



TOWN BOARD WORK SESSION

June 7, 2021 - 5:30 PM

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

Please click this URL to join: <https://windsorgov.zoom.us/j/99669357942>

OR join by telephone at (888) 788-0099 or (877) 853-5247

Webinar ID:996 6935 7942

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

AGENDA

1. Meet The Board - New Employees - J. Butcher-Trujillo, Human Resources Director
2. Reclassification of Evidence Technician Position - R. Klimek, Police Chief
3. Katy Press – Retail Review: Development Opportunity Matches - S. Miller, Economic Development Director
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: June 7, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Brad Sorenson
Re: Meet the Board - New Employees
Item #: 1.

Background / Discussion:

Last Name	First Name	Title	DOH	Supervisor
Jessica	Holowczenko	Records Specialist Tech	1/18/2021	Chief Rick Klimek
Kos	Kathryn	Records Specialist Tech	3/8/2021	Chief Rick Klimek
Zander	Colby	Police Officer	2/1/2021	Chief Rick Klimek
Tingley	Alicia	Police Officer	1/18/2021	Chief Rick Klimek



MEMORANDUM

Date: June 7, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Chief Klimek, Police Chief
Re: Reclassification of Evidence Tech to Senior Criminalist
Item #: 2.

Background / Discussion:

The addition of an Evidence Tech was approved as part of the 2021 budget. That position has not been filled to date. The development is several major cold cases would be greatly benefited with the skills of a trained Criminalist. The skills would also be of value in other criminal investigations.

The addition of a Criminalist was to be part of a future budget but the value for those skills are needed currently. An Evidence Tech would not be added at this time. The evaluations of the need for an Evidence Tech will be examined in the future.

Financial Impact:

The Evidence Tech position was placed in the non-sworn salary grade of 30 (\$22.02 - \$30.87). The Senior Criminalist would be salary grade 40 (\$26.88 - \$38.99) I would recommend the starting salary for a veteran Criminalist would be around the mid-point of \$32.93 per hour.

Relationship to Strategic Plan:

Provide for a effective and efficient police services

Recommendation:

I would recommend the reclassification and hiring of a Senior Criminalist. The position would not be filled until mid July or August of 2021.

ATTACHMENTS:

- ▢ CSI memo



MEMORANDUM

Date: 05/24/2021
To: Shane Hale, Town Manager
From: Rick Klimek, Chief of Police
Re: Senior Criminalist

Background / Discussion

Part of the 2021 budget request that was approved included an Investigative Technician. The development in two unsolved homicides along with the increasing need for a Crime Scene Investigator (CSI) with the appropriate skills and training have become a necessity. The current core of Investigators have additional training over patrol staff but lack in the advanced training regarding crime scene processing and review. The time and training to achieve the skills required will take years to achieve with the existing staff.

The departments investigations of the two unsolved homicides from the 80's as well as another homicide require additional resources. Windsor PD continues to work with local law enforcement, Federal and State agencies to investigate new and old information.

The need beyond these three homicides continue to increase with current case assignments. The nature of these cases and the

increasing demands regarding major crimes and the collection of physical evidence are of concern.

Recommendation

- I recommend we re-classify our 2020 approved Investigative Technician position to a Senior Criminalist position. The upgrade will assist investigations with all major crimes.



MEMORANDUM

Date: June 7, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Stacy Miller, Director of Economic Development
Re: Retail Review Phase 3 Chasing Retail
Item #: 3.

Background / Discussion:

On January 11, 2016, Economic Development Staff along with retail consultant Katy Press met with the Town Board to discuss options for Retail recruitment for the Town. A three-phase approach was recommended. The Town Board approved staff to move forward with phase one of a retail leakage and capacity study from Ricker | Cunningham. The findings were completed and reported in to the Town Board in August 2016.

The Town Board then approved phase two; for Katy Press to interpret the retail and capacity study and provide a summary of the data to the Town Board. The summary is included was completed and given to the Town Board during a work session in October 2016. The Town Board then approved the third phase of the analysis where Ms. Press' objective was to prioritize the opportunity areas towards those areas with the best near-term opportunities. Provide a comprehensive outline of needed actions to best position each opportunity area for future and/or redeveloped retail growth, identify target retailers and interact with the retailing community.

The work that Ms. Press and staff had been attempting to do has suffered from a lack of focus from property owners who may have been enjoying a robust economy. That strong economy has allowed shopping center owners to utilize the "finger in the dyke" approach in terms of stress within their centers.

The impacts from the pandemic shutdown will only serve to accelerate the "structural cracking" within some of these centers, laying bare the weakest aspects. creating quite a different environment than we had just 180 days ago.

On September 21, 2020 Katy Press came back to the Town Board to discuss the major shifts in consumer behavior and the damage caused by the pandemic. These two things have caused significant disruptions in the retail industry confusing shopping patterns and crippling retailers.

The Town Board agreed to move forward with a new approach of "chasing" retail. Phase three of the plan was carried out by Ms. Press from December of 2020 thru May 2021. She worked in conjunction with economic development staff to utilize her extensive industry knowledge and direct relationships with retailers in the implementation of the following:

- Review specific development opportunity matches capable of supporting retail.
- Identify retailer matches for potential retailer placement in the City (to include contact information).
- Identify barriers to new retailers entering the Windsor marketplace.
- Stakeholder input (if appropriate).
- Recommendations on public involvement to facilitate retail development, redevelopment, recruitment, and retention.
- Recommendations on opportunities to improve the opportunity area from both a physical and retailer perspective.
- Recommendations on opportunities to improve the development from a physical and retailer perspective (design, tenant types, etc.).
- Identify type of retail development appropriate for the site.
- Identify the development horizon for the site (time to development).
- Reach out directly to retailer matches (by opportunity area) and initiate recruitment.

Before starting this process, Ms. Press also presented the town with a Retail Education Tutorial: An Inside Look at

Retail.



MEMORANDUM

Date: June 7, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Karen Frawley, Town Clerk
Re: Future Meeting Agenda
Item #: 4.

ATTACHMENTS:

- ▢ Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

June 14, 2021 5:30 p.m.	Town Board Work Session Board-Manager-Attorney Monthly Meeting Sidewalk Food/Beverage Permit
June 14, 2021 7:00 p.m.	Town Board Regular Meeting
June 21, 2021 5:30 p.m.	Town Board Work Session 7 th Street Multimodal and Walnut Street Bikeway Check in Larimer County Ranch Master Plan Update
June 28, 2021 5:30 p.m.	Town Board Work Session Downtown Parking Study Update DDA Entertainment District—Tentative
June 28, 2021 7:00 p.m.	Town Board Regular Meeting
July 5, 2021	Cancelled – Independence Day Holiday
July 12, 2021 5:30 p.m.	Town Board Work Session Board-Manager-Attorney Monthly Meeting Feral Cat Ordinance Water Attorney Update
July 12, 2021 7:00 p.m.	Town Board Meeting
July 19, 2021 5:00 p.m.	Town Board Work Session (Windsor High School) Weld Re4 School District All Boards Annual Meeting
July 26, 2021 5:30 p.m.	Town Board Work Session Body Cam Recommendations Park Fee Study
July 26, 2021 7:00 p.m.	Town Board Meeting
August 2, 2021 5:30 p.m.	Town Board Work Session
August 9, 2021 5:30 p.m.	Town Board Work Session Board – Manager – Attorney Monthly Meeting
August 9, 2021 7:00 p.m.	Town Board Regular Meeting

August 16, 2021 5:30 p.m.	Town Board Work Session Poudre River Trail Corridor Authority Future Plans
August 23, 2021 5:30 p.m.	Town Board Work Session
August 23, 2021 7:00 p.m.	Town Board Regular Meeting
August 30, 2021	Cancelled – 5 th Monday

Future Work Session Topics

- Broadband Update
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site
- Presentation of COGCC Rulemaking Changes
- Proportional services and amenities for planned population
- Economic development/retail needs based on population levels (following retail assessment)
- Budget: Capital Improvement Plan – September 13th
- Budget: Capital Improvement Plant Follow-up Questions – September 27th
- Budget: Operating Budget Presentation – October 16th (Saturday)
- Budget: Follow-up Budget Items – October 25th
- Comprehensive Fee Update (October)