department of Transportation Concerning Intersection Improvements at Colorado Blvd and Crossroads Blvd - S. Pearson, Civil Engineer

This project was developed out of the 2020 Transportation Master Plan Update. This intersection improvement project will improve safety and operations by converting the existing signalized intersection to a multi-lane roundabout at the Colorado Blvd and Crossroads Blvd intersection. Proposed improvements will also include the widening of Colorado Blvd and Crossroads Blvd to a four-lane arterial on the north and east legs of the intersection. A roundabout will provide a reduction in the severity of crashes, reduce congestion, improve air quality and mobility, and enhance multimodal transportation in the area. The plan's efforts to improve all modes of transportation while improving safety and reducing emissions are in conformance with regional and local transportation plans.

5. Resolution No. 2024-21 - A Resolution for a Contract Extension with Ally Utility Consulting, LLC - D. Money, Town Attorney

In Fall of 2022, the Towns of Windsor, Severance, Eaton and the Fort Collins-Loveland Water District entered into an Agreement for Shared Consultant Cost-Sharing ("Agreement"), concerning the retention of Ally Utility Consulting, LLC, ("Ally") to provide the Parties with program management services for the creation and operation of the Cobb Lake Regional Water Treatment Plant and to share Ally's program management costs in equal shares. Ally initially estimated that the program management costs would total approximately \$200,000. Based on additional work and time, Ally has revised the cost estimate for the program management costs to \$240,000. The Parties desire to approve Ally's revised cost estimate and to continue to share the cost equally. To effectuate the foregoing, the Parties desire to enter into this First Amendment to the Agreement reflecting the additional cost. The added cost to each party will be an additional \$10,000.

6. Report of Bills for February 2024 - 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. Ordinance 2024-1696 - An Ordinance Amending Portions of Windsor Municipal Code, Chapter 14, Article II, Concerning Comprehensive Plan Adoption Procedures

Please refer to attached memorandum.

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

Town Board Member Hallett moved to approve Ordinance No. 2024-1696, 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. Public Hearing - Resolution 2024-18 - A Resolution of the Town of Windsor Town Board approving and adopting the Town of Windsor Comprehensive Plan

See attached staff memo.

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

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.

3. Resolution 2024-18 - A Resolution of the Town of Windsor Town Board Approving and Adopting the Town of Windsor Comprehensive Plan

Please see public hearing item.

Mayor Rennemeyer stated that there are some bills currently being considered during this legislative session that the public should read and become informed. Those bills are HB 24-1313; 24-1007; 24-1152; and 24-1304.

Town Board Member Hallett moved to approve Resolution No. 2024-18, 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.

4. Resolution 2024-19 - Approving and Affirming an Addition to the Town of Windsor's Comprehensive Plan Appendices Titled "Economics of Community Development"

Urban3 was added as a consultant in an effort for the Town to gain a better understanding of the financial health of a community via the underlying tax structure. Most communities rely on a mixture of revenues, primarily from taxes, users fees, and state and federal governments. Taxes tend to comprise a large share of local revenue. Communities use these funds to run their government, pay for public services, and build and maintain infrastructure. When available, spatial data allows Urban3 to map and visualize both tax revenue and infrastructure costs, an approach they call "geoaccounting."

Town Board Member Cline stated that she appreciates the work that Urban3 has done on this

project, but she has been against having them working on this project and will be voting no.

Town Board Member Hallett moved to approve Resolution No. 2024-19, Town Board Member Tallon seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Ken Bennett, Victor Tallon, Jason Hallett, Ron Steinbach; Nays - Julie Cline; Motion Passed.

5. Resolution No. 2024-20 - A Resolution Appointing the Deputy Municipal Judge for the Town of Windsor Municipal Court, and Confirming the Term of Office

On December 12, 2022, presiding Municipal Judge Teresa Ablao was approved by Resolution 2022-81 to be reappointed as the Municipal Judge for the Town of Windsor. In the event that Municipal Judge Teresa Ablao is not able to fulfill her duties, the Deputy Municipal Judge would act as presiding Municipal Judge during the absence of Judge Teresa Ablao. Section 9.2 of the Windsor Home Rule Charter calls for the Town Board to appoint the presiding Municipal Judge and the Deputy Municipal Judge of the Windsor Municipal Court by an affirmative vote of two-thirds (2/3rds) of the Town Board Members then in office. The current Deputy Municipal Judge, Michelle Kline, is resigning, necessitating a need for a replacement candidate to fulfill this vacant position. Upon Board approval, Kristin Brown will serve as the new Deputy Municipal Judge of the Windsor Municipal Court, effective March 25th, 2024.

Town Board Member Hallett moved to approved Resolution No. 2024-20, 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.

6. Ordinance No. 2024-1697 Amending a Portion of Town of Windsor Municipal Code, Chapter 16, Article III, Concerning Regulation of Short-Term Rentals

Short-Term Rentals (STRs) have become a popular housing option for vacationers, business travelers, and people seeking a weekend get-a-way. Unfortunately, STRs can also have impacts on neighborhoods, community character and the availability of affordable housing. While STRs may have a positive impact on the local economy, particularly if a lodging tax were implemented, they can also have a negative impact on the affordable housing supply. The challenge is to strike a balance between reasonable regulations to preserve local housing markets, limit neighborhood impacts, boost tourism economies, and provide opportunities for homeowners to supplement their income.

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

Town Board Member Hallett moved to approve Ordinance No. 2024-1697, 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.

7. Ordinance No. 2024-1698 - A Resolution Establishing the Annual Salary for the Mayor, Mayor Pro Tem, and the Town Board Members of the Town of Windsor, Colorado

Section 3.6 of the Town's Home Rule Charter states that the compensation of Town Board Members and the Mayor shall be set by ordinance. The current compensation for the Town Board Member and Mayor were previously established in May 2015, by Ordinance No.

2015-1497. The Town Board wishes to increase the Mayor, Mayor Pro Tem and Board Member pay of future Mayor, Mayor Pro Tem and Board Members. The set pay for members starting on May 1, 2026 are \$18,000 for Mayor, \$12,000 for Mayor Pro Tem, and \$10,000 for all other Board Members. The provisions of the Ordinance will not affect the compensation being paid to current electeds in these positions.

Town Board Member Hallett moved to approve Ordinance No. 2024-1698, 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.

8. Resolution No. 2024-22- A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Town Of Windsor, Colorado, for 2023

Town Board Member Hallett moved to Resolution No. 2024-22, 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.

9. Resolution No. 2024-23 A Resolution Approving the Amended and Restated Water Service Agreement between the Town of Windsor and North Weld County Water District

The Town of Windsor and North Weld County Water District ("District") have negotiated an amended Water Service Agreement. The agreement supersedes the original agreement as well as the previous amended agreements of 2001, 2004, and 2009. The District will annually treat a minimum of 474 million gallons (MG) and a maximum of 502 MG. This agreement provides the Town an additional 84.8 MG of treatment.

The Plant Investment Fee (PIF) that the Town collects for every building permit will provide the \$3.07 million funding.

Town Board Member Hallett moved to approve Resolution No. 2024-23, 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.

D. COMMUNICATIONS

1. Communications from Town Attorney

Per Mr. Money, will be out on family leave for the next three weeks from April 1st to April 20th.

2. Communications from Town Staff

Per Ms. Frawley, election day is next Tuesday, April 2nd. Ballots are due to the Town Clerk no later than 7 pm on April 2nd. Town Hall will be open on election day from 7 am to 7 pm for voter assistance.

Per Ms. Humphries, the community survey has received nine-hundred and fifty responses so far with sixteen days remaining open. There will be another big push this week to obtain more responses before it closes.

Per Interim Chief Lopez, today Windsor welcomed two new officers to the department who come to us from neighboring jurisdictions.

a. Strategic Plan Key Performance Indicator Report for March 2024

Attached are the Town's Key Performance Indicators for March 2024. Typically, 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 one year of key performance indicators, so I have provided more feedback in an effort to provide more context to the data now that we have a year to look at.

1. Strategic Growth:

Cost of Maintaining Open Space: Our initial thoughts entering the year was this number would be around \$150 per acre. At \$214/acre we most likely saw an increase in product pricing and time commitment from staff to this effort. I am hopeful that after another year of data we will find a consistent average, which will aid in budgeting for future maintenance as we look to add open space to our inventory over the years.

The three KPI's related to water did not move much all year but show that our water supply for the year was adequate, that we are diligently working to continuously reduce water loss and our staff and customers are working to reduce consumption.

Part one crimes are explained in the KPI but I would be remiss if I didn't point out that the number continues to show how safe a community Windsor is.

2. Vital Infrastructure:

The capital expenses by category KPI now reflect the year of capital spending on the town's behalf. It shows the commitment that the Town Board made a strong financial commitment and staff put considerable effort in ensuring the desire to focus on key infrastructure investment was accomplished. The pavement quality index didn't move much. However, it confirms that our growing road network is in great shape.

3. Vibrant and Healthy Economy:

With the end of year data complete, the sales tax KPI's tell an interesting story. Sales tax within the DDA continues to outperform the previous year. For the Town overall, Q4 did decline, however it is important to remember that the sales tax rate was lowered in 2024. That explains the higher totals seen in 2023. The decline is something that staff are paying attention to as we look to see results from Q1 in 2024.

Average daily traffic vs. capacity has been very interesting to watch throughout the year as it fluctuated with volume, location and was directly impacted by construction. Overall, the system continues to handle the volumes we see on our roadways.

b. Windsor Police Department February 2024 Statistics

c. Financial Report for December 2023

3. Communications from Town Manager

Per Mr. Hale, this Wednesday from 2 to 4:00 pm will be Stacy Brown's going away party at Town Hall on the second floor. The weekly update will be sent out on Thursday evening due to having Deputy Town Manager assessment center all day Friday.

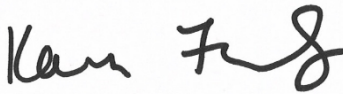
4. Communications from Town Board

Per Mayor Rennemeyer, Saturday, April 6th at 1:00 pm, the Severance branch will be having an open house.

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 9:11 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley". The signature is fluid and cursive, with the first name "Karen" and the last name "Frawley" clearly distinguishable.

Karen Frawley, Town Clerk