



Town Board Special Meeting

July 15, 2024 - 5:30 PM

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

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MINUTES

A. CALL TO ORDER

Mayor Cline called the meeting to order at 5:32 p.m.

1. Roll Call

Present:

Mayor Julie Cline
Mayor Pro Tem Ron Steinbach
Brian Jones
Lainie Peltz
Rick Klimek
Jason Hallett

Also Present:

Shane Hale, Town Manager
Dan Money, Town Attorney
John Thornhill, Community Development Director
Curtis Templeman, Public Works Superintendent - Engineering
Leif Lesoing, Water Resource Administrator
Kim Emil, Deputy Town Attorney
David Eisenbraun, Long Range Planner
Ben Bodiker, Visual Media Supervisor
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Cline asked Town Board Member Klimek to lead the Pledge of Allegiance.

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

Town Board Member Hallett moved to approve the agenda as presented, Town Board Member Klimek seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz, Rick Klimek, Jason Hallett; Nays - None; Motion Passed.

B. BOARD ACTION

1. Consideration, Appointment, and Administration of the Oath of Office to the Selected District 4 Town Board Member

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.

Discussion ensued between Town Board members.

Town Board member Peltz moved to appoint Ken Symsack to the District 4 vacancy; Town Board Member Steinbach seconded the motion. Roll call on the vote resulted as follows; Yeas - Julie Cline, Ron Steinbach, Brian Jones, Lainie Peltz; Nays - Rick Klimek, Jason Hallett; Motion Passed.

Town Clerk Frawley administered the oath of office to Ken Symsack. Town Board Member Symsack took his seat at the dais.

C. BOARD DISCUSSION

1. Cobb Lake Regional Water Treatment Authority (CLRWTA) Funding request Update - S. Hale, Town Manager

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.

2. Backlots Discussion - C. Templeman, Public Works Superintendent - Engineering

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.

3. Reorganization Overview - S. Hale, Town Manager

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.

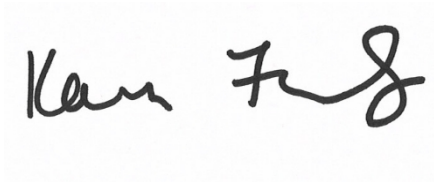
The PD will remain virtually untouched, other than the transition of Emergency Management later this year.

HR and Finance will function as they have historically.

4. Future Meetings Agenda

D. ADJOURN

The meeting was adjourned at 7:07 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley". The signature is written in a cursive, flowing style. The first name "Karen" is written in a simple, slightly slanted cursive. The last name "Frawley" is more elaborate, with a large, stylized "F" and a long, sweeping tail that loops around and ends in a small flourish.

Karen Frawley, Town Clerk