



TOWN BOARD WORK SESSION

January 22, 2024 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

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

AGENDA

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

WORK SESSION AGENDA ITEMS

1. Meet the Board - New Town Employees
2. Community Survey Discussion - J. Humphries, Administrative Services Director
3. Liquor License Classifications and Liquor Fees - K. Frawley, Town Clerk
4. Future Meetings Agenda

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: January 22, 2024
To: Mayor and Town Board
From: Kevin Cornelison, HR Manager
Re: Meet the Board - New Town Employees
Item #: 1.

Background / Discussion:

Employee Name	Position	Date of Hire	Department Head
Craig McMillin	Facilities Specialist I	10/9/2023	Tara Fotsch Eric Lucas
Nicholas Christy	Utility Technician I	10/9/2023	Brian Rowe Eric Lucas
Christopher Colin	Paralegal	11/27/2023	Dan Money
Janel Bonnett	HR Technician	11/27/2023	Jennifer Butcher Trujillo
Jessica Desmarais	Risk Manager	1/2/2024	Jennifer Butcher Trujillo

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: January 22, 2024
To: Mayor and Town Board
From: Jessica Humphries, Admin Services Director
Re: Community Survey Discussion - J. Humphries, Administrative Services Director
Item #: 2.

Background / Discussion:

Historically, the Town has conducted community-wide surveys to garner input regarding services, safety, mobility, recreation, transportation, and overall livability. The surveys have been done every two years. The last survey was completed in 2020 by the National Resource Center (now Polco). Due to staffing and COVID, no survey was done in 2022. This year, 2024, marks the next year for the survey to be completed. To get ahead of the process, staff reached out to a few companies for information and quotes to conduct the survey. Polco and Magellan Strategies both provided information. Each firm provides comparable services and could meet our deadline for completing the survey this spring. Cost was the one different piece. Because of the difference in cost, staff have started working with Magellan. Below is a table providing the price comparison.

Polco	\$21,800
Magellan Strategies	\$15,000

It is important to note that Polco requires an annual subscription, so their quote was more than double that of Magellan based on the Town's need of polling every other year. During this work session, staff is seeking input from the Town Board regarding survey questions and special topics. For example, affordable housing is one topic that could be beneficial to include in this year's survey.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: January 22, 2024
To: Mayor and Town Board
From: Karen Frawley, Town Clerk
Re: Liquor License Classifications and Liquor Fees - K. Frawley, Town Clerk
Item #: 3.

Background / Discussion:

The town first approved an ordinance imposing a municipal occupation tax in June 1976 for businesses focusing on the sale of liquor for beverage purposes. The occupation tax is not a "tax" in the true sense, but rather a fee imposed on businesses that sell alcoholic beverages and is intended to help defray the cost of the liquor licensing program. Currently, the types of licenses included in that ordinance in which the Town of Windsor collects occupation tax are as follows: fermented malt beverage on/off premises, hotel/ restaurant, tavern, lodging and entertainment, retail off premises, and club. This, however, is not inclusive of all the license types that Windsor issues and therefore why this is being brought before the board for consideration. Staff also recommends including in the fee collection the following license types: brew pub, beer and wine, tavern, and resort complex licenses. Since there has been a lot of confusion about the title occupation tax, staff is also recommending changing the fee name to a "liquor classification fee".

Since its inception almost 47 years ago, the fees have never been reviewed or updated. Currently, the liquor licensing program costs upwards of at least \$60,000 a year based off the following:

- staff time of the Town Clerks office (Town Clerk and Deputy Town Clerk)
- staff time of the Town Prosecutor and Town Attorney's office
- staff time of the police department (Police Commander, Detectives, Records)
- contract for the liquor license hearing officer

The town currently has around 60 active liquor licenses with more on the way. The town also approves an average of 13 special event permits throughout the year. With the current fee schedule, the town has been collecting around \$9,500.00 in occupation taxes. With the recommended increase to the liquor classification fee as shown in the example below, the town will look to generate an additional \$17,800.00, bringing the total collected to around \$37,300.00. The actual impact on licensees will range from an additional \$400.00 to \$750.00 annually.

Liquor Classification fees:

License Type	Current Fee	Proposed Fee
Hotel/Restruant	\$200.00	\$750.00
Tavern	\$200.00	\$750.00
Lodging & Entertainment	\$200.00	\$750.00
Brew Pub	-	\$650.00
Beer and Wine	-	\$500.00
Retail off premises	\$150.00	\$550.00
Resort Complex	-	\$750.00

Fermented Malt Beverage on/off	\$150.00	\$550.00
Club	\$100.00	\$750.00

Annual Impact to License Holders:

License Type	Impact to Licensee Annual Increase
Hotel/Restruant	\$550.00
Tavern	\$550.00
L&E	\$550.00
Brew Pub - not currently charging	\$650.00
Beer and Wine - not currently charging	\$500.00
Retail off premises	\$400.00
Fermented Malt Beverage on/off	\$400.00
Resort Complex - currently not charging	\$750.00
Club	\$750.00

Additional changes have been made to liquor licenses that need to be addressed. Those changes include reporting manager changes and retail establishment permits. There are additional fees that either need to be added or updated for various reasons as well. Those include updating the new license application fee, creating a new fee for a beer and wine tasting permit, and creating an annual renewal fee for the resort complex and related facility permits.

Financial Impact:

Additional revenue of at least \$18,000 will be generated if moving forward with these presented changes.

Relationship to Strategic Plan:

Recommendation:

Staff is seeking the board's direction on how to proceed.

CC:

Attachments:



FUTURE TOWN BOARD MEETINGS

January 29, 2024	Canceled – 5 th Monday
February 5, 2024 5:30 p.m.	Town Board Work Session Urban 3 Virtual Presentation Short Term Rentals Discussion Update
February 12, 2024 5:30 p.m.	Town Board Special Meeting Board/Manager/Attorney Monthly Meeting Executive Session: Water
February 12, 2024 7:00 p.m.	Town Board Regular Meeting
February 19, 2024	Canceled – President’s Day Holiday
February 26, 2024 5:30 p.m.	Town Board Work Session CIP Storyboard Windsor Civic Academy
February 26, 2024 7:00 p.m.	Town Board Regular Meeting
March 4, 2024 5:30 p.m.	Town Board Work Session
March 11, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
March 11, 2024 7:00 p.m.	Town Board Regular Meeting
March 18, 2024 5:30 p.m.	Town Board Work Session
March 25, 2024 5:30 p.m.	Town Board Work Session
March 25, 2024 7:00 p.m.	Town Board Regular Meeting
April 1, 2024 5:30 p.m.	Town Board Work Session
April 8, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting

April 8, 2024 7:00 p.m.	Town Board Regular Meeting
April 15, 2024 5:30 p.m.	Town Board Work Session
April 22, 2024 5:30 p.m.	Town Board Work Session
April 22, 2024 7:00 p.m.	Town Board Regular Meeting
April 29, 2024	Canceled – 5 th Monday
May 6, 2024 5:30 p.m.	Town Board Work Session Elected Official Training with Sam Light from CIRSA Community Survey Results
May 13, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
May 20, 2024 5:30 p.m.	Town Board Work Session
May 27, 2024	Canceled – Memorial Holiday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Weld RE-4 School Land Dedication/Cash in lieu of Land Update