TOWN BOARD WORK SESSION

March 25, 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 Employees
2. Facility Study Discussion - Eric Lucas, Public Services Director
3. Hauler Licensing - Eric Lucas, Public Services Director
4. Road Impact Fee Inflationary Adjustment Discussion - Eric Bracke, Engineering Transportation
5. 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: March 25, 2024
To: Mayor and Town Board
From: Kevin Cornelison, HR Manager
Re: Meet the Board - New Employees
Item #: 1.

Background / Discussion:
N/A

Financial Impact:
N/A

Relationship to Strategic Plan:
N/A

Recommendation:

CC:

Attachments:

MEMORANDUM

Date: March 25, 2024
To: Mayor and Town Board
From: Eric Lucas, Public Services Director
Re: Facility Study Discussion - Eric Lucas, Public Services Director
Item #: 2.

Background / Discussion:
With the new police department building nearing completion, staff engaged Infusion Architects to examine the best reuse of the current police department facility. We tasked them with identifying which department(s) would be best suited to move into the "old" police station and identify what space would free up at Town Hall. We did so knowing that the Public Service Campus administrative building was built with growth in mind for both public works and parks and both departments are very close to needing the "growth" spaces that are currently occupied by human resources and IT.

All departments were engaged in discussions regarding their current and future needs, and as you will see in the presentation and attached documents, the recommendation involves moving both the community and economic development departments to the old police department building to create a community services hub. Their move enables both HR and IT to move to Town Hall, which frees up space for Public Services as intended. Additionally, we will present what growth space still remains for future consideration of moving Municipal Court and/or other public meetings such as Planning Commission or Town Board to the old police station.

Randell Johnson, from Infusion Architect who will be in attendance to review the study, the thinking behind the associated changes and a rough order of magnitude related to costs.

Note: In the document showing the existing PD remodel, there are alternatives shown in the drawings that could be confusing. For example, you will see IT offices are listed in two documents. They are slated to only be housed in one location. Staff will walk the board through the drawings to ensure everyone has a solid understanding of all the options considered.

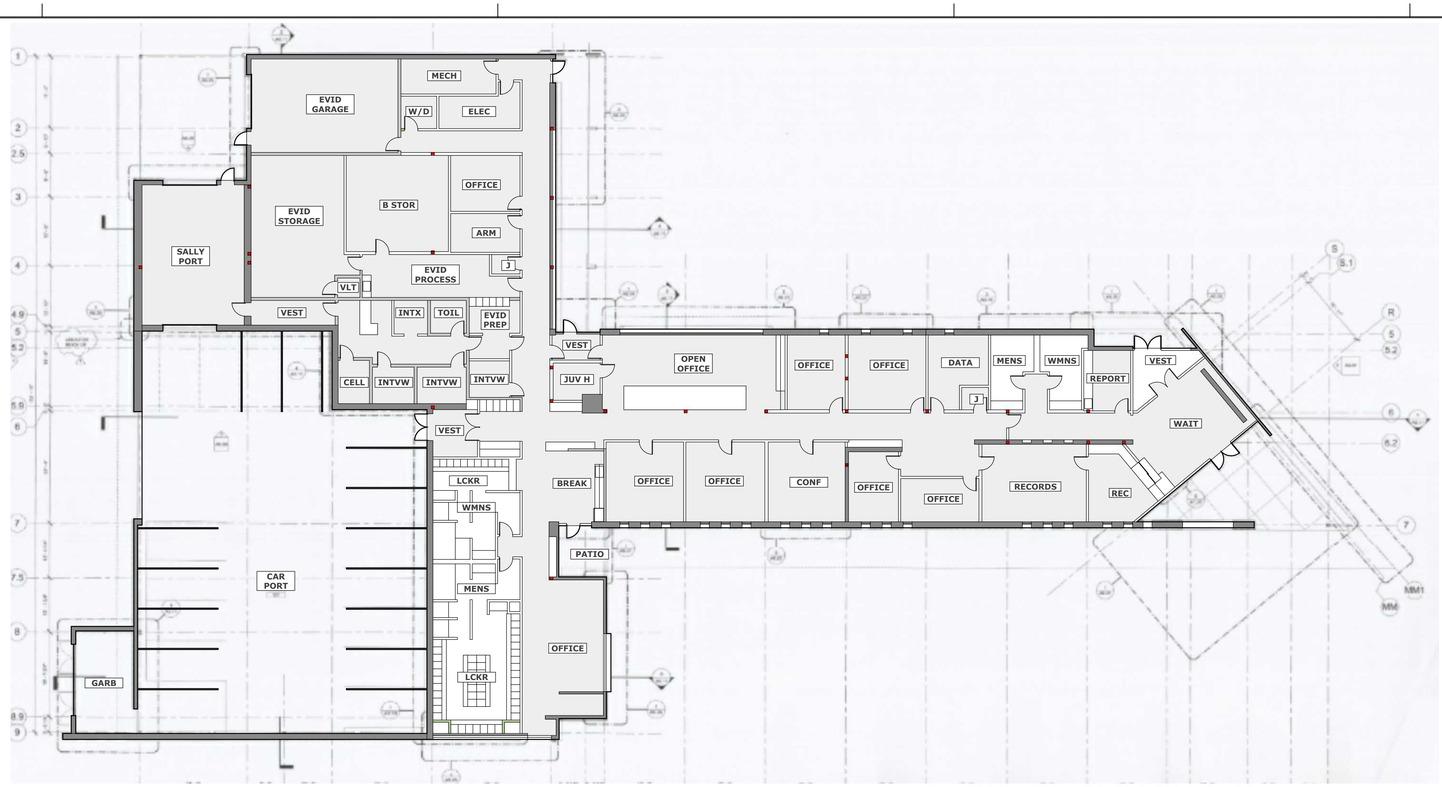
Financial Impact:
No impact at this time. Dependent upon feedback, staff may request to proceed to design.

Relationship to Strategic Plan:
This relates directly to the vital infrastructure focus area.

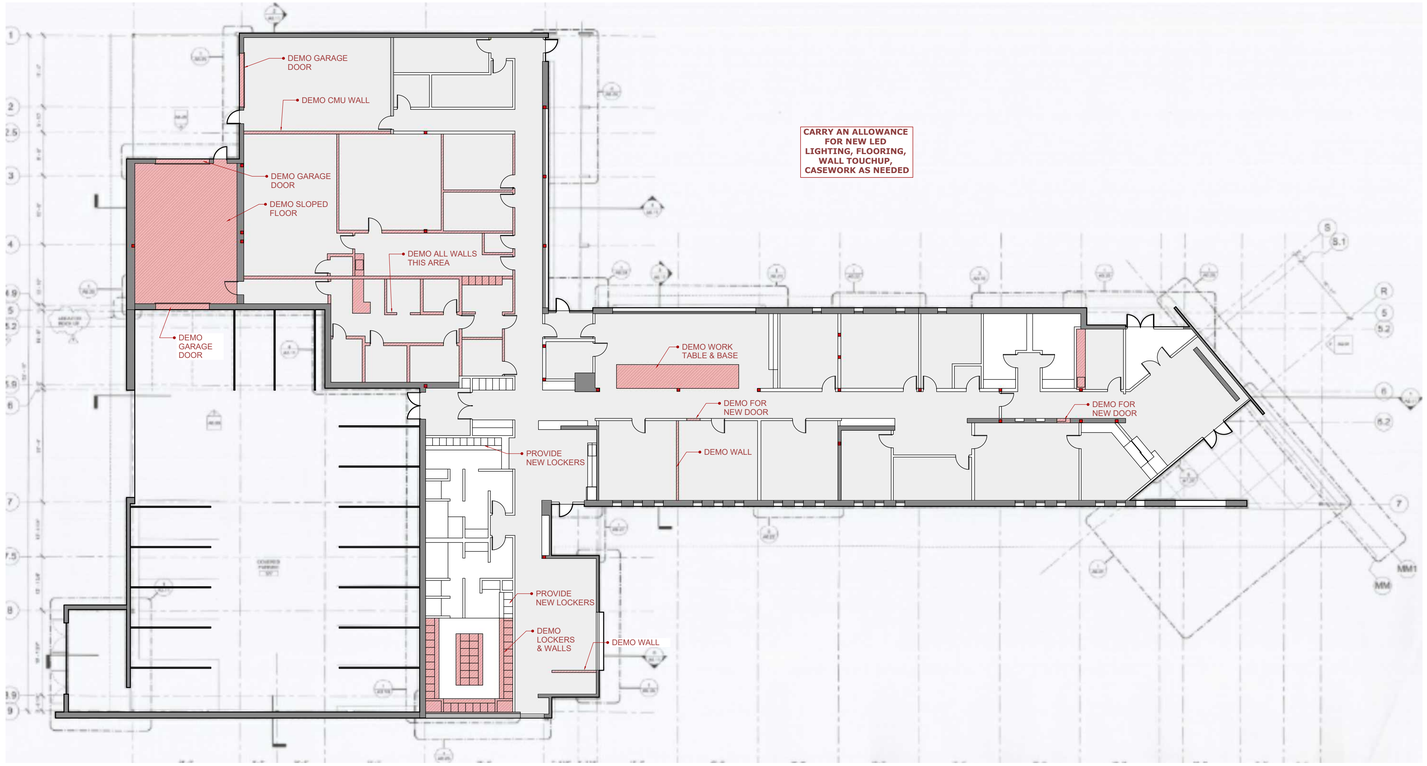
Recommendation:
Provide feedback to staff regarding the facility study presentation.

CC:

Attachments:
1. 2024 0320 Town of Windsor Existing PD Remodel Drawings
2. 2024 0229 Town of Windsor Public Works Remodel Drawings
3. 2024 0229 Town of Windsor Town Hall Remodel Drawings



EXISTING BUILDING PLAN
SCALE: 1/16" = 1'-0"



EXISTING BUILDING PLAN
SCALE: 1/16" = 1'-0"

infusion ARCHITECTS
206 E 4th Street Sute 250, Loveland, Colorado 80537

TOWN OF WINDSOR EXISTING PD MASTER PLAN

CONCEPT REMODEL PLANS

200 11TH STREET, WINDSOR, COLORADO 80550

SDP SET

Issued For SD:	00/00/2015
Issued For DD:	00/00/2015
Issued For Permit:	00/00/2015
Issued For Construction:	00/00/2015
Revision Number	Revision Date

Seal:

Plot Date: March 19, 2024

EXISTING & DEMO PLANS

A01

Department: Economic Development
Director: Stacy Brown

Staff Projections

- Current Staff: 3
- 2028 Projection: 4
- 2029-2032 Projection: 5

Type of Space Requested

- **Community Development**
  - Offices: 3-4 with growth
  - Work Stations: none
  - Meeting Rooms: one large – 30+ people, 1-small 8-10
  - Misc Space:

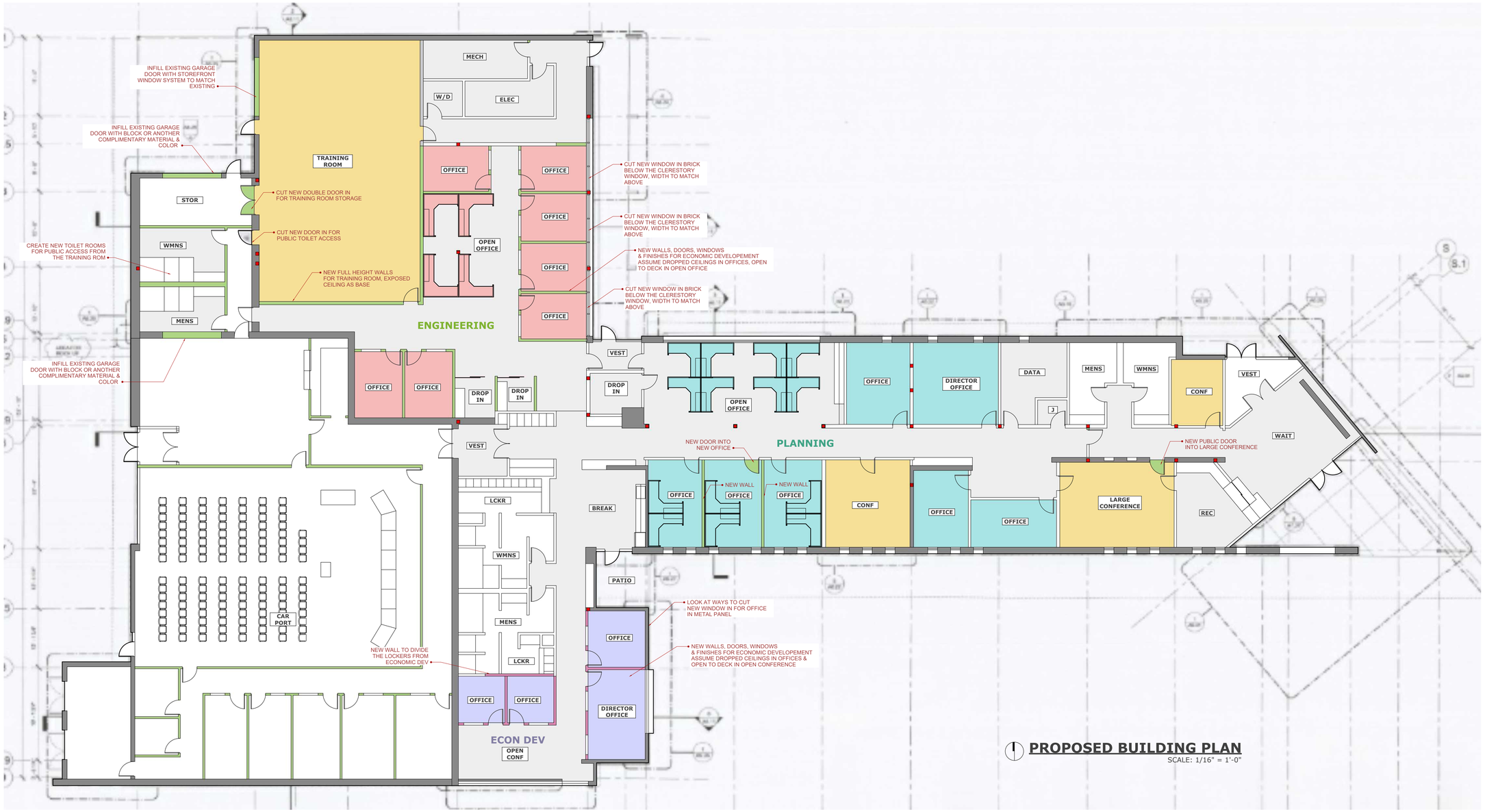
Department: Community Development
Director: John Thornhill

Staff Projections

- Current Staff: 20
- 2028 Projection: 25
- 2029-2032 Projection: 28

Type of Space Requested

- **Community Development**
  - Offices: 12 with growth
  - Work Stations: 16 semi-private
  - Meeting Rooms: Conf 12-15 people
  - Misc Space: Need good public access
  - Storage: Dept misc



PROPOSED BUILDING PLAN
SCALE: 1/16" = 1'-0"

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TOWN OF WINDSOR EXISTING PD MASTER PLAN

CONCEPT REMODEL PLANS

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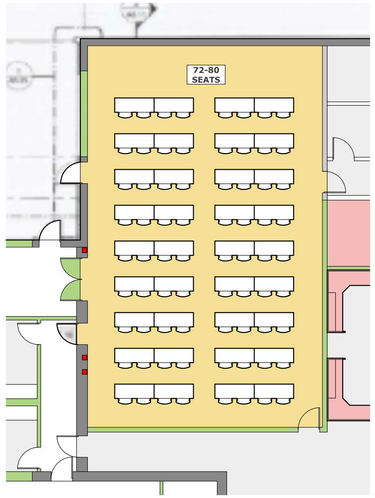
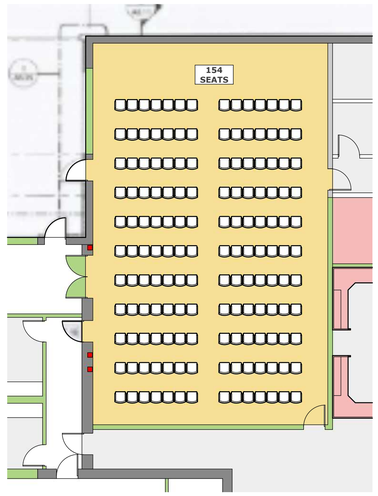
PROPOSED NEW PLAN

A02

IT INFILL PLAN
SCALE: 1" = 10'-0"



TRAINING ROOM W/ TABLES
SCALE: 1/16" = 1'-0"



TRAINING ROOM W/ CHAIRS
SCALE: 1/16" = 1'-0"

Department: Administrative Services
Director: Jessica Humphries

Staff Projections

- Current Staff: 26
- 2028 Projection: 37
- 2029-2032 Projection: 42

Type of Space Requested

- **IT/GIS**
  - Offices: 4-5 with growth
  - Work Stations: 7-9 semi-private
  - Meeting Rooms: Conf 12-15 people
  - Misc Space: Work Area and drop-in space
  - Storage: Computers & equipment

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TOWN OF WINDSOR EXISTING PD MASTER PLAN

CONCEPT REMODEL PLANS

200 11TH STREET, WINDSOR, COLORADO 80550

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IT & TRAINING RM OPTIONS

A03

COURTROOM INFILL OPTION
SCALE: 1/8" = 1'-0"

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TOWN OF WINDSOR EXISTING PD MASTER PLAN

CONCEPT REMODEL PLANS

200 11TH STREET, WINDSOR, COLORADO 80550

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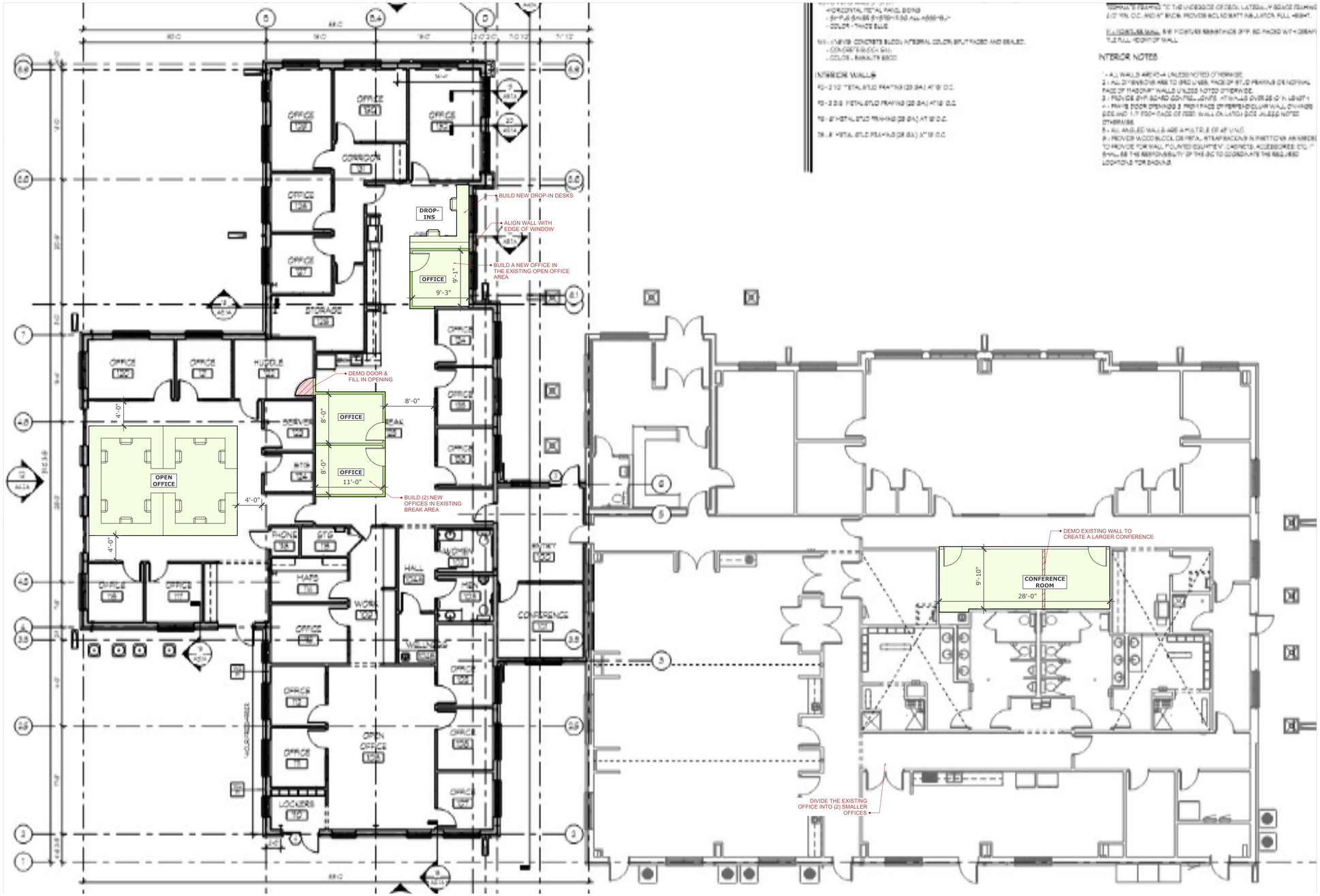
COURTRM OPTION PLAN

A04



PROPOSED FIRST FLOOR REMODEL
SCALE: 1/8" = 1'-0"

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TOWN OF WINDSOR
Town Hall Remodel
CONCEPT REMODEL PLANS
301 WALNUT STREET, WINDSOR, COLORADO 80550

SDP SET

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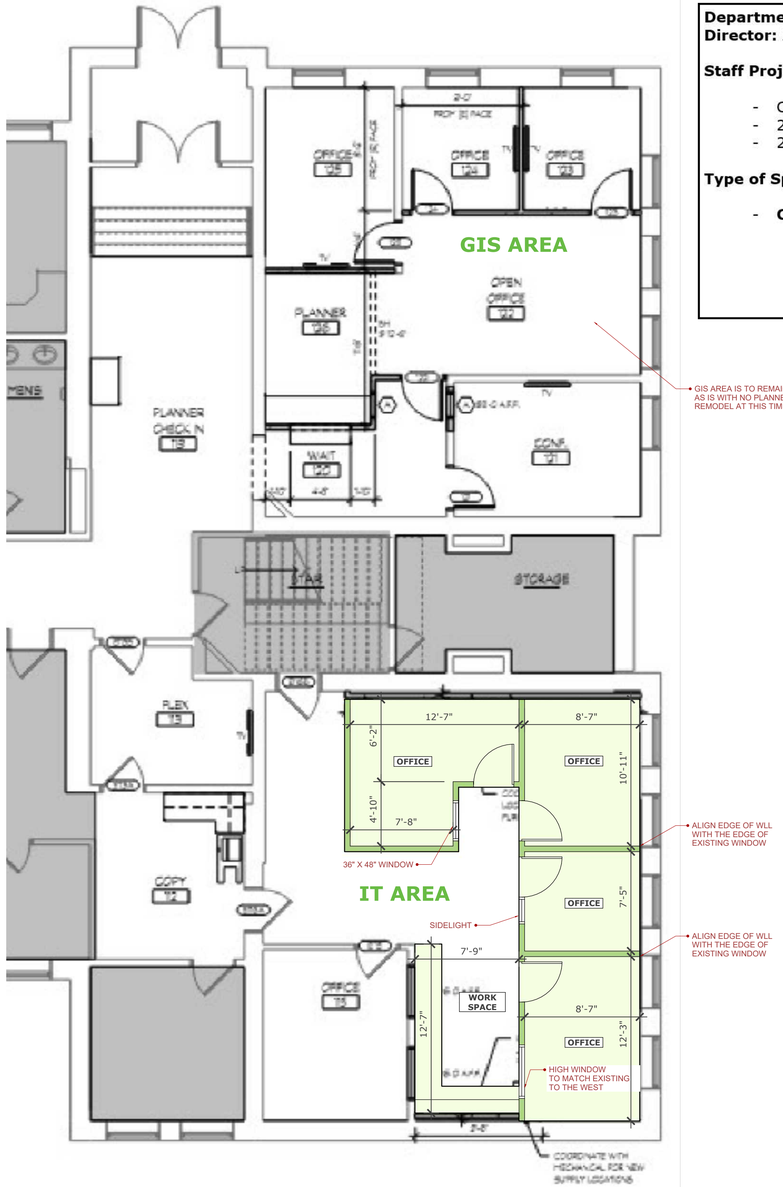
Revision Number	Revision Date

Seal:

Plot Date: February 28, 2024

FIRST FLOOR REMODEL PLAN

A01



PROPOSED FIRST FLOOR REMODEL
SCALE: 3/16" = 1'-0"

Department: Administrative Services
Director: Jessica Humphries

Staff Projections

- Current Staff: 26
- 2028 Projection: 37
- 2029-2032 Projection: 42

Type of Space Requested

- **IT/GIS**
  - Offices: 4-5 with growth
  - Work Stations: 7-9 semi-private
  - Meeting Rooms: Conf 12-15 people
  - Misc Space: Work Area and drop-in space
  - Storage: Computers & equipment

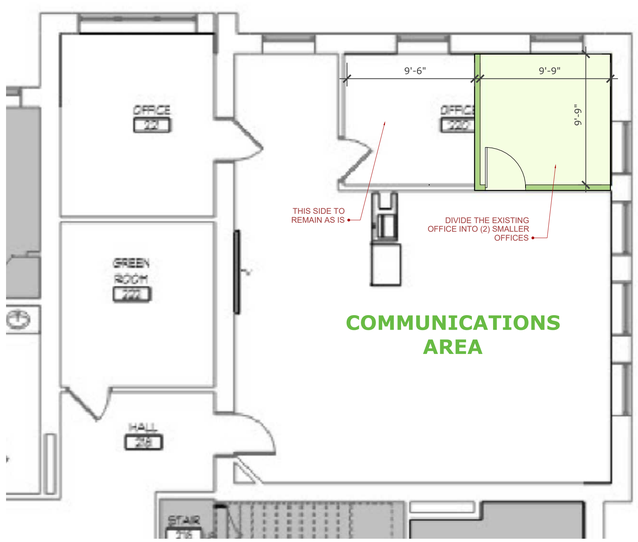
Department: Human Resources & Risk Management
Director: Jennifer Butcher-Trujillo

Staff Projections

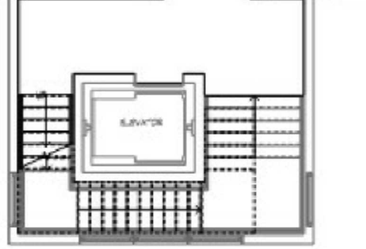
- Current Staff: 7
- 2028 Projection: 10
- 2029-2032 Projection: 12

Type of Space Requested

- **Community Development**
  - Offices: 5-6 with growth
  - Work Stations: 2 semi-private
  - Meeting Rooms: 1 Conf Rm for private discussions
  - Misc Space: 1 fire-proof file room
  - Storage: see above



PROPOSED SECOND FLOOR REMODEL
SCALE: 3/16" = 1'-0"



PROPOSED SECOND FLOOR REMODEL
SCALE: 3/16" = 1'-0"

- **Communications**
  - Offices: 2-3 with growth
  - Work Stations: 6-8 semi-private
  - Meeting Rooms: Conf 7-12 people, huddle space
  - Misc Space: Green Rm & Broadcast Room
  - Storage: Dept storage

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TOWN OF WINDSOR
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FIRST & SECOND FLOOR PLANS

A01

MEMORANDUM

Date: March 25, 2024
To: Mayor and Town Board
From: Eric Lucas, Public Services Director
Re: Hauler Licensing - Eric Lucas, Public Services Director
Item #: 3.

Background / Discussion:
In mid-December 2023, consultants from Front Range Waste Diversion (FRWD) spoke with the Town Board regarding hauler licensing and the benefits to implementing this type of licensing program. The board asked staff to seek additional information and data regarding what communities around Windsor are doing in this regard. At the beginning of the year, I had further conversations with the consultant at FRWD about next steps.

Those conversations led me to send a short survey via email to 9 municipalities to inquire about what process they may have in place and if they collect data would they be willing to share. Staff will present the findings and engage the board in a discussion to determine their preferred path forward.

Financial Impact:
No impact at this time

Relationship to Strategic Plan:

Recommendation:
Provide feedback and direction regarding how the board would like staff to proceed.

CC:

Attachments:

MEMORANDUM

Date: March 25, 2024
To: Mayor and Town Board
From: Eric Bracke, Transportation Planner
Re: Road Impact Fee Inflationary Adjustment Discussion - Eric Bracke, Engineering Transportation
Item #: 4.

Background / Discussion:
At least once every five (5) years, the Road Impact Fee Administrator shall recommend to the Town Board whether any changes should be made to the Road Impact Fee Study and this Article. The purpose of this review is to analyze the effects of inflation on actual costs, to assess potential changes in needs, to assess any changes in the characteristics of land uses and to ensure that the road impact fees will not exceed a proportionate share. This effort was completed and adopted by the Town Board on March 27, 2027.

In each year during which a comprehensive update is not performed, the fee schedule shall be adjusted to account for construction cost inflation, pursuant to the provisions of this Section. The Road Impact Fee Administrator shall calculate adjustments to the road impact fee rates by multiplying them by a ratio, the numerator of which is the most recently available two-year moving average of the annual Colorado Construction Cost Index by the Colorado Department of Transportation, and the denominator of which is the same index for a period one (1) year earlier than the numerator. The adjusted fee schedule shall become effective upon and in accordance with the approval thereof by the Town Board. The Road Impact Fee Administrator shall make the adjusted impact fee schedule publicly available. The revised fees are shown below and reflect a 22.78% increase in costs

Land Use type	Unit	Current Fee	Proposed 2024 Fee	Difference
Single-family detached	Dwelling	$6,715	$8,245	$1,530
Multi-family	Dwelling	$4,353	$5,345	$992
Mobile Home Park	Site	$2,900	$3,561	$661
Retail/Commercial	1,000 sq ft	$9,205	$11,302	$2,097
Convenience Store w/Gas	1,000 sq ft	$16,130	$19,804	$3,674
Fast Food Restaurant	1,000 sq ft	$21,316	$26,172	$4,856
Office	1,000 sq ft	$8,238	$10,115	$1,877
Public/Institutional	1,000 sq ft	$3,432	$4,214	$782
Industrial	1,000 sq ft	$4,317	$5,300	$983
Warehouse	1,000 sq ft	$1,547	$1,899	$352
Mini-Warehouse	1,000 sq ft	$1,310	$1,608	$298
Oil and Gas Well	Wellhead	$3,642	$4,472	$830

Financial Impact:
The fees are intended to pay for roadway improvements that are needed to accommodate roadway travel. In past years, the Town has found themselves behind the cost curve and not able to fund for projects that were the result of growth. The fee scheduled proposed allows the Town to keep pace with

the rising cost of roadway construction.

Relationship to Strategic Plan:
Infrastructure

Recommendation:
Adopting the proposed increase in fees to keep pace with rising construction costs

CC:

Attachments:

FUTURE TOWN BOARD MEETINGS

April 1, 2024 5:30 p.m.	Town Board and Planning Commission Joint WKS (3rd floor) Windsor Downtown Alliance – Downtown Master Plan
April 8, 2024 5:00 – 5:30 p.m. 5:30 p.m.	Town Board Work Session Arbor Day Poster Contest Recognition (Main Park) Board/Manager/Attorney Monthly Meeting Fleet EV Study Windsor Housing Authority Fee Waiver Restructuring
April 8, 2024 7:00 p.m.	Town Board Regular Meeting
April 15, 2024 5:30 p.m.	Town Board Work Session New Police Department Tour (new/old board members)
April 22, 2024 5:30 p.m.	Town Board Work Session Community Survey Results
April 22, 2024 7:00 p.m.	Town Board Regular Meeting
April 29, 2024	Canceled – 5th Monday
May 6, 2024 5:30 p.m.	Town Board Work Session Elected Official Training with Sam Light from CIRSA IT Orientation (Cybersecurity, Technology)
May 13, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
May 16 & 17, 2024	Town Board Strategic Plan Retreat Sylvan Ranch, Loveland, CO
May 20, 2024 5:30 p.m.	Town Board Work Session
May 27, 2024	Canceled – Memorial Holiday
June 3, 2024 5:30 p.m.	Town Board Work Session
June 10, 2024 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
June 10, 2024 7:00 p.m.	Town Board Regular Meeting

June 17, 2024 5:30 p.m.	Town Board Work Session
June 24, 2024 5:30 p.m.	Town Board Work Session
June 24, 2024 7:00 p.m.	Town Board Regular Meeting
July 1, 2024 5:30 p.m.	Town Board Work Session
July 8, 2024 5:30 p.m.	Town Board Work session Board/Manager/Attorney Monthly Meeting
July 8, 2024 7:00 p.m.	Town Board Regular Meeting
July 15, 2024 5:30 p.m.	Town Board Work Session
July 22, 2024 5:30 p.m.	Town Board Work Session
July 22, 2024 7:00 p.m.	Town Board Regular Meeting
July 29, 2024	Canceled for the 5th Monday

Future Work Session Topics

- Budget: August 5th – Revenue Estimates
- Budget: September 9th – Staffing Needs
- Budget: September 16th – Capital Improvement Projects
- Budget: October 5th (Saturday) – Operating Requests
- Budget: October 21st – Utility Rates for 2025
- Budget: Work Session – Budget Wrap-Up/Revisions