



TOWN BOARD WORK SESSION

July 25, 2022 - 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

1. Meet the Board - New Employees - B. Sorenson, Human Resources Manager
2. Emergency Management Update - R. Klimek, Police Chief
3. Motorcycles and Canines - R. Klimek, Police Chief
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: July 25, 2022
To: Mayor and Town Board
From: Bradley Sorenson, HR Manager
Re: Meet the Board - New Employees - B. Sorenson, Human Resources Manager
Item #: 1.

Background / Discussion:

Last Name	First Name	Title	DOH	Supervisor
Cheek	Madeline	Volunteer Coordinator	4/11/2022	Eric Lucas
Price	Mark	Planner I	6/6/2022	Carlin Malone
McKinney	Macy	Human Resources Technician	7/2/2022	Jessica Humphries
Lampe	Robert (Rece)	Digital Media Coordinator	3/28/2022	Jessica Humphries
Cantin	Stephen	Police Officer	5/2/2022	Rick Klimek

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: July 25, 2022
To: Mayor and Town Board
From: Rick Klimek, Police Chief
Re: Emergency Management Update - R. Klimek, Police Chief
Item #: 2.

Background / Discussion:

A primary responsibility of local governments, by creating and implementing an Emergency Management Operations plan, is to protect residents and visitors from harm. The scope of Emergency Management includes assistance in preparing for, responding to, and recovering from emergencies and disasters. Coordinating these types of operations through the police department seemed to be a logical progression, and was identified as an area within the Town that had no in-house expertise. Chief Klimek added the position of emergency management coordinator this past year in an effort to address many identified areas that needed updates.

1. The Emergency Operation and Hazard Mitigation Plan Updates.

Inter-Governmental Agreements ("IGAs) and Memorandums of Understanding (MOUs) are being reviewed, and updated to include existing and new partners who will support the Town in their emergency responses. These partnerships will be reviewed every two years to ensure they are current. These updates are currently underway and will hopefully be completed by the end of the year.

1. Windsor-focused Community Outreach and Preparedness.

There has been limited community outreach and emergency preparedness within the Town. There are plans to develop timely, seasonal, and Windsor-focused emergency preparedness content to be offered to the citizens of the Town. The community outreach goal is to publish this content on the Town's website as well as deliver handouts in-person at special events, such as National Night Out, Harvest Fest, Concerts in the Park, and via water bill inserts, in addition to participating in regional and county programs.

Another plan for Emergency Management is to partner with a nationally recognized expert, Aaron Titus, on preparation and disaster volunteerism.

From a diverse, equity and inclusion standpoint, the Town must determine how to best serve non-English speaking, disabled and senior populations. Approximately 38% of Windsor's total population have specific vulnerabilities and access issues that need to be recognized. The Colorado Office of Homeland Security Emergency Management identifies communication, medical care, independence, support, and transportation as functional needs that the Town should address. The emergency management coordinator plans to evaluate and build on this information to help form resiliency to emergencies and disasters within these populations.

1. Community-based Emergency Response Programs

Utilizing FEMA criteria, Emergency Management plans to create Citizen Emergency Response Teams (CERT). These teams will be made up of volunteers from all age groups. The primary responsibilities of CERT is to support national preparedness strategic plan goals and help encourage action beyond awareness.

1. Emergency Planning and Community Right-to-Know Act

Under this act, the Town is required to form Local Emergency Planning Committees to aid communities to plan for chemical emergencies. This committee would also be required to report on the storage, use and releases of hazardous substances to federal, state, and local governments.

1. Disaster Recovery Plan.

Lastly, to speed up the return to normalcy after an incident, the Town needs to develop a Disaster Recovery plan. The Colorado Department of Public Health and Environment, the Colorado Department of Natural Resource, and the Colorado Department of Transportation would be among the many partners with the Town to focus on response and recovery oriented actions.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: July 25, 2022
To: Mayor and Town Board
From: Rick Klimek, Police Chief
Re: Motorcycles and Canines - R. Klimek, Police Chief
Item #: 3.

Background / Discussion:

In 2020, the Windsor Police Department adopted a strategic plan with a vision to leverage the strength of our employees and community partnerships in an effort to establish Windsor PD as a regional leader with the ability to provide exceptional service and enhance quality of life. Part of this vision was to find resources that would contribute both to the safety of the employees and the community we serve. After reviewing and researching numerous programs and resources, we have identified two programs we believe will assist the police department and community; a Windsor Police K9 program and a Windsor Police Department Motorcycle program.

While both programs will come with increased budget costs, we believe both programs will become valuable resources for the community. From the safety and dependability of a well trained and well-funded K9 program to the traffic engagement and traffic safety opportunities for motorcycles, we believe both programs are worthy of consideration.

Establishing a K9 program would allow officers to have an additional resource that has been found to provide for a safer and more secure working environment. A K9 program can assist with the reduction in the amount of narcotics on the street and also create positive community interactions at community events.

A motorcycle program would provide an opportunity to affect traffic safety, which is a major concern for the community and our department. A motor program would allow us to expand our capacity along our roadways and intersections through our unique ability to work in areas that is not possible with a patrol vehicle specifically along Main St where our safety needs are a priority.

Financial Impact:

The financial impact of two K-9 units would be \$120,000 (60k/1). Two motorcycles will be \$86,000 (43k/1)

There will also be yearly maintenance costs that would be built into future budgets.

The total for both programs is \$206,000.00

Relationship to Strategic Plan:

Provide for the safety and well being of the community

Recommendation:

Staff recommends with approval to being these two programs in 2022. The training and selection process will be lengthy and acquiring the equipment will be prolonged. Waiting will delay the application and effectiveness of the two programs. We would look to add two motorcycles and two K-9 units.

CC:

Attachments:



MEMORANDUM

Date: July 25, 2022
To: Mayor and Town Board
From:
Re: Future Meetings Agenda
Item #: 4.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2022 Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

August 1, 2022 5:30 p.m.	Town Board Work Session Playcore Grant Wastewater Treatment Plant
August 8, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Meet the Board Introduction of the Poudre River Trail Executive Director
August 8, 2022 7:00 p.m.	Town Board Regular Meeting
August 15, 2022 5:30 p.m.	Town Board Work Session Budget: Revenue Projections
August 22, 2022 5:30 p.m.	Town Board Work Session Land Use Code Update Energy Plan Update
August 22, 2022 7:00 p.m.	Town Board Regular Meeting
August 29, 2022	Canceled – Fifth Monday
September 5, 2022	Canceled – Labor Day Holiday
September 12, 2022 5:30 p.m.	Town Board Work Session Preview of Police Facility
September 12, 2022 7:00 p.m.	Town Board Regular Meeting
September 19, 2022 5:30 p.m.	Town Board Work Session
September 26, 2022 5:30 p.m.	Town Board Work Session Compensation Study Review
September 26, 2022 7:00 p.m.	Town Board Regular Meeting
October 3, 2022 5:30 p.m.	Town Board Work Session Budget – Capital Improvement Plan

October 10, 2022 5:30 p.m.	Town Board Work Session Budget – Utility Rates and Fees
October 10, 2022 7:00 p.m.	Town Board Regular Meeting
October 15, 2022 (Saturday)	Town Board Work Session Operating Budget
October 17, 2022 5:30 p.m.	Town Board Work Session
October 24, 2022 5:30 p.m.	Town Board Work Session Budget – Follow-up Questions
October 24, 2022 7:00 p.m.	Town Board Regular Meeting
October 31, 2022	Canceled – Fifth Monday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site Update
- Land Use Code Update
- Weld RE-4 School Land Dedication/Cash in lieu of Land Update
- Discuss Wells Used For Geologic Sequestration of Carbon Dioxide draft ordinance