



TOWN BOARD SPECIAL MEETING

July 15, 2024 - 5:30 PM

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

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

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

B. BOARD ACTION

1. Consideration, Appointment, and Administration of the Oath of Office to the Selected District 4 Town Board Member
 - Presentation: Julie Cline, Mayor
 - Administration of Oath: Karen Frawley, Town Clerk

C. BOARD DISCUSSION

1. Cobb Lake Regional Water Treatment Authority (CLRWTA) Funding request Update - S. Hale, Town Manager
2. Backlots Discussion - C. Templeman, Public Works Superintendent - Engineering
3. Reorganization Overview - S. Hale, Town Manager
4. Future Meetings Agenda

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: July 15, 2024
To: Mayor and Town Board
From: Julie Cline, Town Board Member
Re: Consideration, Appointment, and Administration of the Oath of Office to the Selected District 4 Town Board Member
Item #: B.1.

Background / Discussion:

The Town Board District 4 seat became vacant on June 17, 2024. Following this vacancy, the Town followed the Town Charter provisions in Sec. 3.7 pertaining to vacancies and interviewed applicants for District 4 on July 8, 2024. The Town Board, in accordance with the Charter, may select a person to fill the vacancy until the next regular municipal election.

Financial Impact:

Relationship to Strategic Plan:

Promote Effective Governance

Recommendation:

CC:

Attachments:

1. District 4 Application - Wendy Ball - Redacted
2. District 4 Application - David Coffman_Redacted
3. District 4 Application - Hunter Rivera_Redacted
4. District 4 Application - Ken Symsack - Redacted

RECEIVED JUL 05 2024

@ 2:08 pm ~ CR

Wendy Ball



Windsor, CO. 80550

July 4 2024

To Whom it May Concern,

My name is Wendy Ball and I am interested in applying for the Windsor Town Board District Four vacancy. My husband and I moved to Windsor 36 years ago and have enjoyed our lives here and being engaged in the community. I recently retired from a career with the State of Colorado working at the CSU Veterinary Teaching Hospital.

My experience serving on the Windsor Tree Board from 1989 to 2020 provided me knowledge of the town's advisory boards as well as interactions with the Town Board itself. I found the community outreach through "Sick Tree Day", the annual Arbor Day celebrations, producing the annual Tree Board calendar, and helping update the town's landscape standards to be very rewarding over the thirty-one years I served. In the early 2000's I wrote grants for the Tree Board and the Parks and Recreation Department projects. From those experiences I gained some understanding of the financial requirements needed to pay for things that citizens want and expect, as well as the challenges to fund them.

Thank you for your consideration. I look forward to the possibility of continuing to serve my community in a new role as a member of the Windsor Town Board.

Respectfully,


Wendy Ball



RECEIVED JUL 05 2024
@ 2:08 pm WCR

Application for Town Board – District 4

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 July 5, 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 4.
- 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: Wendy Ball

Address: [REDACTED] Windsor CO

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

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 36 yrs Current Occupation: Retired

Why do you want to represent District 4 as a Town Board Member? Windsor is my home. I have always been concerned with issues facing Windsor and hope my input could be beneficial.

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) Growth - An issue since I moved here 36 years ago.
Address by: continue to seek ways to make growth pay its own way to help lessen the burden on existing residents.

2) Maintaining the high standards of the Town in the residential areas that are not regulated by Home Owners Associations
Address by: diligently applying Town Codes and Standards and strictly enforcing Town Ordinances.

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: Wendy Ball Date: 7-4-2024

David Coffman

Windsor, CO 80550

Date: 6/18/2024

Karen Frawley, MMC
Town Clerk
301 Walnut St
Windsor, CO 80550

Dear Karen Frawley,

Please accept this letter of interest for the vacant District 4 Board seat. I would like to serve my community as a resident of Windsor, CO for nearly 24 years.

I have been at my current job for over 18 years. I have moved up the ranks to become the Director of Operations/ Quality Control Manager at a local aerospace company (Scion Aviation, LLC). Through this position I have gained skills that would benefit the Town of Windsor. I put together multimillion dollar quotes for customers as well as collaborate on internal budgets for these projects. With a keen eye for detail, I run the day-to-day production as well as quality control.

Thank you for your time and consideration. I look forward to being interviewed by the board and appointed to District 4.

Best Regards,



David Coffman



Application for Town Board – District 4

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Qualifications

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- 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 4.
- 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: David Coffman
Address: [REDACTED] Windsor CO 80550
Day Phone: [REDACTED] Night Phone: [REDACTED]
E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 24 years Current Occupation: Director of Operations

Why do you want to represent District 4 as a Town Board Member? To serve 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) The rapid growth of Windsor. We need to attract businesses with jobs that pay well so residents can work in their own town
- 2) keeping tax dollars in Windsor. There needs to be more shopping options, Groceries included. Right now most people have to go out of town for necessities

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: 6-18-24

Hunter B. Rivera

[REDACTED]
Windsor, CO 80550

Windsor Town Board
301 Walnut St.
Windsor, CO 80550

6.24.2024

RE: Hunter B. Rivera - District 4 Letter of Interest

Windsor Town Board Members,

I am writing to express my interest in serving as the District 4 Town Board Member. As a lifelong 22-year-old resident of Windsor, I have deep roots in this district. I grew up here, attended school here, shop here, and recreate here. I love my town and neighbors and would be honored to represent them on the Town Board.

Despite my age, I bring significant experience. I served as a youth liaison to the Windsor Water and Sewer Board in 2020, was appointed to the North Front Range Metropolitan Planning Organization's Community Advisory Board in 2021, and currently serve on the Windsor Board of Adjustment and Appeals and the Weld County Board of Adjustments. Additionally, I am the 1st Vice Chairman of the Weld County Republican Party.

Professionally, I work for Windsor's State Senator, Barbara Kirkmeyer, a position I have held since she took office in 2021. I have also worked for various state legislators, including Windsor's State Representative, Mike Lynch. As an aide to Senator Kirkmeyer, my work for her first two years in office revolved around many issues, mainly healthcare, insurance, transportation, education, and local government. For the past two years, my job for the Senator has focused primarily on the State of Colorado's budget. Through my work at the State Capitol, I have also worked with members of Congress, other state legislators, county commissioners, and many local elected officials. In addition to working for the State of Colorado, I also own a political consulting firm.

I also would be remiss if I didn't mention my previous runs for Windsor Town Board. Though twice unsuccessful, it should be noted that I have received votes and support from residents of my district to serve on this board. In 2022, I received a respectable 44% of the vote in District 4.

I hope the above letter and forthcoming interview showcase my genuine desire to serve my town and community as a Town Board Member.

Respectfully submitted,

Hunter B. Rivera
Windsor Town Board District 4 Resident



Application for Town Board – District 4

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Qualifications

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- 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 4.
- 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: Hunter B. Rivera

Address: [REDACTED]

Day Phone: [REDACTED]

Night Phone: [REDACTED]

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 22 Years Current Occupation: Self Employed

Why do you want to represent District 4 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) Please see attached

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: 6/24/2024

Why do you want to represent District 4 as a Town Board Member?

I want to represent District 4 as a Town Board Member because I have a deep-rooted commitment to our community and a vision for Windsor's future that balances growth with preserving our town's unique character. Having grown up in Windsor, I understand the needs and concerns of our residents. My previous experiences serving on various boards, including the Windsor Water and Sewer Board, the North Front Range Metropolitan Planning Organization's Community Advisory Board, and Windsor's Board of Adjustment and Appeals, have equipped me with the knowledge and skills to contribute effectively to our Town Board. I am passionate about maintaining Windsor's small-town charm while addressing the challenges of rapid growth. My goal is to ensure that our community continues to thrive and provide the best possible quality of life for all residents.

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

1. **Managing Rapid Growth:** Windsor has experienced significant growth in recent years, transforming from a small agricultural town to a bustling suburban community. This growth brings both opportunities and challenges. One of the primary issues is ensuring that this growth is managed in a sustainable and fiscally responsible manner. This involves strategic planning to maintain infrastructure, manage traffic, and provide essential services without compromising the town's character and quality of life. The Town Board should prioritize smart development practices, such as focusing on infill and redevelopment projects that leverage existing infrastructure. Additionally, promoting mixed-use developments can help create vibrant, walkable communities that reduce the need for long commutes and enhance local businesses.
2. **Water:** As Windsor continues to grow, the demand for water will increase. It is crucial to plan proactively for sustainable water use and conservation. Windsor has already made strides in this area by implementing water-efficient practices and securing additional water sources. However, continued efforts are needed to ensure a reliable water supply for the future. This includes encouraging water-efficient landscaping and irrigation practices and investing in infrastructure to support non-potable water systems for irrigation. By promoting these practices in new developments and among existing residents, Windsor can ensure a sustainable water future and maintain its commitment to environmental stewardship.

Kenneth A. Symsack

Windsor, CO 80550

July 3, 2024

Town Board of Windsor

Town Clerk's Office

301 Walnut Street, Windsor, CO 80550

Dear Members of the Town Board,

I am writing to express my interest in serving on the Town Board for District 4 in Windsor, Colorado. With a deep commitment to our community and a strong understanding of our challenges and opportunities, I am eager to contribute to Windsor's continued growth and development while maintaining the quality of life that our residents cherish.

As a longtime resident of Windsor and the surrounding area, I have witnessed our town's significant growth and development. While this growth brings many benefits, it also presents challenges that require thoughtful and strategic planning. I believe the two most important issues facing our community are managing rapid growth and development and maintaining our community's unique character and quality of life.

To address the issue of rapid growth, I advocate for implementing smart growth strategies. This includes comprehensive land-use planning that balances residential, commercial, and recreational spaces while preserving our open areas. Additionally, investing in infrastructure to support our growing population is essential. This involves ensuring that roads, schools, water, and sewage systems are upgraded and expanded to support the ever-increasing population at a rate the town and its resources can handle.

Maintaining the character and quality of life in Windsor is equally essential. I am committed to fostering community engagement by actively involving residents in the decision-making process and ensuring their values and preferences are reflected in town policies.

Furthermore, enhancing public services by expanding parks, recreational facilities, and cultural programs will help sustain a vibrant community atmosphere.

As a parent of two young children and with a wife who is a teacher at Grandview, I am particularly invested in setting up our community for a bright future. I want to ensure that Windsor remains a wonderful place for them to grow up, with ample opportunities and a safe, nurturing environment.

My professional career has been dedicated to serving others. I have extensive experience in hospitality, education, and tourism, which has equipped me with strong solution-minded analytical, planning, and communication skills. My experience, combined with my passion for our community, will enable me to make a meaningful contribution to the Town Board and the future of Windsor.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and vision align with the goals of the Town Board and the needs of District 4. I am excited about possibly serving our community in this capacity and am dedicated to working collaboratively to achieve our shared objectives.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Symsack', with a stylized, cursive flourish at the end.

Kenneth A. Symsack



Application for Town Board – District 4

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- Candidate must reside in District 4.
- 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: Kenneth A. Symsock

Address: [REDACTED]

Day Phone: [REDACTED]

Night Phone: [REDACTED]

E-Mail Address: [REDACTED]

How long have you been a resident in Windsor? 7 years Current Occupation: Meal Systems Administrator

Why do you want to represent District 4 as a Town Board Member? I want to represent District 4 to help ensure our community grows thoughtfully while preserving the unique character and quality of life that makes Windsor a wonderful place to live, work, and raise a family.

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) Managing Rapid Growth and Development: Implementing comprehensive land-use planning that balances residential, commercial, and recreational spaces while preserving open areas. Additionally, we address these issues through infrastructure investments, ensuring that roads, schools, water, and sewage systems are upgraded and expanded to support the growing population at a rate the town and its resources can handle.

2) Maintaining Community Character and Quality of Life: As Windsor grows, it's essential to preserve the town's unique character and high quality of life that residents cherish. This involves Community engagement, and involving residents in the decision-making process to reflect values and preferences in town policies and enhancing public services to maintain a vibrant community atmosphere.

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: July 3, 2024

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



MEMORANDUM

Date: July 15, 2024
To: Mayor and Town Board
From:
Re: Cobb Lake Regional Water Treatment Authority (CLRWTA) Funding request Update - S. Hale, Town Manager
Item #: C.1.

Background / Discussion:

Earlier this year, the Town helped establish the Cobb Lake Regional Water Authority (CLRWTA). Once operational, CLRWTA will develop its revenue by charging each participant based on a formula of how much water each entity treats annually. Until it's operational with a revenue stream, CLRWTA will require that each participant contributes funds, in order to facilitate the design and construction of the facility, among other needs. Representatives will be present this evening to give the Town Board an overview for the remainder of 2024 and what is anticipated for 2025.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2024.6.15 CLRWTA_TownofWindsorMeetingPresentation

COBB LAKE REGIONAL WATER TREATMENT AUTHORITY (CLRWTA)

TOWN OF WINDSOR BOARD MEETING

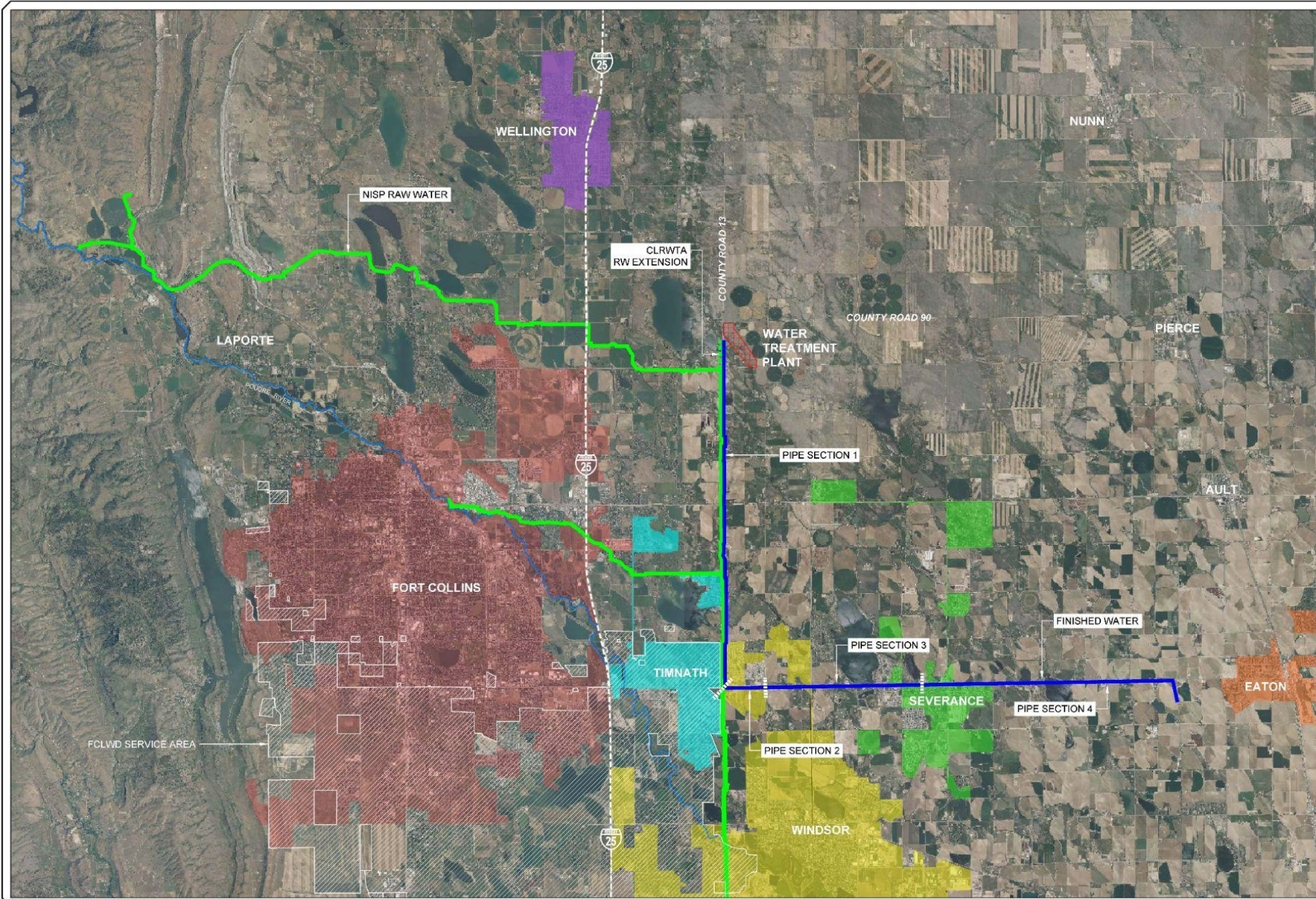
Monday, July 15, 2024

Shane Hale, Town Manager

Chris Pletcher, CLRWTA Board Chair

Chris Matkins, CLRWTA Authority Manager





REGIONAL WATER TREATMENT AUTHORITY

TREATMENT FACILITY OVERVIEW MAP
ALIGNMENT A

CONFIDENTIAL

CONFIDENTIAL

PREPARED FOR:
CACTUS HILL
SUBMITTAL DATE:
03/15/2023

SCALE:
VERTICAL: N/A
HORIZONTAL: 1" = 10K'

SHEET NUMBER
A
1 OF 2 SHEETS



CLRWTA FORMATION

- 2021: Property acquisition
- 2022 – 2024: Stakeholder meetings and Creation Agreement developed
- 2024: Authority formed and board seated
- 2024 – 2026: Design of pipeline and facility
- 2027: Construction
- 2030: Project completion, ongoing operations



CLRWTA GOVERNANCE - BOARD OF DIRECTORS

Director	Organization
Chris Pletcher, Chair	Fort Collins-Loveland Water District
Shane Hale, Vice Chair	Town of Windsor
Nicholas Wharton, Treasurer	Town of Severance
Lindsay Radcliff Coombes, At-Large	Town of Severance
Wesley LaVanchy	Town of Eaton



PROPOSED BUDGET

2024-2029

	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Beginning Balance All Funds	-	-	-	-	-	-
Ending Balance All Funds	-	-	-	-	-	-

Operations & Maintenance Fund	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue	\$ 274,374	\$ 391,017	\$ 407,748	\$ 419,980	\$ 432,579	\$ 445,557
Expenses	\$ 274,374	\$ 391,017	\$ 407,748	\$ 419,980	\$ 432,579	\$ 445,557
Fund Year Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

O&M Revenue Requirement	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 274,374	\$ 391,017	\$ 407,748	\$ 419,980	\$ 432,579	\$ 445,557
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Revenue Requirement	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Revenue	\$ 274,374	\$ 391,017	\$ 407,748	\$ 419,980	\$ 432,579	\$ 445,557

Funding Breakout For Each Entity

FCLWD	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389

SEVERANCE	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389

WINDSOR	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389

EATON	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Fixed O&M	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389
Variable O&M	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 68,593	\$ 97,754	\$ 101,937	\$ 104,995	\$ 108,145	\$ 111,389



O&M
DETAILED
EXPENSES

PROPOSED
2024

O&M Expense Detail Worksheet									
			Administration	Lib/Regulatory	Water Resources	Operations	Maintenance	Line Total	Total
5100	Personnel Services								\$0.00
5110	Wages								\$0.00
	5111	Wages (Permanent)						\$0.00	
	5112	Wages (Part-Time)						\$0.00	
	5113	Overtime / Temporary						\$0.00	
5120	Taxes								\$0.00
	5121	Unemployment Tax						\$0.00	
	5122	Medicare Tax						\$0.00	
5130	Pension								\$0.00
	5131	P.E.R.A.						\$0.00	
	5132	ICMA						\$0.00	
	5133	401K						\$0.00	
5140	Insurance								\$0.00
	5141	Health Insurance						\$0.00	
	5142	Life Insurance						\$0.00	
	5143	Workers Comp.						\$0.00	
	5144	HSA						\$0.00	
5150	Misc.								\$0.00
	5151	Conferences, Education						\$0.00	
	5152	Uniforms						\$0.00	
	5153	Safety						\$0.00	
5200	Professional Services								\$184,240.00
	Board, Legal, Audit								\$184,240.00
	5211	Directors Expenses	\$5,000.00					\$5,000.00	
	5212	Contract Support (Ally Utility)	\$116,740.00					\$116,740.00	
	5213	Legal Services	\$60,000.00					\$60,000.00	
	5214	Audit Services (Exemption)	\$0.00					\$0.00	
	5215	Engineering Services						\$0.00	
	5216	PR/Outreach (Website/Social Media/Event Tables)	\$2,500.00					\$2,500.00	
5300	Utilities								\$0.00
5310	Electrical Utilities								\$0.00
	5311	Plant Electrical						\$0.00	
	5312	Pump Station Electrical						\$0.00	
	5313	Tie Pump Station Electrical						\$0.00	
5320	Natural Gas								\$0.00
	5321	Plant Natural Gas						\$0.00	
	5322	Pump Station Natural Gas						\$0.00	
	5323	De-Watering bldg. Nat. Gas						\$0.00	
5330	Misc.								\$0.00
	5331	Trash Removal						\$0.00	

O&M Expense Detail Worksheet									
			Administration	Lib/Regulatory	Water Resources	Operations	Maintenance	Line Total	Total
5400	Contractual Services								\$68,133.98
5410	Telephone & Internet								\$0.00
	5411	Telephone & Internet						\$0.00	
5420	Outside Services								\$17,733.98
	5421	HVAC Service						\$0.00	
	5422	Contract Lab						\$0.00	
	5423	IT, Web Hosting, MS, & SCADA Support	\$7,733.98					\$7,733.98	
	5424	Grounds Maintenance (rodent maintenance)	\$10,000.00					\$10,000.00	
	5425	Board Meeting Software	\$0.00					\$0.00	
	5426	Contract Support	\$0.00					\$0.00	
5430	Source of Supply								\$0.00
	5431							\$0.00	
	5432							\$0.00	
	5433							\$0.00	
	5434							\$0.00	
5440	Dues, Publications								\$400.00
	5440	SDA Membership	\$400.00					\$400.00	
	5441	Memberships and Publications						\$0.00	
5450	Liability Insurance								\$50,000.00
	5451	Insurance, Property, Liability	\$50,000.00					\$50,000.00	
5500	Commodities								\$22,000.00
5510	Supplies								\$2,000.00
	5505	Admin/Oper. Misc.						\$0.00	
	5511	Office Supplies	\$2,000.00					\$2,000.00	
	5512	Operational Supplies						\$0.00	
	5513	Lab Supplies						\$0.00	
	5514	Shop Supplies						\$0.00	
	5516	Janitorial Supplies						\$0.00	
5520	Treatment Chemicals								\$0.00
	5521	Coagulants						\$0.00	
	5522	Disinfectants						\$0.00	
	5523	Corrosion Control						\$0.00	
	5524	Pre Treatment (Chlorite)						\$0.00	
	5525	Floc/Filter Aid						\$0.00	
	5526	Dewatering Flocculants						\$0.00	
	5527	Fluoride						\$0.00	
	5528	Misc. Chemicals						\$0.00	
5530	Fuel & Oil								\$0.00
	5531	Fuel & Oil						\$0.00	
5540	Miscellaneous								\$20,000.00
	5541	Miscellaneous (Contingency)	\$20,000.00					\$20,000.00	
5600	Repair & Maintenance								\$0.00
	5610	Plant Equipment						\$0.00	
	5620	Facilities Repair						\$0.00	
	5630	Lab Equipment Maint.						\$0.00	
	5640	Vehicles						\$0.00	
		Totals	\$274,373.98	\$0.00	\$0.00	\$0.00	\$0.00	\$274,373.98	\$274,373.98

O&M EXPENSE SUMMARY

Fixed O&M		2024	2025	2026	2027	2028	2029
		Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
Personnel Services							
	Wages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Pension	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Misc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Services							
	Directors Expenses	\$5,000.00	\$5,150.00	\$5,304.50	\$5,463.64	\$5,627.54	\$5,796.37
	Contract Support (Ally Utility)	\$116,740.00	\$200,125.00	\$206,128.75	\$212,312.61	\$218,681.99	\$225,242.45
	Legal Services	\$60,000.00	\$61,800.00	\$63,654.00	\$65,563.62	\$67,530.53	\$69,556.44
	Audit Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Engineering Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	PR / Outreach	\$2,500.00	\$30,000.00	\$30,900.00	\$31,827.00	\$32,781.81	\$33,765.26
		\$184,240.00	\$297,075.00	\$305,987.25	\$315,166.87	\$324,621.87	\$334,360.53
Utilities							
	Trash Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual Services							
	Telephone & Internet		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Outside Services	\$17,733.98	\$19,132.00	\$19,705.96	\$20,297.14	\$20,906.05	\$21,533.23
	Source of Supply	\$0.00	\$0.00	\$5,000.00	\$5,150.00	\$5,304.50	\$5,463.64
	Dues, Publications	\$400.00	\$650.00	\$669.50	\$689.59	\$710.27	\$731.58
	Liability Insurance	\$50,000.00	\$51,500.00	\$53,045.00	\$54,636.35	\$56,275.44	\$57,963.70
		\$68,133.98	\$71,282.00	\$78,420.46	\$80,773.07	\$83,196.27	\$85,692.15
Commodities							
	Supplies	\$2,000.00	\$2,060.00	\$2,121.80	\$2,185.45	\$2,251.02	\$2,318.55
	Fuel & Oil	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Miscellaneous	\$20,000.00	\$20,600.00	\$21,218.00	\$21,854.54	\$22,510.18	\$23,185.48
		\$22,000.00	\$22,660.00	\$23,339.80	\$24,039.99	\$24,761.19	\$25,504.03
Repair and Maintenance							
	Plant Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Lab Equipment Maint.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Variable O&M							
Utilities							
	Electricity	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Natural Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commodities							
	Treatment Chemicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total O&M Expenses		\$274,373.98	\$391,017.00	\$407,747.51	\$419,979.94	\$432,579.33	\$445,556.71
Total Fixed O&M Expenses		\$274,373.98	\$391,017.00	\$407,747.51	\$419,979.94	\$432,579.33	\$445,556.71
Total Variable O&M Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00





**COBB LAKE REGIONAL WATER
TREATMENT AUTHORITY**

QUESTIONS?

CHRIS MATKINS

CLRWTA MANAGER

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MEMORANDUM

Date: July 15, 2024
To: Mayor and Town Board
From: Brian Rowe, Deputy Director of Public Works
Re: Backlots Discussion - C. Templeman, Public Works Superintendent - Engineering
Item #: C.2.

Background / Discussion:

Staff from the Public Works - Engineering Division will present a short PowerPoint on the backlots. As part of that presentation, we will update the board on the design and preliminary design costs for the project.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Provide feedback and consider suggestions related to the backlots that staff proposes.

CC:

Attachments:



MEMORANDUM

Date: July 15, 2024
To: Mayor and Town Board
From:
Re: Reorganization Overview - S. Hale, Town Manager
Item #: C.3.

Background / Discussion:

The intent of this memo is to provide some detail into the recent reorganization that we implemented. As a background for some of our newer Town Board members, in the 2024 budget, the Town Board was generous in allowing me to hire a Deputy Town Manager. It may be a surprise to learn that Windsor has been in the minority of municipalities without this key position, especially when you consider the size and complexity of our organization.

By hiring Eric Lucas for the Deputy Town Manager role, I had three overarching goals:

1. Lessen my number of direct reports so I can spend more time and focus with my department directors.
2. Extend the reach of the Town Managers office: there are too many internal and external obligations for one person to attend, so this hire will allow the Town to continue to gain a voice and a place regionally.
3. Bring in some more help with larger issues, whether it's another set of eyes on the budget, strategic plan, or a special project.

I will keep as my direct reports: Community Development, Police Department, HR and Finance. I will also add the Deputy Town Manager and the Town Clerk (more below). I believe that oversight of these departments should always remain the responsibility of the Town Manager—our personnel through HR, the budget through Finance, a focus on safety through our PD, the rapid growth we're planning through Community Development, and the ongoing collaboration through the Clerk's office.

Eric Lucas will keep Parks, Recreation and Culture and Public Works as his direct reports. This allowed us to eliminate the Public Services Director position, resulting in a large cost savings to the Town. Additionally, he'll oversee Information Services (more below) and Emergency Management. Eric is already vested and highly knowledgeable on the Public Services Department and will add a lot of value to the incumbents by staying in this role. There is a lot of overlap with Information Services (utility billing, communications, etc) and public services, so moving this function under the Deputy was a logical step. Finally, I believe that the Emergency Management function should be under the Town Manager's office—more than anything, to ensure that all departments take this office seriously and that it is given the resources necessary to be successful. With the retirement of Bob Ball later this year, it makes sense to hire the replacement and place he/she in the Town Manager's office, which will add needed weight to this position that relies heavily on collaboration from other departments and outside agencies. Finally, I want to note that a big part of Eric's responsibility will be working on special projects (Tanko lighting conversion, hauler licensing, non-potable water quality, etc.), so I didn't want to overload him with direct reports.

Community Development will continue to include Planning and Engineering but will now include Economic Development as a new addition to the department. Economic Development often acts as a third leg of the community development stool already—typically all these folks meet with the

development community and perform their various functions. Bringing them all under one roof was a natural fit, and the timing worked very well with Stacy's departure.

As I mentioned above, the Town Clerk will move from Administrative Services and will take over the Municipal Court oversight and support. Many cities currently function with the Town Clerk overseeing the court functions, and our Town Clerk is a proven leader that is ready for a new, greater challenge.

More to the point, as an organization, we are now large enough to separate customer service into its two focus areas: court and utility billing.

Administrative Services will be renamed Information Services, considering its new focus, and will include IT, Communications, and Utility Billing.

The PD will remain virtually untouched, other than the transition of Emergency Management later this year.

HR and Finance will function as they have historically.

We will work under this new re-organization but will monitor our progress and make sure that everyone continues to receive the departmental support that they need. If adjustments need to be made, we can certainly cross that bridge when we need to cross it.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

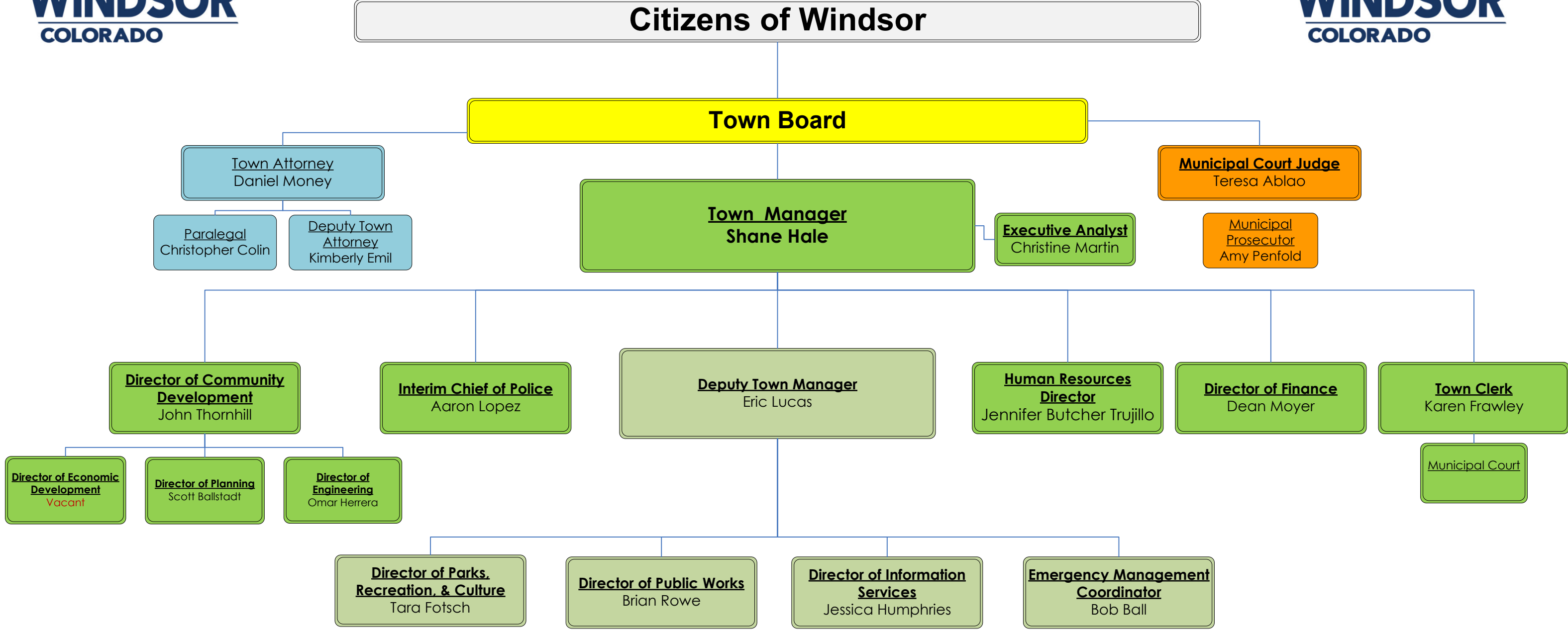
CC:

Attachments:

1. 2024 Org Chart For Publishing - SH Draft 5.1.2024



2024 Town of Windsor Organizational Chart



EE COUNT

Full-Time (226)
Active = 208
Vacant = 18

PTYR
Active = 71
Vacant = (8)

Intern
Active = 1



FUTURE TOWN BOARD MEETINGS

July 22, 2024 5:30 p.m.	Town Board Work Session Street Light Acquisition Creation of a Charter Amendment Ad Hoc Committee Energy Action Plan Update
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 Metro/Special District 101 Discussion
August 12, 2024 7:00 p.m.	Town Board Regular Meeting
August 19, 2024 5:30 p.m.	Town Board Work Session Budget: Revenue Estimates
August 26, 2024 5:30 p.m.	Town Board Work Session Review of the 2023 Safety Report Sales Tax Code Update Sales Tax Rebate Program Strategic Plan Update
August 26, 2024 7:00 p.m.	Town Board Regular Meeting
September 2, 2024	Canceled for Labor Day Holiday
September 9, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Budget: Staffing Needs
September 9, 2024 7:00 p.m.	Town Board Regular Meeting
September 16, 2024 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Projects
September 23, 2024 5:30 p.m.	Town Board Work Session

September 23, 2024 7:00 p.m.	Town Board Regular Meeting
September 30, 2024	Canceled for the 5 th Monday
October 5, 2024 (Saturday)	Budget: Operating Requests
October 7, 2024	Canceled for the 1 st Monday
October 14, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Compensation Study Overview and Presentation
October 14, 2024 7:00 p.m.	Town Board Regular Meeting
October 21, 2024 5:30 p.m.	Town Board Work Session Budget: Utility Rates for 2025
October 28, 2024 5:30 p.m.	Town Board Work Session
October 28, 2024 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Budget: November 4th - Budget Wrap-Up/Revisions