



Town Board Regular Meeting

May 8, 2023 - 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 7:00 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
Jess Humphries, Administrative Services Director
Eric Lucas, Public Services Director
John Thornhill, Community Development Director
Dean Moyer, Finance Director
Tara Fotsch, Deputy Director of PRC
Aaron Lopez, Police Commander
Brian Rowe, Deputy Director of Public Works
Wade Willis, Open Space and Trails Manager
Omar Herrera, Deputy Director of Engineering
Kim Lambrecht, Planner II
McKenzie Paine, Visual Media Supervisor
Karen Frawley, Town Clerk

2. Pledge of Allegiance

Mayor Rennemeyer asked Town Board Member Bennett 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 Steinbach moved to approve the agenda as written, Town Board Member Hallett 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. Proclamations

a. Mental Health Awareness Month

b. National Police Week and National Peace Officer's Memorial Day

c. Historic Preservation Month

d. National Public Works Week

Mayor Rennemeyer read the proclamations aloud.

5. Awards

a. APWA Excellence in Snow and Ice Control Award

APWA Colorado Chapter President Mark Johnson will be in attendance to formally present the National APWA Excellence in Snow and Ice Control Award to the Public Services Department. Mark Jackson, APWA Colorado Chapter President, presented the APWA Excellence in Snow and Ice Control Award to the Town Board.

6. Board Liaison Reports

Town Board Member Steinbach - Historic Preservation Commission, Water and Sewer Board

Town Board Member Steinbach reported that neither board has met since the last provided update.

Mayor Pro Tem Wilson - Larimer County Behavioral Health Policy Council, 34, and I-25 Coalitions, Great Western Trail Authority

Mayor Pro Tem Wilson reported that the Larimer County Behavioral Health Policy Council has not met since the last provided update, but they are still on track to have their facility opening in August and start seeing their first patients in December.

Mayor Pro Tem Wilson reported that the 34 Coalition has not met since the last provided update.

I-25 Coalition met and are still planning on construction being done by December.

Mayor Pro Tem Wilson reported that the Great Western Trail Authority is still working on completing the trail from Eaton to Severance to Windsor. Discussions are underway regarding the crossing at County Road 21 and if Severance is going to annex that property which could mean a flashing beacon at that intersection.

Town Board Member Bennett – Parks, Recreation and Culture Advisory Board, Windsor Arts Commission

Town Board Member Bennett reported that the Windsor Arts Commission has not met since the last provided update.

Town Board Member Bennett reported that the Parks, Recreation and Culture Advisory Board took a field trip to all seven of its park project sites.

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

Town Board Member Cline reported that the Clearview Library Board discussed the budget and reported that the Ash Street building is about to be finished. On May 9th, the Town of Severance will meet to go over the Library's Severance Branch site plan approval and assuming the site plan is approved, there will be a ground breaking at 10 am on May 22nd, and bookmobile day will be held on May 20th.

Town Board Member Cline reported that the Poudre River Trail Corridor Authority received a presentation from Wade Willis regarding updates from the Town of Windsor for the trail. July 15th the Poudre Trail will host brew days and September 21st will be the Party on the Poudre event.

Town Board Member Tallon - Planning Commission, Chamber of Commerce

Town Board Member Tallon reported that the Planning Commission has not met since the last provided update.

Town Board Member Tallon reported that the Chamber of Commerce discussed the open executive director position and a possible conflict of interest with the selected person.

Town Board Member Hallett - Windsor Housing Authority, Tree Board

Town Board Member Hallett reported that the Windsor Housing Authority has not met since the last provided update.

Town Board Member Hallett reported that the Tree Board meeting was canceled and has no report at this time.

Mayor Rennemeyer - Downtown Development Authority, North Front Range MPO

Mayor Rennemeyer reported that the Downtown Development Authority has not met since the last provided update.

Mayor Rennemeyer reported that the North Front Range MPO discussed their ten-year list of priorities, as well as the congestion management process, and the 2023 call for projects.

7. 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 April 24, 2023 Town Board Regular Meeting Minutes - K. Frawley, Town Clerk

Approval of the April 24th regular meeting minutes.

2. Approval of the May 1, 2023 Town Board Special Meeting Minutes - K. Frawley, Town Clerk

Approval of the May 1st Town Board Special Meeting minutes.

3. Boards and Commissions Appointments - K. Frawley, Town Clerk

During the week of April 21st, Mayor Rennemeyer and Town Board Member Tallon conducted Board and Commission interviews for vacant seats on the Downtown Development Authority. The following individuals are being recommended for appointments:

Downtown Development Authority:

Jessica Martinac - Term expiring June 2026

Stacy Manweiler - Term expiring June 2025

4. Report of Bills April 2023 - D. Moyer, Director of Finance
5. Resolution No. 2023-16 A Resolution Affirming, Approving and Ratifying an Intergovernmental Agreement Dated January 8, 2023 Regarding the Northern Colorado Drug Task Force - R. Klimek, Police Chief

The Town of Windsor, via the Windsor Police Department, has maintained a longstanding relationship with the Northern Colorado Drug Task Force (NCDTF). Composed primarily of Larimer County-based agencies, the NCDTF focuses investigative efforts and resources on targeting the most serious and problematic suspects and activity relating to narcotics.

6. Resolution No. 2023-17 A Resolution Approving the Memorandum of Understanding Among FLOCK Group, Inc. and the Windsor Police Department ("FLOCK Safety MOU") - R. Klimek, Police Chief

To combat the rising property crime rates in the State of Colorado, the Windsor Police Department intends to utilize Flock Safety Automatic License Plate Readers (ALPR) cameras which captures vehicle type, make, color, license plate (partial, missing, or covered), temporary plates, license plate state, and more. The ALPR cameras are mounted to existing utility poles and captures this information from every vehicle which drives by it. Utilizing these cameras will allow the Windsor police officers to file more charges against suspects of vehicle thefts, thefts, and other property crimes. Officers will be able to access the camera footage from the ALPR cameras when investigating a criminal event. Ultimately, the ALPR cameras act as a force multiplier, act as a deterrent against future property crimes, and has a positive impact on the community, its citizens and visitors.

Town Board Member Hallett moved to approve the consent calendar as written, 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.

C. BOARD ACTION

1. Resolution No. 2023-18 A Resolution Approving and Adopting the Second Intergovernmental Agreement Between the Town of Windsor and City of Thornton with Respect to the Annexation of Certain Property, Provision for Location of a Water Transmission Pipeline and an Emergency Raw Water Lease

Town Staff with Thornton Staff have developed an IGA for installation, construction, operation, and maintenance of the Thornton Water Project pipeline through certain properties; right-of-way/ easement dedication to Windsor for realignment of Colorado Boulevard and installation of a water transmission pipeline; agreement to negotiate an emergency raw water lease; and the potential purchase by Windsor of property owned by Thornton. This IGA was approved by the City of Thornton on February 28, 2023.

Town Board Member Hallett moved to approve Resolution No. 2023-18, 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.

2. Windsor Parking Lot Review and Greeley Water Transmission Line Utility Protection Steps Discussion

See attached memo.

3. Resolution No. 2023-19 - A Resolution Approving and Adopting the Intergovernmental Agreement between the Town of Windsor and City of Greeley concerning the Greeley- Terry Ranch Water Pipeline

Town staff have been working with City of Greeley staff on the attached intergovernmental agreement (IGA) regarding the installation of their Terry Ranch Pipeline (TRP) Project. The limits of the TRP project begin at the City of Greeley's existing Bellvue Pipeline located south of Harmony Rd. and then works its way north across the Town's existing 24-inch water transmission line, crossing Harmony Rd., Notley Dr., WCR 15, and WCR 76.

Town Board Member Hallett moved to approve Resolution No. 2023-19, 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.

D. COMMUNICATIONS

1. Communications from Town Attorney

2. Communications from Town Staff

Per Mr. Lucas, the annual increase in park and trail development fees, which is how we pay for the building of our parks and trail systems. This will be the largest increase ever seen in Windsor and happens administratively based on the Colorado Construction Index and this year it will be twenty-percent, and the intent is to increase the fees on May 15th.

Per Mr. Moyer, the January financial report was included in the packet and revenue wise for January was solid as far as tax collections.

a. Park and Trail Development Fees

As you know, the Town has a Parks and Trail Development Fee and Community Park Fee that is paid per unit at the time of issuance of a building permit. This fee is what has enabled Windsor to build nearly all of the wonderful parks and trails and the many amenities that are found throughout our park system. This fee is adjusted by an administrative process approved in our ordinance that directs the Director of Parks, Recreation and Culture to make annual adjustments based upon the Colorado Construction Index (CCI).

This year the CCI increase is 20%. This is the largest increase Windsor has seen in its history but it correlates with the increases we have seen in nearly every construction project throughout the town. One recent park example that the Board may recall is Harmony Ridge Neighborhood Park, which came in \$1 million over budget.

It is my intent to implement the annual increase in fees outlined below on May 15th.

Given the large increase, we felt that informing the Board in the event you were to be contacted about the aforementioned fees was the best course of action.

- Fee In Lieu: goes from \$64,292 to \$77,150 **Note:** We no longer charge this fee except for the Fossil Creek Subdivision, which was in the pipeline prior to the removal of the fee in 2018.
- Park & Trail Development Fee: goes from \$6,645 to \$7,974
- Community Park Fee: goes from \$1,802 to \$2,162 **(Applicable to Raindance / Water Valley only).**

b. Monthly Report - Key Performance Indicators

Attached are the Town's Key Performance Indicators for May 2023. I have highlighted a KPI in each of the strategic focus areas.

Please note that we still have three KPI's with "Example" across the KPI. This is due to the fact that we are still working on how to appropriately show the data. I expect that this will be cleaned up in subsequent reports.

1. Strategic Growth

The water supply index is currently 102%, meaning we have adequate water supply for our annual use in both areas (potable / non-potable). This is good news as we head toward summer. Staff will continue monitoring this index as a means of determining if we should modify our water usage. Ideally, a slow snow melt and good rainfall will ensure we do not need to implement tools such as our drought management plan.

2. Vital Infrastructure

2023 Capital Expenses by Category provides insight into the spending that occurred in the first quarter of the year in relation to capital expenditures. It should come as no surprise that water and wastewater have led the way given the large projects we have in each area. As we head toward the end of the second quarter and knowing that construction season is upon us, we expect to see all areas increase, with the most significant being in street improvements.

3. Vibrant and Healthy Economy

Sales Tax Receipts Per Quarter for the Town and within the DDA indicate continued growth. For the town overall, quarter 1 outpaces the previous three quarters of 2022 and all of 2021. This is a good indicator of user spending and our local economy. Sales tax generated within the DDA also remains healthy although this area did not outperform the previous three quarters. This indicator did outperform all of 2021, meaning that sales remain steady and healthy within the DDA, the area is not growing as fast as the Town as a whole.

c. Financial Report for January 2023 - D. Moyer, Director of Finance

3. Communications from Town Manager

Per Mr. Hale, construction is underway at Boardwalk Park where additional parking will be added to the parking lot.

a. Monthly Board Report - Focus Area Updates

1. Strategic Growth

Windsor Town Board and Town Leadership toured the Larimer County OEM (Office of Emergency Management) on April 17th. The Board was briefed on 911 response in Larimer County (Windsor uses this 911 authority) and learned some new features that law enforcement has to assist people in need. The Board was then presented with our new emergency response plan and had discussions regarding tabletop exercises that are planned this summer.

2. Sustainable Infrastructure

Harmony Road (CR74) Widening and Improvement Project - CR15 to SH257

Staff met with the property owner on the western portion of the project to discuss potential impacts; the meeting was very positive and productive.

The consultant put together a lane layout extending two through lanes across the SH257 intersection. There is a minimal amount of potential widening and striping work on the east side of the intersection, and neither signal pole will be impacted. Staff will be recommending this work and meeting with Severance to discuss it.

Pedestrian Crossing Program

Engineering received an inquiry into the pedestrian crossing at WCR21 & Cherryridge Dr connecting Village East to the Great Western Trail. We'll be collecting pedestrian counts and data to determine whether or not improvements are warranted for the existing striped crossing.

SH392 Widening - west of Colorado Blvd (WCR13) to Highland Meadows Pkwy

Design is approximately 45% complete. Staff worked with a team of consultants to submit an application for the RAISE Grant in the amount of \$24 million.

Applications were due February 28, 2023. Grants will be awarded by June 28, 2023.

3. Vibrant and Healthy Economy

The former Lonesome Buck space has been sold to Wing Shack; they will be celebrating their new location in June.

Hillstone Tavern will be coming in at Farmer's Corner later this spring.

Restaurants continue to contact the department, while staff diligently look to find locations for them. Staff is still working with Retail Consultant Katy Press to identify potential opportunities for the town. She has also been scheduling meeting appointments during the upcoming May retail conference in Las Vegas for the Economic Development team.

Discussions about alternative or unique food options were held at the comprehensive plan meetings as well.

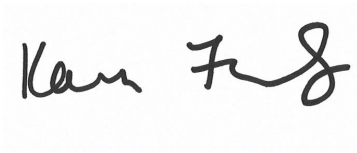
4. Communications from Town Board

Per Mayor Rennemeyer offered a reminder of Pints with Paul that will be held on Wednesday, May 10 from 4:30 to 6:30 p.m. at Betta Gumbo. Coffee with the Mayor will be held on May 19th at the Rec center from 10:00 to 11:00 a.m.

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 8:06 p.m.

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

Karen Frawley, Town Clerk