



## TOWN BOARD SPECIAL MEETING

September 21, 2020 - 5:30 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550 Zoom Meeting, Click on the link <https://windsorgov.zoom.us/j/98329452932> OR join by telephone at (888) 788-0099 or (877) 853-5247 - Webinar ID:983 2945 2932

## MINUTES

### A. CALL TO ORDER

Mayor Rennemeyer called the meeting to order at 5:37 p.m.

#### 1. Roll call

Mayor Paul Rennemeyer  
Mayor Pro Tem Ken Bennett  
Scott Charpentier  
Barry Wilson  
Julie Cline  
Victor Tallon  
David Sislowski

Also Present:

Shane Hale, Town Manager  
Ian McCargar, Town Attorney  
Jessica Humphries, Administrative Services Director  
Stacy Miller, Economic Development Director  
Omar Herrera, Engineering Manager  
John Thornhill, Community Development Director  
Scott Ballstadt, Planning Director  
Rick Klimek, Chief of Police  
Dean Moyer, Finance Director  
Tara Fotsch, Deputy Director of PRC  
McKenzie Paine, Visual Media Coordinator

### B. BOARD DISCUSSION ITEMS

#### 1. Retail Redirect from Katy Press - S. Miller, Economic Development Director

In early 2020 Economic Development engaged Katy Press from KP Consulting & Associates for the final piece to our retail strategic plan.

The portion of the plan includes the Opportunity Area Visioning Process – Working with the study materials (Ricker Cunningham & KP analysis) from the five (5) target areas, KP Consulting & Associates shall define and implement a process to provide land use and development / redevelopment vision for each of the five (5) target areas in Windsor.

Since the initial study began, two new retail areas developed in Windsor. The new sports park project started at Diamond Valley and Great Western Industrial Park converted some land from residential to commercial on the south east corner of Hwy 257 and Eastman Park Drive. The consultant and working team decided to focus on this new area first because of how quickly this area was going to develop. The working team was made up of members from economic development, planning and engineering. It also included outreach and engagement from Town

elected officials and property owners/stakeholders.

The pandemic has presented a pivot point in retailing that requires us to re-evaluate our retailing goals in Windsor. The future of retail is certainly going to be called into question for restaurants, leisure, and even needs based retail. There was already disruption in retailing from the cultural changes of consumers to the expansion of alternative shopping avenues. The outfall from the pandemic shutdowns are deepening, widening with an acceleration of those disruptions. With the added stress placed on retail, we need to be more timely than our previous approach allowed.

Per Ms. Miller, Katy Press will give an update on the new focus since the COVID crisis. Ms. Press has been our retail consultant since 2011 and has been an intricate part of Economic Development when it comes to attracting retail development to Windsor. There was a specific plan that was identify specific retail and commercial areas throughout Windsor and identify what could happen in the area and move forward with attracting retail to the area. Things have shifted and now Ms. Press is looking at what best fits in particular commercial areas and then help chase retail.

Per Ms. Press, new program is trying to accelerate regrowth and development given all the impacts that came along with COVID. We are now in a situation where we need to move a little more quickly than we were before. In an effort to compress and move along faster, the scope with the Town has been modified by looking at retail both during and a post COVID world. Reliance of the scope includes a review of specific opportunity matches capable of supporting retail development. This is going to be done with each of the retail nodes that were identified in previous work. It is important to understand of these sites what is our capacity and target areas. All of the work will direct staff to reach out to retail matches by opportunity area and initiate recruitment efforts to bring those matches to the Town of Windsor. Ms. Press stated that the important first step will be to come back to the Town Board and spend some time bringing everyone up to speed on what is happening with the retailing, how each of the sectors have been affected both pre, during, and post COVID era, and giving an educational bases for when recruitment begins.

Mayor Rennemeyer asked when we could expect to have another meeting with Ms. Press and where to go from here. Ms. Miller responded that if the Board is okay with moving forward with this approach, staff will schedule something either on another study session or meeting.

Town Board Member Sislowski asked for clarification on her comment during the presentation about the stakeholders were somewhat of a hold up in the prior approach and wanted to know if it is important to include the stakeholders in the process and who generally speaking are the stakeholders who were not being responsive? Ms. Press stated that prior to COVID, there was a very robust economy that allowed a lot of people to ignore some of the fractures that were existing within retailing. Town Board Member Sislowski asked if restaurant will be part of the target still in priority? Ms. Press responded that every community needs to have some breadth of restaurant offerings. Restaurants fit into very distinctive categories, each of those have specific characteristics and not every site is going to work from a restaurant perspective.

Town Board Member Cline stated since she was new to the board requested Ms. Press to give a little bit of her background. Ms. Press stated she has been in the retailing industry for Thirty-seven years.

## 2. Tanko Lighting Ownership and Audit - S. Hale, Town Manager

Per Mr. Hale, earlier this year the Town engage Tanko Lighting to do a feasibility study and take a look at the infrastructure owned by Xcel and Poudre Valley REA to give a sense on whether or not it would be financially beneficial to the Town to acquire that from Xcel and Poudre Valley REA.

Per Alex Wurzel, Senior Energy Advisor, Tanko Streetlighting has specialized in helping municipalities to acquire street light assets from private utilities. This is something that has

become more prevalent as municipalities attempt to cut budgets. The purpose of the feasibility study was designed to determine the cost-effectiveness of seeking ownership of streetlight system from the utilities, converting remaining streetlight fixtures to LED, and maintaining streetlighting system over time. Municipalities in Colorado have been looking into streetlight ownership the past three to five years. When looking at the types of assets set to acquire, there are two primary types, a stand alone streetlight pole and a distribution light. The stand alone streetlight pole, the Town would purchase everything from the concrete base up and the utility company would retain everything below the ground. With the distribution light, the Town would only purchase the arm and the light that is attached to the distribution light pole and everything else would remain the responsibility of the utility.

After much internal discussion, the Board made the decision to look further into this project at a future work session when discussing other capital projects.

3. 7th Street Bridge Crossing - O. Herrera, Engineering Manager

The Poudre Tech Metro District and Raindance Metro District would like to partner with the Town of Windsor to design, construct and maintain a focal point bridge crossing over 7th Street between New Liberty Rd. and Crossroads Blvd.

The overarching goal of the bridge crossing is to expand trail connectivity to Windsor residents and to provide a safe shared-use crossing for pedestrians, cyclists, and golf carts.

This presentation will go over the following:

- Overview of the Project Concept
- Safety and Trail Connectivity
- Funding of the Project
- Benefits of the Project

Per Mr. Herrera, the main goal of the 7th Street Bridge Crossing project is to create a safe shared-use crossing across 7th Street and to expand trail connectivity to Windsor Residents.

Per Garrett Scallon, Chief Operating Officer with Water Valley Land Company, there are a lot of well developed trails and sidewalk structures but have had a hard time connecting all of them together. They are trying to develop connectors so that people can safely cross connector streets. It is believed that this bridge will be the artery that is going to connect everything and allow for future expansion to take place. The current proposal is for a twelve foot wide bridge to allow for golf cart connectivity as well as bikers and pedestrians, and truly allowing enough space for people to cross.

Per Mr. Herrera, the project funding is a cost sharing approach set at \$2.1 Million which would include design, construction, and maintenance cost. The Town of Windsor's share would be \$700,000. 7th Street is a minor arterial roadway with around six-thousand vehicles a day traveling at forty-five miles per hour.

After much internal discussion, the Board made the decision to look further into this project at a future work session when discussing other capital projects.

4. Future Meetings Agenda

C. EXECUTIVE SESSION

**Town Board Member Sislowski moved to enter into an Executive Session pursuant to C.R.S. §24-6-402 (4)(b) to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions concerning the exercise of SB 181 powers in relation to oil and gas activity in a particular context, Town Board Member Tallon seconded the motion. Roll Call on the vote resulted as follows; Yeas- Bennett, Charpentier, Cline, Rennemeyer, Sislowski, Tallon, Wilson; Motion Passed.**

Upon a motion duly made, the Town Board entered into an Executive Session at 8:04 p.m.

Upon a motion duly made, the Town Board returned to the Special Meeting at 8:31 p.m.

The Executive Session was closed and the Town Board returned to the Special 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 Special Meeting resumed at 8:31 p.m.

D. ADJOURN

Upon a motion duly made, the Town Board adjourned at 8:31 p.m.

**Town Board Member Charpentier moved to adjourn, Town Board Member Wilson seconded the motion. Roll Call on the vote resulted as follows; Yeas - Bennett, Charpentier, Cline, Rennemeyer, Sislowski, Tallon, Wilson; Motion Passed.**



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Karen Frawley, Town Clerk