



TOWN BOARD WORK SESSION

June 10, 2024 - 4:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

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

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

WORK SESSION AGENDA ITEMS

1. District 2 Interviews
2. Jacoby Meadows Fee Waiver Request Discussion - S. Mezzetti, Senior Planner
3. Future Meetings Agenda

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: June 10, 2024
To: Mayor and Town Board
From:
Re: District 2 Interviews
Item #: 1.

Background / Discussion:

Applications and letters of interest were received by four individuals in District 2. Applications were due by June 7, 2024, at 5:00 p.m.

The interview schedule is as follows:

4:30 p.m. - Bob Jonckowski
5:00 p.m. - Karen Jacobsen
5:30 p.m. - Brian Jones
6:00 p.m. - Gregg Meisinger

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Bob Jonckowski Application - District 2_Redacted
2. Brian Jones Application - District 2_Redacted
3. Gregg Meisinger Application - District 2_Redacted
4. Karen Jacobsen Application - District 2_Redacted

Dear Windsor Town Board Selection Committee,

I am writing to express my sincere interest in serving on the Windsor Town Board. As a dedicated member of our community, I bring a varied background that I believe will be valuable assets to the board.

Throughout my professional journey, I have held diverse roles including employee, branch manager, small business owner, and business-to-business sales representative. Additionally, I have served on three different boards, culminating in a four-year tenure as President of a 212-home District 2 HOA. During this time, I collaborated closely with various Town of Windsor agencies and negotiated important agreements such as oil & gas leases and the development of bike and walking paths within our extensive open space.

What I bring to the table is not just a wealth of experience, but also a deep-rooted desire to contribute to positive change and the future development of Windsor, a town my family and I have proudly called home for the past 20 years. Each of my three adult children is actively engaged in giving back to the community, reflecting the values we hold dear.

I am particularly excited about the opportunity to collaborate with fellow board members, stakeholders, and community members to make well-informed decisions that will benefit our town and its residents.

I am confident that my dedication, skills, and enthusiasm make me a strong candidate for this position. I welcome the chance to further discuss how I can contribute to the Windsor Town Board.

Thank you for considering my application. I eagerly anticipate the possibility of serving our community in this capacity.

Respectfully,
Bob Jonckowski



Application for Town Board – District 2

Please complete this application and a letter of interest and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550 or email to kfrawley@windsorgov.com. The application deadline is May 3, 2024 at 5 p.m.

Qualifications

- Must be a citizen of the United States
- Must be 18 years of age or older at the time of appointment
- Candidate must reside in the municipality in which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.
- Candidate must reside in District 2.
- Candidate must be a registered elector.
- No person who has been convicted of a felony shall be eligible. A background check is required for municipal candidates.

Verification of any or all applicant qualifications occurs after submittal of the application and letter of interest.

Name: Robert (Bob) Jonckowski

Address: [REDACTED]

Day Phone: [REDACTED]

Night Phone: [REDACTED]

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 22 yrs Current Occupation: Retired

Why do you want to represent District 2 as a Town Board Member? Because I'm passionate about contributing my skills and expertise to drive positive change and help make meaningful decisions that benefit my community.

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed?

- 1) Infrastructure Maintenance: aging infrastructure can pose significant challenges, including deteriorating roads, bridges and utilities. Addressing these require a proactive approach including regular assessments and priorities. Possibly seeking grants, partnerships with other entities & budget allocations
- 2) Community Development: stimulating economic growth, promote affordable housing & maintaining a high quality of life for residents. May include incentivize local businesses, streamline zoning, enhancing livability, regs that encourage responsible growth and investing in amenities.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: [Signature]

Date: 04/29/2024

301 Walnut Street · Windsor, Colorado · 80550 · phone 970-674-2400 · fax 970-674-2456
www.windsorgov.com



BRIAN JONES



To Whom it May Concern:

My name is Brian Jones, and I am seeking appointment to the Windsor Town Board for the vacant District 2 seat. My family and I moved to Windsor in 2020 and have loved living in this special town. With the opening on the town board, I felt this was a chance to give back and serve the community we enjoy so much.

Here is a little background on myself: I was born and lived most of my adolescent years in the small town of Artesia, New Mexico, before moving to the Dallas/Fort Worth area of Texas. During my tenure in Texas, I learned the ins and outs of the restaurant business and in 2011 took the leap and moved to Colorado and opened Fuzzy's Taco Shop in Fort Collins with my business partner and close friend Marc Rogers. Through hard work as well as a little bit of luck, we were able to open multiple Fuzzy's locations including Windsor in 2018. Through working in Windsor, my family and I fell in love with the community and decided to move from Fort Collins to Windsor in 2020. Windsor has the same charm and appeal of my hometown, so it felt like a no-brainer to raise our daughter here. In late March of 2024, our company purchased MashLab Brewery and that move has only deepened my roots within and appreciation for Windsor and its' residents.



[REDACTED]



[REDACTED]

[REDACTED] WINDSOR CO

I started my restaurant career at the ripe age of 14 and have spent the last 26 years working in various roles within the industry. The ownership group I am a part of owns 19 restaurants and employs well over 500 Coloradoans throughout our multiple brands. In my years developing and mentoring employees, I have developed strong communication skills, critical thinking, and the ability to plan and execute goals for individuals and for the masses.

I have been married to my wife, Damie, for 16 years. We have one daughter, Elizabeth, who is 10 years old and about to start the 5th grade. In my free time, I enjoy golfing, watching the Dallas Cowboys (even though they are not usually winning), and spending time with my family.

I appreciate your consideration to become a member of the Windsor Town Board and I look forward to serving this community.





Application for Town Board – District 2

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Qualifications

- Must be a citizen of the United States
- Must be 18 years of age or older at the time of appointment
- Candidate must reside in the municipality in which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.
- Candidate must reside in District 2.
- Candidate must be a registered elector.
- No person who has been convicted of a felony shall be eligible. A background check is required for municipal candidates.

Verification of any or all applicant qualifications occurs after submittal of the application and letter of interest.

Name: Brian Jones

Address: [REDACTED] Windsor, CO 80550

Day Phone: [REDACTED] Night Phone: [REDACTED]

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 4.5 years Current Occupation: Restaurant Owner

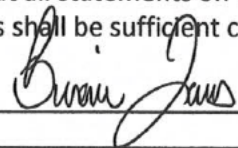
Why do you want to represent District 2 as a Town Board Member? I want to serve my community and contribute to the growth of Windsor.

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed?

1) I feel like the biggest challenge to Windsor is the rapid growth. I think the Town of Windsor needs to invest in infrastructure and road development/maintenance in order to keep up with the influx of new residents and continue to attract new businesses to the area.

2) With the rapid growth that Windsor has experienced, comes a concern for public safety. Windsor has always been known as one of the safer communities in the US, and in order to stay that way the city should continue to support police and fire department growth and training.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: 

Date: 6/3/2024

June 4, 2024

Town Clerk
Town of Windsor
301 Walnut Street
Windsor, CO 80550

Application for Town Board-District 2

Please consider this my Letter of Interest in being appointed to the City's District 2 Town Board opening.

I meet all of the minimum requirements and have been a resident of Windsor for almost 19 years. I feel that some of the other attributes that I would bring to this position are:

- I am owner and president of Coe Construction Inc. A general contracting company based in Loveland, but works throughout Northern Colorado. As a local employer I am very interested in the on-going growth and economic development in the area as well as the quality of life issues such as transportation, affordability and cross-jurisdictional issues.
- I currently sit on the City of Loveland's Construction Advisory Board for a total of 12 years and was Chairman for 4. This board acts as the appeals board for the building department, interacts with other city departments as it relates to construction and reported to City Council our recommendations.
- I participated and graduated from the Leadership Loveland program in 2012. While this was obviously focused on Loveland, it did give me a better understanding of how municipalities work and are governed.
- I was also on Larimer Counties' Workforce Investment Board for a 3 year term, completed in 2013.

Some of the other interests that my wife and I share include motorcycle riding, walking our dogs, exercise and enjoying the arts.

It would be an honor to serve the residents of Windsor as a member of the Town Board and I would always do my best to look out for their and the town's best interests.

Sincerely,



Gregg A. Meisinger

[REDACTED]
Windsor, CO 80550
[REDACTED]



Application for Town Board – District 2

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Qualifications

- Must be a citizen of the United States
- Must be 18 years of age or older at the time of appointment
- Candidate must reside in the municipality in which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.
- Candidate must reside in District 2.
- Candidate must be a registered elector.
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Verification of any or all applicant qualifications occurs after submittal of the application and letter of interest.

Name: Gregg A. Meisinger

Address: [REDACTED] Windsor CO 80550

Day Phone: [REDACTED] Night Phone: [REDACTED]

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 19 Current Occupation: Construction Executive

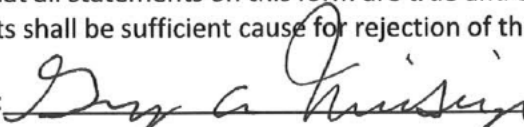
Why do you want to represent District 2 as a Town Board Member? I will try my best to balance the needs of the people in district 2 with the overall betterment of the town.

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed?

1) Balancing the growth in the area with the needs for infrastructure improvements and coordination with the surrounding areas.

2) Maintaining the towns quality of life while at the same time the budgeting for towns is becoming more and more complicated.

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: 

Date: 6-4-24

Karen Jacobsen

Windsor, CO 80550

Town of Windsor
301 Walnut Street
Windsor, CO 80550
May 3, 2024

RE: Karen Jacobsen – District #2 Letter of Interest

To Whom it May Concern,

Please allow this letter to express my interest in serving the Town of Windsor in the capacity of the District #2 representative.

I have deep ties to Windsor, having lived here during my high school and college years and returning here two years ago to be near family – and to leave Denver where the city that held a small-town character for many years is struggling to hold on to it.

I hold advanced degrees in business and international management, I've worked in both construction and technology. My board service spans industry and charitable organizations. I cherish Colorado's charm and Windsor's small-town feel. I feel this unique background would strongly benefit our Town.

As the Town continues to grow, we face a choice: copy larger communities with all their amenities and challenges, or drive our own course.

I look forward to helping shape our strategic planning that blends with Windsor's unique identity and look forward to the possibility to represent District #2 on the Town Board.

Thank you for the consideration.

Karen Jacobsen



Application for Town Board – District 2

Please complete this application and a letter of interest and return it to the Town Clerk's Office, 301 Walnut Street, Windsor, CO 80550 or email to kfrawley@windsorgov.com. The application deadline is May 3, 2024 at 5 p.m.

Qualifications

- Must be a citizen of the United States
- Must be 18 years of age or older at the time of appointment
- Candidate must reside in the municipality in which he or she is to be elected for a period of at least twelve consecutive months immediately preceding the date of the election.
- Candidate must reside in District 2.
- Candidate must be a registered elector.
- No person who has been convicted of a felony shall be eligible. A background check is required for municipal candidates.

Verification of any or all applicant qualifications occurs after submittal of the application and letter of interest.

Name: Karen Jacobsen
Address: [REDACTED] Windsor, CO
Day Phone: [REDACTED] Night Phone: [REDACTED]
E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 2 yrs recently + about 14 yrs total Current Occupation: marketing operations
Why do you want to represent District 2 as a Town Board Member? Please see attached.

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed?

- 1) Please see attached
- 2) _____

I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature: [Signature] Date: May 1, 2024

Karen Jacobsen
District #2

Briefly explain what you believe are the two most important issues facing the Town Board and how do you believe those issues should be addressed:

1. Ensure Vital Services:

The Town Board's foremost responsibility is ensuring that essential services are *accessible* to residents and businesses. These services, which may evolve over time, include food, water, shelter, safety, transportation, and communication infrastructure. These services need to be available during all economic times as well as during times of emergencies.

Currently affordable housing is of concern. Our housing inventory across economic levels should be monitored and addressed. Specifically, in regards to affordable housing, we should consider:

- **Develop or Designate Units:** We should actively create new affordable housing units or designate existing ones.
- **Rental Assistance Programs:** Implementing rental assistance programs can alleviate housing cost burdens.
- **Barriers to Homeownership:** Removing obstacles encourages homeownership.
- **Collaborate with Housing Organizations:** Partnering with specialized organizations enhances our efforts.

2. Maintain Financial Vigilance:

The non-residential sectors contribute more than half of our financial resources. Monitoring this revenue stream and assessing any risks is of importance. We must maintain a diverse revenue base in order to fund vital services and services that support our thriving community (e.g., parks, recreation, outdoor spaces).

About Me: I have deep ties to Windsor, having lived here during my high school and college years and returning here two years ago to be near family – and to leave Denver where the city that held a small-town character for many years is struggling to hold on to it.

I hold advanced degrees in business and international management, I've worked in both construction and technology. My board service spans industry and charitable organizations. I cherish Colorado's charm and Windsor's small-town feel. I feel this unique background would strongly benefit our Town.

Our Path Forward: As the Town continues to grow, we face a choice: copy larger communities with all their amenities and challenges, or drive our own course. Consider Sedona, Arizona—a community balancing amenities with environmental consciousness where ridge lines remain largely natural, houses are painted to limit reflectivity, so they blend in with the landscape, and the night sky is free of light pollution. Yet, the city has numerous commercial enterprises to support the needs of its citizens.

I look forward to helping shape our strategic planning that blends with Windsor's unique identity and look forward to the possibility to represent District #2 on the Town Board.

Thank you for your consideration.


May 1, 2024



MEMORANDUM

Date: June 10, 2024
To: Mayor and Town Board
From: Sandra Mezzetti, Senior Planner
Re: Jacoby Meadows Fee Waiver Request Discussion - S. Mezzetti, Senior Planner
Item #: 2.

Background / Discussion:

Summary:

The Loveland Housing Authority, on behalf of the Windsor Housing Authority, requests a discussion regarding raw water costs for the Windshire Park Subdivision 6th Filing, also known as The Jacoby Meadows Senior Apartments.

Background / Discussion:

The Town Board previously approved a development fee waiver request for the Windsor Housing Authority, Resolution 2022-84, in the amount \$1,138,548.00 on December 12, 2022, for the construction of the Jacoby Meadows Senior Apartments, phase one only, located in the Windshire Park Subdivision 6th Filing. The project has secured funding from the Colorado Housing and Finance Authority (CHFA) and is currently pursuing a low-interest loan for a financial gap of nearly \$1,000,000 for construction. Raw water costs were originally factored into the costs for construction in 2022 while working to secure funding for construction. However, since the original cost estimates in 2022, the cost of raw water has increased from \$63,700 per acre foot to \$103,000 per acre foot. Raw water was originally estimated in 2022 to be \$592,400. However, the cost of raw water for development is now \$957,900. The difference of \$365,490 has created a budget shortfall that was not anticipated. Please refer to the attached letter for specific request details.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. Jacoby - Work Session 6.10.2024
2. WHA-LHA Presentation - TB Work Session 6-10-24



June 5, 2024

Sandra Mezzetti, AICP
Senior Planner
Town of Windsor, Colorado
301 Walnut St., Windsor, CO 80550
Office: 970-674-2410
smezzetti@windsorgov.com

**RE: Jacoby Meadows Senior Affordable Apartments
Raw Water Cost Assistance**

Dear Ms. Mezzetti:

Please accept this request to place a discussion concerning the raw water cost for Jacoby Meadows on the agenda at the Town Board's Work Session on June 10, 2024.

The Town's in-lieu fees for raw water have substantially increased in recent years, resulting in a project budget shortfall of approximately \$365,000. To address this gap, Windsor Housing Authority (WHA) and Loveland Housing Authority (LHA) would like to respectfully request that the Town Board consider providing an additional grant in the amount of \$182,500; with the remaining \$182,500 being provided in the form of a cash-flow note with the proposed terms:

- 3% interest rate
- Interest only payments through year 17
- Note paid off at year 17

As the project developer and on behalf of WHA, LHA hereby submits the aforementioned request. If you have questions or if I can provide additional information, please contact me at any time.

Sincerely,

Eric E. Hull, AICP
Director of Real Estate Development, Loveland Housing Authority

Cc: Jeff Feneis, Executive Director, Loveland Housing Authority
Frankie Cole, Chairperson of the Board of Directors, Windsor Housing Authority Session

Jacoby Meadows

62 age-restricted (55+)
units, serving 30% - 80%
AMI households

50 1BR Units
12 2BR Units



JACOBY MEADOWS



Jacoby Meadows

Project Proforma – Sources and Uses

Sources of Financing	
RMCRC Permanent Loan	4,800,000
IDF AHIF Loan	1,945,400
IDF CMF Loan (no pmts for 10 yrs)	500,000
WHA Loan - CDOH	3,750,000
WHA Land Note	500,000
Town of Windsor (25pct match)	636,706
Town Fee Waivers	818,598
Windsor Loan	175,000
	-
	-
	-
	-
Deferred Developer Fee	1,080,350
Other Owner Equity	-
Federal Tax Credit Equity	12,903,710
State Tax Credit Equity	-
Total Sources	27,109,764

Uses of Financing	
Land and Buildings	1,000,000
Site Work	1,976,331
Construction (permits, contingency)	16,112,561
Professional Fees	730,000
Construction Interim Costs	3,726,110
Permanent Financing	144,681
Soft Costs	333,850
Syndication Costs	105,000
Developer and Consultant Fees	2,586,231
Project Reserves	395,000
Total Uses	27,109,764



MEMORANDUM

Date: June 10, 2024
To: Mayor and Town Board
From: Shane Hale, Town Manager
Re: Future Meetings Agenda
Item #: 3.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2024 Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

June 17, 2024 5:30 p.m.	Town Board Work Session (Potential Special Meeting to appoint District 2 representative) Sewer Plant expansion discussion with JACO and Hensel Phelps Review of the 2023 Safety Report Land Use Code Amendments Backlot Paving Discussion Reorganization overview
June 24, 2024 5:30 p.m.	Town Board Work Session Meet the Board – New Employees Downtown Parking Management Plan Presentation Kyger Discussion 2023 Audit Presentation Greeley PAB Request
June 24, 2024 7:00 p.m.	Town Board Regular Meeting
July 1, 2024	Canceled for the 1 st Monday
July 8, 2024 5:30 p.m.	Town Board Work session Board/Manager/Attorney Monthly Meeting CLWTA Funding request update
July 8, 2024 7:00 p.m.	Town Board Regular Meeting
July 15, 2024 5:30 p.m.	Town Board Work Session Energy Action Plan Update
July 22, 2024 5:30 p.m.	Town Board Work Session
July 22, 2024 7:00 p.m.	Town Board Regular Meeting
July 29, 2024	Canceled for the 5 th Monday
August 5, 2024	Canceled for the 1 st Monday
August 12, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
August 12, 2024 7:00 p.m.	Town Board Regular Meeting

August 19, 2024 5:30 p.m.	Town Board Work Session
August 26, 2024 5:30 p.m.	Town Board Work Session
August 26, 2024 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Budget: August 5th – Revenue Estimates
- Budget: September 9th – Staffing Needs
- Budget: September 16th – Capital Improvement Projects
- Budget: October 5th (Saturday) – Operating Requests
- Budget: October 21st – Utility Rates for 2025
- Budget: Work Session – Budget Wrap-Up/Revisions