



Town Board Special Meeting

November 7, 2022 - 5:30 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 5:51 p.m.

1. Roll Call

Present:

Mayor Paul Rennemeyer
Mayor Pro Tem Barry Wilson
Scott Charpentier
Ken Bennett
Julie Cline
Victor Tallon
Jason Hallett

Also Present:

Shane Hale, Town Manager
Ian McCargar, Town Attorney
Jess Humphries, Administrative Services Director
Eric Lucas, Public Services Director
Rick Klimek, Police Chief
John Thornhill, Community Development Director
Dean Moyer, Finance Director
Stacy Miller, Economic Development Director
Tara Fotsch, Deputy Director of PRC
Brain Rowe, Deputy Director of Public Works
Karl Gannon, Budget Analyst
Ben Bodiker, Visual Media Coordinator
Karen Frawley, Town Clerk

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

Town Board Member Cline moved to approve the agenda as presented, Town Board Member Hallett seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Scott Charpentier, Ken Bennett, Julie Cline, Victor Tallon, Jason Hallett; Nays - None; Motion Passed.

B. BOARD DISCUSSION

1. Utility Rates and Fees Follow-up - J. Humphries, Administrative Services Director

At the October 17th work session, staff and Stantec Consulting presented the Town Board with an update to the rate models for water, sewer, and stormwater. Below is a summary of each utility rate update presented as well as plant investment fees for all three utilities.

Water Rates

Annually, staff evaluates the water rate structure during the budgeting process. For the last four years, Stantec Consulting has worked with staff to develop a rate model to evaluate all the variables required to provide a secure and resilient water supply for residents and businesses. Stantec and staff recommend increasing rates by a total of 9% to fund operations and maintenance of the current system, as well as fund the capital improvements required to continue securing our water supply for the future. Using our established rate model, the monthly water rate will be effective February 1, 2023, and will be reflected on the March 1, 2023 utility bills.

Sewer Rates

Annually, staff evaluates the sewer rate structure during the budgeting process. For the last three years, Stantec Consulting has assisted in updating rates/fees for the sewer fund. The intent of the model is to provide Town staff and the Town Board with long-range financial planning tools to ensure growth pays for growth; services are appropriately funded long-term; mandates are addressed, and infrastructure is updated and maintained in a timely manner. Stantec and staff recommend increasing the flat rate/base fee and the commodity charge per 1000gal for the sewer system by 10% for 2022. Using the established rate model, the rate increase would be reflected on the February 1, 2023 utility bills.

Stormwater Rates

This year, staff engaged Stantec Consulting to assist with creating a rate model for stormwater. The intent of the model is to provide Town staff and the Town Board with long-range financial planning tools to ensure growth pays for growth; infrastructure is updated and maintained in a timely manner; mandates are addressed, and services are appropriately funded long-term. Stantec and staff recommend increasing the Operations and Maintenance Rate as well as the Monthly Basin Improvement Rate under the Monthly Basin User Fee by 3%. Using the established rate model, the rate increase would be reflected on the February 1, 2023, utility bills.

Plant Investment Fees (Water & Sewer) and Impact Fee (Stormwater Basin)

In the model, the plant investment fees for both water and sewer, as well as the impact fee for the stormwater are escalated by the CCI index of 2.25%. Staff is proposing the PIFs and the impact fee for 2023 is increased by the same amount. The new fees would be effective January 1, 2023.

Staff will bring forth resolutions and ordinances as appropriate for consideration at the November 14, 2023 regular Town Board meeting.

2. Budget Follow-up Questions - D. Moyer, Finance Director; K. Gannon, Budget Analyst

The Town Board has been presented with and have met to discuss the 2023 CIP (October 3) as well as the 2023 operational budget (October 15). At the writing of this memo, Staff hasn't received any follow-up questions from anyone on the Town Board, but we wanted to give everyone one more chance to ask any questions prior to it being placed on the agenda for adoption at the end of the month.

3. Windsor Chamber and Economic Development Department Update - S. Miller, Economic Development Director

This is a presentation from the Windsor Chamber of Commerce and the Economic Development Department. Through the American Rescue Act Plan (ARPA), the town board approved financing for a tourism promotion and marketing of Windsor.

Economic development staff will also be providing an update on all the new and updated collateral materials developed this year as well as a quick snapshot of the current prospect report.

4. Future Meeting Agenda

C. EXECUTIVE SESSION

1. An Executive Session Pursuant to Colorado Revised Statutes § 24-6-402 (4)(f)(I) to Discuss Personnel Matters Involving the Annual Performance Review of Shane Hale, Town Manager, and where Mr. Hale has not Requested an Open Meeting (Shane Hale, Town Manager)

2. An Executive Session Pursuant to Colorado Revised Statutes § 24-6-402 (4)(f)(I) to Discuss Personnel Matters Involving the Annual Performance Review of Ian D. McCargar, Town Attorney, and where Mr. McCargar has not Requested an Open Meeting (Ian D. McCargar, Town Attorney)

Town Board Member Bennett moved to enter into an executive session pursuant to Colorado Revised Statutes section 24-6-402(4)(f)(I) to discuss personnel matters involving the annual performance review of Shane Hale, Town Manager, and where Mr. Hale has not requested an open meeting, and to enter into an executive session pursuant to Colorado Revised Statutes section 24-6-402(4)(f)(I) to discuss personnel matters involving the annual performance review of Ian D. McCargar, Town Attorney, and where Mr. McCargar has not requested an open meeting, Town Board Member Hallett seconded the motion. Roll Call on the vote resulted as follows; Yeas - Charpentier, Wilson, Bennett, Rennemeyer, Cline, Tallon, Hallett; Motion Passed.

Upon a motion duly made, the Town Board entered into an Executive Session at 7:02 p.m.

Upon a motion duly made, the Town Board returned to the Regular Meeting at 11:12 p.m.

The Executive Session was closed and the Town Board returned to the Regular Meeting.

Upon returning to the Regular Meeting, Mayor Rennemeyer advised that if any participants in the Executive Session believed the session contained any substantial discussion of any matters not included in the motion to convene the Executive Session, or believed any improper action occurred during the Session in violation of the Open Meetings Law; such concerns should now be stated. Hearing none, the Regular Meeting resumed at 11:12 p.m.

D. ADJOURN

Town Board Member Tallon moved to adjourn, Town Board Member Hallett seconded the motion. Roll call on the vote resulted as follows; Yeas - Paul Rennemeyer, Barry Wilson, Scott Charpentier, Ken Bennett, Julie Cline, Victor Tallon, Jason Hallett; Nays - None; Motion Passed.

Upon a motion duly made, the meeting was adjourned at 11:12 p.m.

A handwritten signature in black ink, appearing to read "Karen Frawley", is written on a light gray rectangular background.

Karen Frawley, Town Clerk