



## TOWN BOARD WORK SESSION

June 24, 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](http://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 Full-time Employees
2. Kyger Reservoir Construction Update - T. Fotsch, Director of Parks, Recreation and Culture; W. Willis, Open Space and Trails Manager
3. 2023 Audit Presentation - Tim Ahopelto, CPA; D. Moyer, Finance Director
4. Downtown Parking Management Plan Presentation - D. Eisenbraun, Long Range Planner
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:** June 24, 2024  
**To:** Mayor and Town Board  
**From:** Kevin Cornelison, HR Manager  
**Re:** Meet the Board - New Full-time Employees  
**Item #:** 1.

### Background / Discussion:

| Employee Name      | Position Title                      | Date of Hire                          | Department Head |
|--------------------|-------------------------------------|---------------------------------------|-----------------|
| Heather Pettengill | Recreation Coordinator              | 1/27/2024 (moved to full-time status) | Tara Fotsch     |
| James Scarlett     | Parks Maint. Tech I                 | 2/10/2024                             | Tara Fotsch     |
| Christopher Erb    | Parks Maint. Tech II                | 2/10/2024                             | Tara Fotsch     |
| Byron Brakke       | Parks Supervisor                    | 4/8/2024                              | Tara Fotsch     |
| Caleb Raymond      | Wastewater Treatment Operator D     | 2/19/2024                             | Brian Rowe      |
| Carson Pecot       | Public Works Construction Inspector | 4/5/2024                              | Brian Rowe      |

### Financial Impact:

### Relationship to Strategic Plan:

### Recommendation:

### CC:

### Attachments:



## MEMORANDUM

**Date:** June 24, 2024  
**To:** Mayor and Town Board  
**From:** Tara Fotsch, Deputy Director of PRC  
Wade Willis, Open Space, Trails Manager  
**Re:** Kyger Reservoir Construction Update - T. Fotsch, Director of Parks, Recreation and Culture;  
W. Willis, Open Space and Trails Manager  
**Item #:** 2.

**Background / Discussion:**

Staff will be presenting on the Kyger Reservoir project. Bids have come in over budget and staff will be presenting different options to complete and fund the project.

**Financial Impact:**

**Relationship to Strategic Plan:**

**Recommendation:**

**CC:**

**Attachments:**



## MEMORANDUM

**Date:** June 24, 2024  
**To:** Mayor and Town Board  
**From:** Dean Moyer, Finance Director  
**Re:** 2023 Audit Presentation - Tim Ahopelto, CPA; D. Moyer, Finance Director  
**Item #:** 3.

**Background / Discussion:**

As of packet time we did not have a final copy of the 2023 Audit to include with the packet. However, we will have our auditor present in person on Monday evening to do a live presentation.

**Financial Impact:**

None

**Relationship to Strategic Plan:**

**Recommendation:**

Information only - approval scheduled for Regular Meeting Agenda

**CC:**

**Attachments:**



## MEMORANDUM

**Date:** June 24, 2024  
**To:** Mayor and Town Board  
**From:** David Eisenbraun, Senior Planner  
**Re:** Downtown Parking Management Plan Presentation - D. Eisenbraun, Long Range Planner  
**Item #:** 4.

**Background / Discussion:**

This is the first kickoff working presentation to follow-up on the 2020-2022 Parking Study, which focused heavily on public participation and data collection. This subsequent effort is to further verify supply and demand, and implement various parking management strategies.

**Financial Impact:**

**Relationship to Strategic Plan:**

**Recommendation:**

Information only

**CC:**

**Attachments:**

1. Staff Presentation

# Downtown Parking Management Plan

## Town Board Presentation



June 24, 2024

# Agenda Items

- **Team Introductions**
- **Background & Previous Work**
- **Downtown Parking Management Plan**
  - Project Overview
  - Schedule
  - Data Collection: Round 1
- **Parking Magic Wand Exercise**
- **Q & A**



Source: Windsor Downtown Master Plan

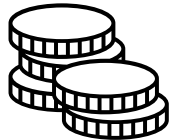
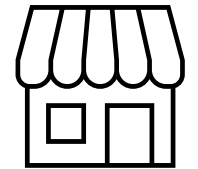
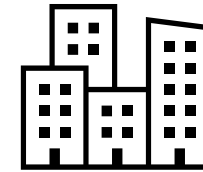


Source: Windsor Downtown Master Plan

# Background: Parking in Downtown Windsor

- **Key findings from 2012-2022 parking studies:**

- Downtown parking is generally adequate, however new businesses, redevelopment projects and popular special events have pushed some on- and off-street facilities to capacity during peak times.
- Additional planned development/growth will likely put additional strain on the existing downtown public parking supply.
- Future investment in parking management and/or supply will be needed, and the Town should take a proactive approach.
- Residents and visitors report the ability to typically find a parking space within a block of their destination, however there is moderate support for additional parking management.



# Previous Work: 2022 Study Data

- **Past Project Area Boundaries:**

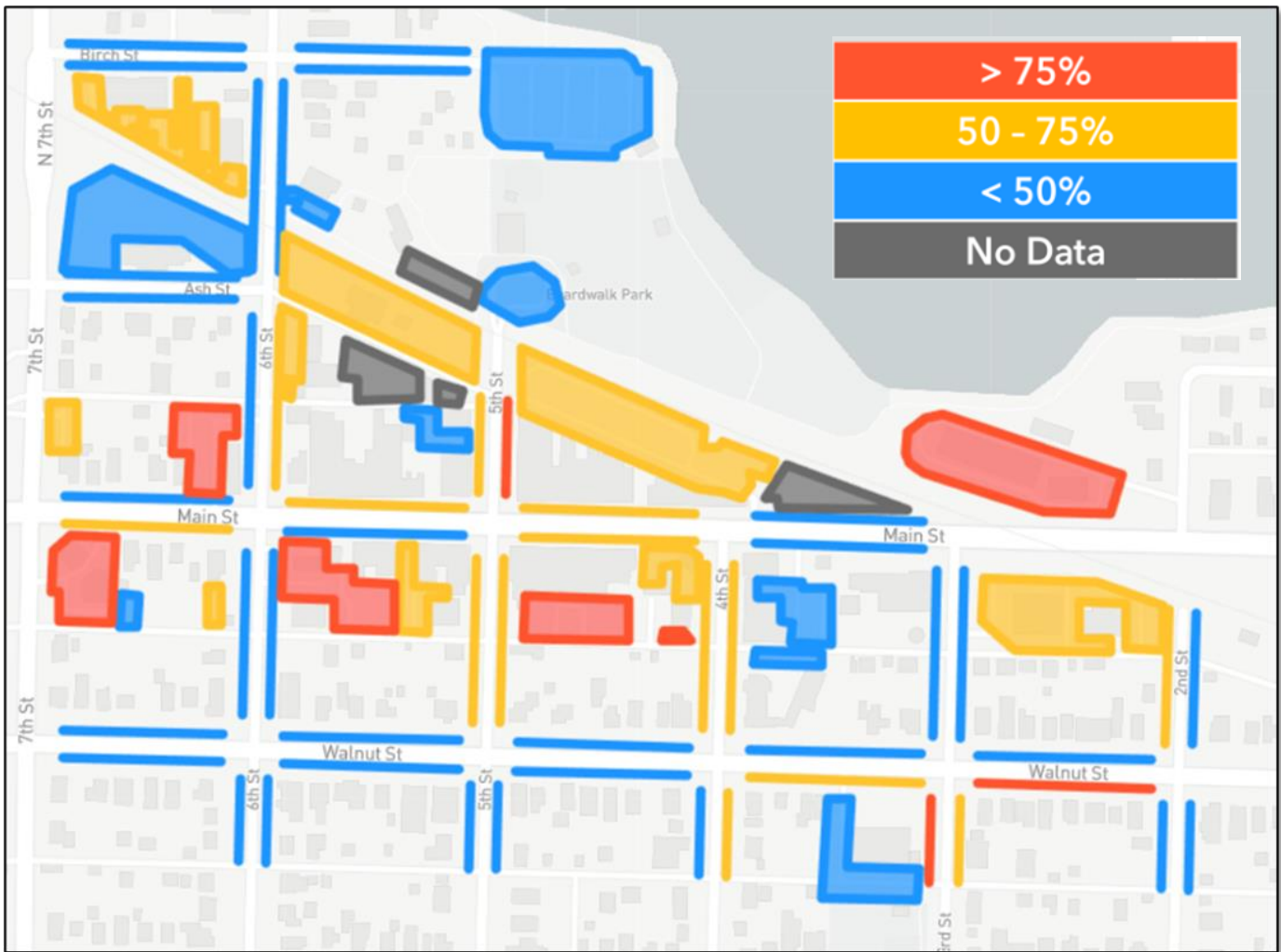
- South: Walnut Street
- West: 7<sup>th</sup> Street
- East: 2<sup>nd</sup> Street
- North: Lakefront

- ■ ■ 2020 Parking Study Boundary
- ■ ■ 2012 Parking Study Boundary
- Town of Windsor Parks
- Downtown Development Authority



# Background: Previous Study Data

- Occupancy data from Tuesday, April 3, 2018



| Date                                                        | 10am |
|-------------------------------------------------------------|------|
| <input checked="" type="checkbox"/> Tuesday, April 03, 2018 | 40%  |
| On-Street                                                   | 33%  |
| Private Off-Street                                          | 59%  |
| Public Off-Street                                           | 25%  |
| Public/Private Off-Street                                   | 77%  |

# 2023 Parking Improvements

- **Comprehensive Understanding of Parking Concerns**
- **Prompting the Need for a Parking Management Plan**
- **Community-Centric Approach**
- **Identification of Key Priorities**
- **Long-Term Vision**



# Project Overview & Context

- **Project Overview**

- Existing Conditions Assessment
- Stakeholder Engagement
- Data Collection
- Financial Modeling
- Parking Action Plan

- **Important Local Context**

- Recent & ongoing planning efforts:
  - Comprehensive Plan
  - Transportation Master Plan
  - Downtown Master Plan
- Planning is community-driven and focused on the future

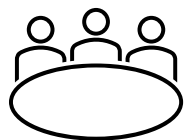


# Project Schedule

## Completed Tasks

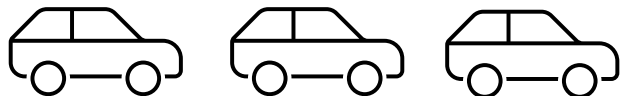
### ✓ **Project Kickoff**

- March 28



### ✓ **Data Collection: Round 1**

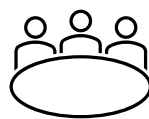
- May 3-4



## Current Tasks

### • **Town Board Presentation**

- June 24



### • **On-Site Assessment**

- July 9-10



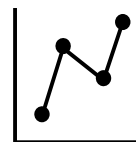
### • **Community Outreach**

Phase 1 - Initial input

- July 9-10



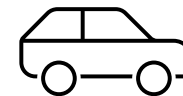
### • **Process Data Collection: Round 1 Results**



## Upcoming Tasks

### • **Data Collection: Round 2**

- Late July



### • **Online Survey**

- July/August



### • **Initial Recommendations & Draft Parking Action Plan**

- September/October



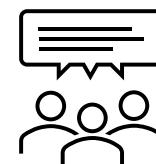
### • **Town Board Project Update**

- September



### • **Community Outreach Phase 2**

- Targeting mid-October

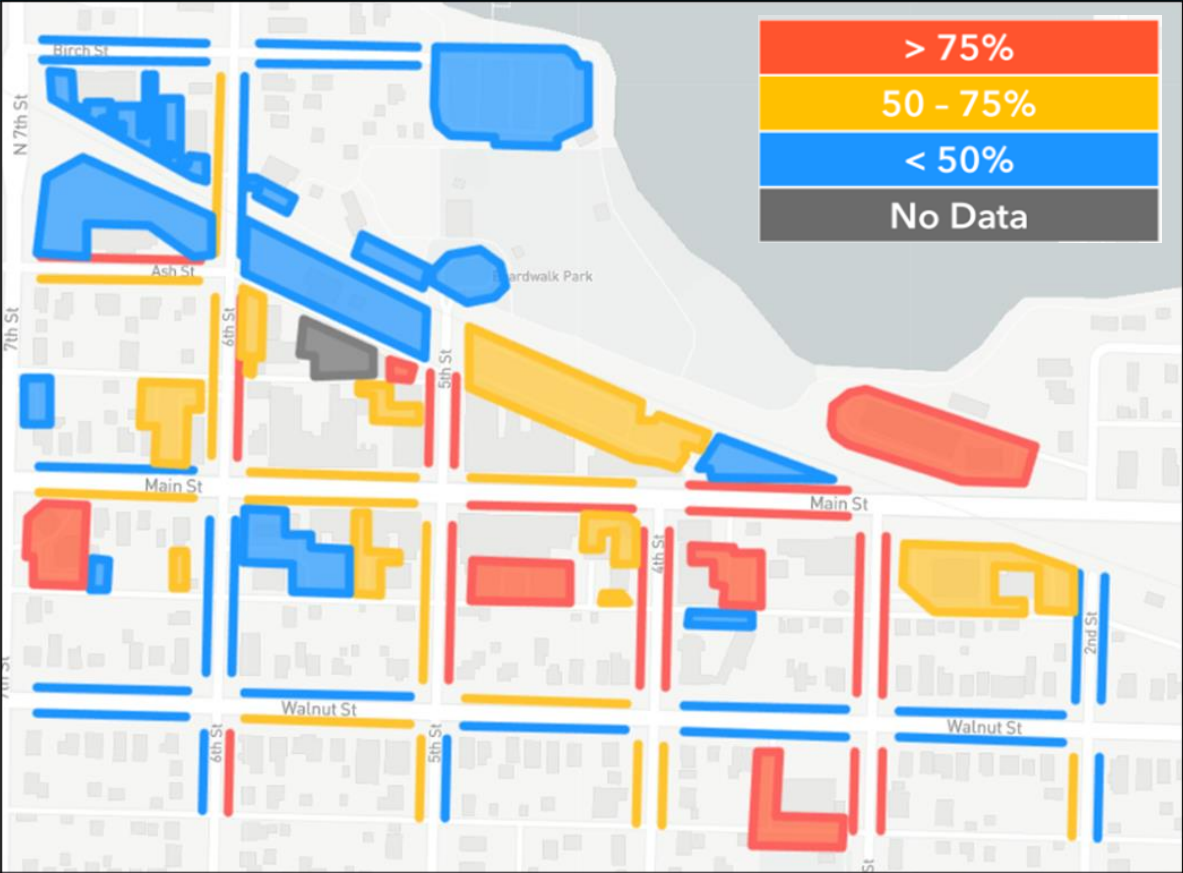


# Data Collection: Round 1 (May 2024)

- **Data collected on a weekday and a weekend day**
  - Friday, May 3
  - Saturday, May 4
  - Wednesday, May 8
- **Data captured by drone footage and License Plate Recognition (LPR) Technology**
- **Total Inventory: 1,730 vehicles**
  - On-street
    - 742 spaces in 2022 → 800 spaces in 2024

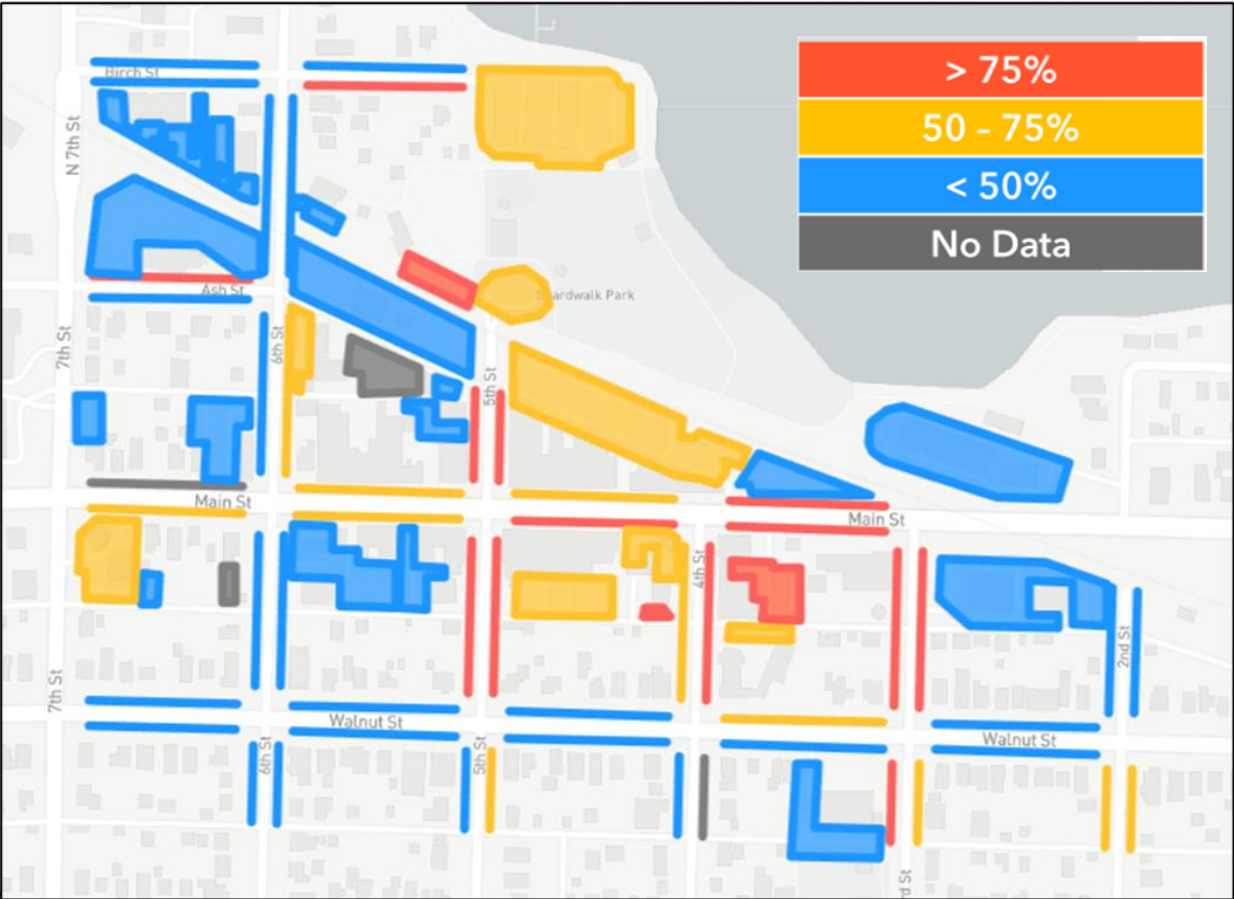


# Peak Occupancy - May 2024 - Weekday



| Date                                                        | 7am | 8am | 9am | 10am | 11am | 12pm | 1pm | 2pm | 3pm | 4pm | 5pm | 6pm | Average |
|-------------------------------------------------------------|-----|-----|-----|------|------|------|-----|-----|-----|-----|-----|-----|---------|
| <input checked="" type="checkbox"/> Wednesday, May 08, 2024 | 15% | 22% | 31% | 32%  | 34%  | 35%  | 33% | 32% | 34% | 32% | 30% | 38% | 31%     |
| On-Street                                                   | 17% | 22% | 30% | 31%  | 32%  | 36%  | 33% | 30% | 33% | 34% | 32% | 49% | 31%     |
| Private Off-Street                                          | 14% | 23% | 26% | 30%  | 33%  | 33%  | 34% | 33% | 34% | 29% | 26% | 23% | 28%     |
| Public Off-Street                                           | 12% | 18% | 32% | 33%  | 32%  | 31%  | 28% | 29% | 29% | 27% | 22% | 29% | 27%     |
| Public/Private Off-Street                                   | 19% | 33% | 56% | 58%  | 65%  | 67%  | 67% | 69% | 69% | 61% | 62% | 66% | 58%     |

# Peak Occupancy - May 2024 - Saturday



| Date                                                       | 7am | 8am | 9am | 10am | 11am | 12pm | 1pm | 2pm | 3pm | 4pm | 5pm | 6pm | Average |
|------------------------------------------------------------|-----|-----|-----|------|------|------|-----|-----|-----|-----|-----|-----|---------|
| <input checked="" type="checkbox"/> Saturday, May 04, 2024 | 12% | 15% | 20% | 26%  | 28%  | 32%  | 34% | 33% | 30% | 29% | 31% | 31% | 27%     |
| On-Street                                                  | 13% | 17% | 23% | 29%  | 32%  | 39%  | 37% | 39% | 37% | 37% | 40% | 41% | 32%     |
| Private Off-Street                                         | 11% | 13% | 15% | 18%  | 17%  | 18%  | 19% | 19% | 17% | 15% | 15% | 14% | 16%     |
| Public Off-Street                                          | 10% | 11% | 15% | 20%  | 24%  | 26%  | 41% | 31% | 25% | 27% | 27% | 27% | 24%     |
| Public/Private Off-Street                                  | 19% | 29% | 46% | 64%  | 74%  | 71%  | 69% | 73% | 65% | 62% | 60% | 49% | 57%     |

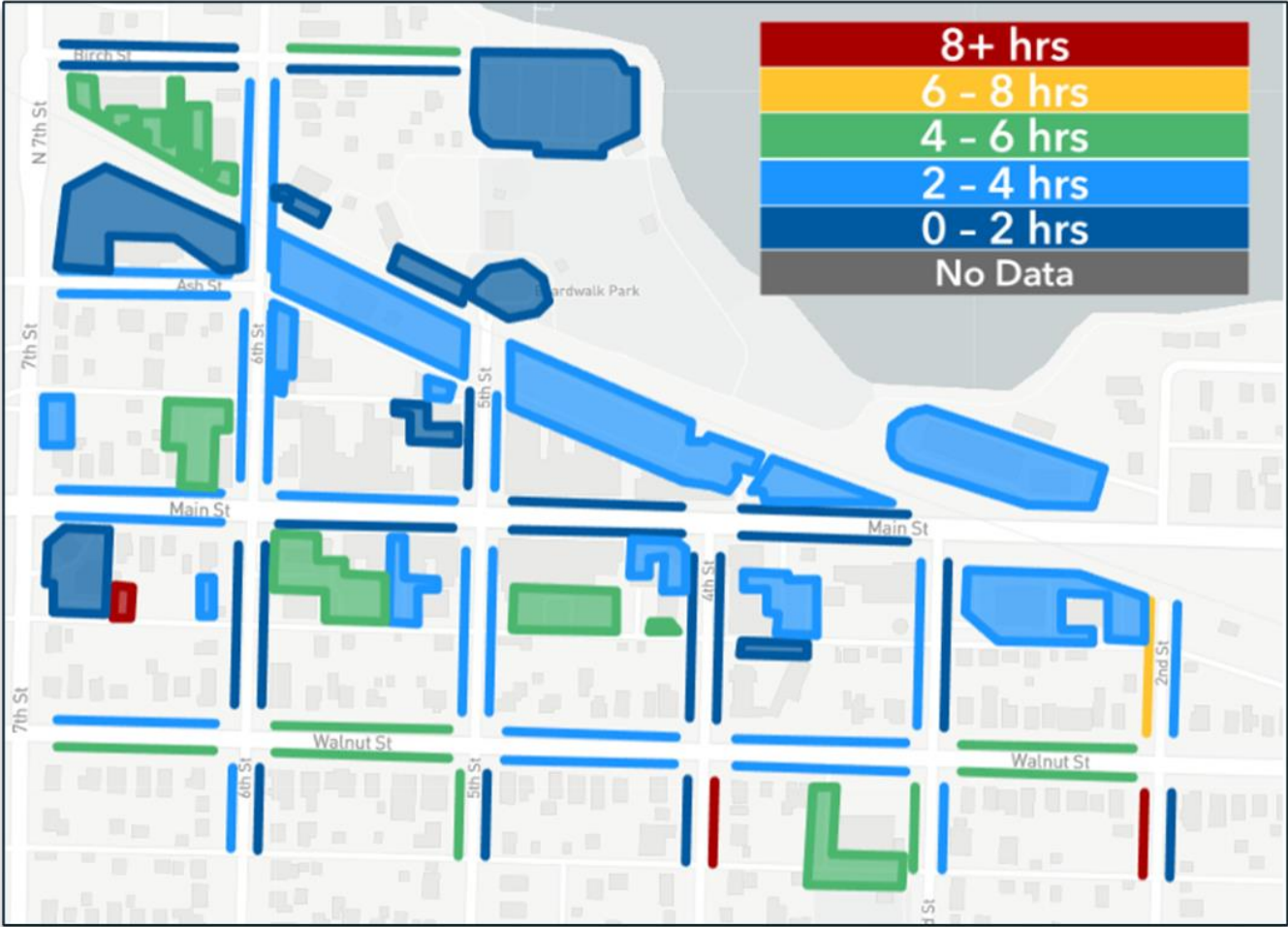
# Occupancy - May 2024 - Saturday at 6PM



# Occupancy - May 2024 - Saturday at 6PM

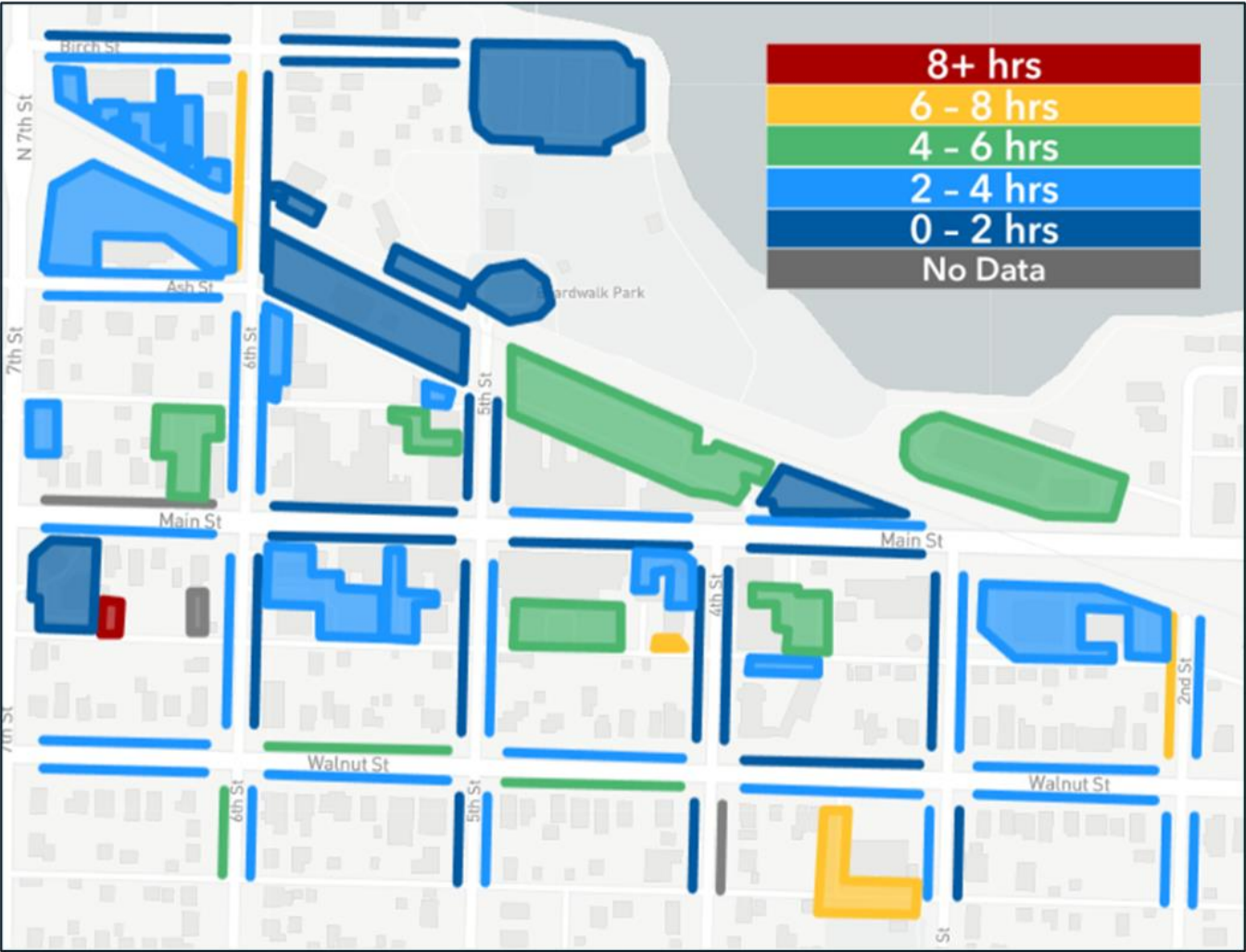


# Average Stay - May 2024 - Weekday



| Day of the Week                    | 0-2 hrs | 2-4 hrs | 4-6 hrs | 6-8 hrs | 8+ hrs | Total |
|------------------------------------|---------|---------|---------|---------|--------|-------|
| <input type="checkbox"/> Wednesday | 60%     | 23%     | 5%      | 5%      | 8%     | 100%  |
| On-Street                          | 65%     | 23%     | 5%      | 3%      | 5%     | 100%  |
| Private Off-Street                 | 50%     | 22%     | 7%      | 9%      | 12%    | 100%  |
| Public Off-Street                  | 64%     | 25%     | 4%      | 2%      | 5%     | 100%  |
| Total                              | 60%     | 23%     | 5%      | 5%      | 8%     | 100%  |

# Average Stay - May 2024 - Saturday



| Day of the Week                   | 0-2 hrs | 2-4 hrs | 4-6 hrs | 6-8 hrs | 8+ hrs | Total |
|-----------------------------------|---------|---------|---------|---------|--------|-------|
| <input type="checkbox"/> Saturday | 62%     | 23%     | 6%      | 4%      | 6%     | 100%  |
| On-Street                         | 66%     | 22%     | 6%      | 2%      | 4%     | 100%  |
| Private Off-Street                | 48%     | 24%     | 7%      | 8%      | 13%    | 100%  |
| Public Off-Street                 | 72%     | 25%     | 1%      |         | 2%     | 100%  |
| Total                             | 62%     | 23%     | 6%      | 4%      | 6%     | 100%  |

# Parking Magic Wand



**If you could change, fix, or improve anything about parking in the downtown area of Windsor, what would you do?**

# Questions?



David Eisenbraun, AICP | ASLA  
Senior Planner & Project Manager  
[DEisenbraun@Windsorgov.com](mailto:DEisenbraun@Windsorgov.com)  
970.674.2409



## FUTURE TOWN BOARD MEETINGS

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|                              |                                                                                                                                                                                  |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 1, 2024                 | Canceled for the 1 <sup>st</sup> Monday                                                                                                                                          |
| July 8, 2024<br>5:30 p.m.    | Town Board Work session<br>Chief of Police Finalist Meet and Greet with Town Board                                                                                               |
| July 8, 2024<br>7:00 p.m.    | Town Board Regular Meeting                                                                                                                                                       |
| July 15, 2024<br>5:30 p.m.   | Town Board Work Session<br>CLWTA Funding request Update<br>Review of the 2023 Safety Report<br>Reorganization overview<br>Energy Action Plan Update<br>Backlot Paving Discussion |
| July 22, 2024<br>5:30 p.m.   | Town Board Work Session<br>Street Light Acquisition<br>Creation of a Charter Amendment Ad Hoc Committee                                                                          |
| July 22, 2024<br>7:00 p.m.   | Town Board Regular Meeting                                                                                                                                                       |
| July 29, 2024                | Canceled for the 5 <sup>th</sup> Monday                                                                                                                                          |
| August 5, 2024               | Canceled for the 1 <sup>st</sup> Monday                                                                                                                                          |
| August 12, 2024<br>5:30 p.m. | Town Board Work Session<br>Board/Manager/Attorney Monthly Meeting<br>Metro/Special District 101 Discussion                                                                       |
| August 12, 2024<br>7:00 p.m. | Town Board Regular Meeting                                                                                                                                                       |
| August 19, 2024<br>5:30 p.m. | Town Board Work Session<br>Budget: Revenue Estimates                                                                                                                             |
| August 26, 2024<br>5:30 p.m. | Town Board Work Session                                                                                                                                                          |
| August 26, 2024<br>7:00 p.m. | Town Board Regular Meeting                                                                                                                                                       |
| September 2, 2024            | Canceled for Labor Day Holiday                                                                                                                                                   |

|                                 |                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------|
| September 9, 2024<br>5:30 p.m.  | Town Board Work Session<br>Board/Manager/Attorney Monthly Meeting<br>Budget: Staffing Needs |
| September 9, 2024<br>7:00 p.m.  | Town Board Regular Meeting                                                                  |
| September 16, 2024<br>5:30 p.m. | Town Board Work Session<br>Budget: Capital Improvement Projects                             |
| September 23, 2024<br>5:30 p.m. | Town Board Work Session                                                                     |
| September 23, 2024<br>7:00 p.m. | Town Board Regular Meeting                                                                  |
| September 30, 2024              | Canceled for the 5 <sup>th</sup> Monday                                                     |

**Future Work Session Topics**

- Budget: October 5<sup>th</sup> (Saturday) – Operating Requests
- Budget: October 21<sup>st</sup> – Utility Rates for 2025
- Sales tax rebate program
- Budget: Work Session – Budget Wrap-Up/Revisions