



TOWN BOARD WORK SESSION

April 21, 2025 - 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. Windsor Downtown Alliance Undergrounding Update and Funding Request - M. Vance, WDA Executive Director
2. Kodak Open Space / CYO Discussion - E. Lucas, Deputy Town Manager
3. ALA / CYO National Archery in Schools - E. Lucas, Deputy Town Manager
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: April 21, 2025
To: Mayor and Town Board
From: Michelle Vance
WDA Executive Director
Re: Windsor Downtown Alliance Undergrounding Update and Funding Request - M. Vance, WDA Executive Director
Item #: 1.

Background / Discussion:

On behalf of the Windsor Downtown Alliance (WDA), I am writing to formally request an advance of \$197,000 from our 2026 sales tax appropriation to assist with an unexpected funding shortfall in the Downtown Backlot Undergrounding Project on the 400 Block of North Main Street Alleyway.

When new leadership assumed management of the WDA in 2023, we inherited oversight of this undergrounding initiative, which aims to remove overhead powerlines in support of the Town's vision for a modern and revitalized downtown. Xcel Energy has a 1% franchise fund allocation of \$1.9 million designated for the undergrounding of old powerlines. However, the WDA is responsible for the cost of connecting all communication and power utilities from the newly installed pedestals to the individual meters.

In preparing our 2025 budget request, we relied on preliminary cost estimates in hopes to complete this project by June of 2025, as we had been waiting over 16 months for final designs from Xcel Energy. Our WDA Board-approved budget, submitted to the Town in October 2024, was based on those estimates. Unfortunately, final designs were only provided in February 2025, revealing a significant increase in project scope and associated costs.

The Electrical Engineer stamped designs cost is estimated at \$49,000. More significantly, commercial electrical expenses, and project management support from Ditesco, have risen from \$150,000 to \$350,000. This brings the total project cost to \$427,947, well above our current \$230,000 budget.

To bridge this \$197,000 shortfall, we respectfully request an advance from our 2026 sales tax allocation. This funding will allow us to proceed with the undergrounding work on schedule, ensuring the broader Downtown Backlot project remains on track and aligned with the Town's strategic revitalization goals.

We appreciate your continued partnership and support in making Downtown Windsor a vibrant and attractive destination for residents, businesses, and visitors.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: April 21, 2025
To: Mayor and Town Board
From: Eric Lucas, Deputy Town Manager
Re: Kodak Open Space / CYO Discussion - E. Lucas, Deputy Town Manager
Item #: 2.

Background / Discussion:

Windsor and Northern Colorado have a long history of hunting in the area and, as our population continues to grow, opportunities for access and continuation of the hunting heritage are quickly becoming limited. Windsor staff, along with representatives from Colorado Youth Outdoors and Colorado Parks and Wildlife, will present a proposal to allow limited youth turkey hunting on the Kodak Open Space adjacent to the Windsor sewer treatment plant.

This proposed program would provide access to area youth ages 12-18 through Colorado Youth Outdoors and their CORE program to harvest a limited number of turkeys.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Provide feedback and if there is board consensus, staff will bring an ordinance for consideration at the April 28th Town Board Meeting.

CC:

Attachments:



MEMORANDUM

Date: April 21, 2025
To: Mayor and Town Board
From: Eric Lucas, Deputy Town Manager
Re: ALA / CYO National Archery in Schools - E. Lucas, Deputy Town Manager
Item #: 3.

Background / Discussion:

Colorado Youth Outdoors has approached the Town on behalf of American Legacy Academy (ALA) to provide the National Archery in the Schools Program (NASP) on the ALA campus in the Water Valley South Subdivision. ALA has received permission from the Water Valley Company, who owns the land on the condition that it is okay with the town. The reason is that the ordinance listed below requires Town Board approval.

Sec. 10-4-90. - Use and possession of weapons. (a)

"Except as specifically provided herein, it shall be unlawful for any persons to discharge any firearms, BB guns, pellet guns, bow and arrow or crossbows in the Town. This prohibition shall not apply to peace officers engaged in the lawful execution of their duty or to peace officers engaged in firearms training. Additionally, this prohibition shall not apply to any persons lawfully defending their person or property in accordance with the laws of the State."

Staff from CYO will be on hand to present the proposal and answer any questions. Windsor staff have confirmed that if the Town does approve the request there will be no impact to our insurance or liability.

If you would like to learn more about the NASP program, I have included a link below to this national program.

<https://www.naspschools.org/bring-nasp-to-your-school/>

Financial Impact:

None

Relationship to Strategic Plan:

Recommendation:

Provide feedback regarding the request and if the Board is willing to consider this request as an ordinance at their April 28th regular meeting?

CC:

Attachments:

1. ML SIGNED_ALA LETTER_4-15
2. Archery Club endorsement letter
3. CYO's Support for Archery Club at ALA



THE WATER VALLEY COMPANY

April 15, 2023

The Water Valley Company
1625 Pelican Lakes Point
Suite 201
Windsor CO 80550

Town of Windsor

RE: CYO Archery Partnership with American Legacy Academy

To Whom it May Concern,

The Water Valley Company (Marina One, LLC) has been the landlord for American Legacy Academy since it opened in the fall of 2023. We are in full support of an after-school CYO lead Archery Club for American Legacy Academy students. This afterschool club will take place on the designated playground space, which is already fenced in. Colorado Youth Outdoors is responsible to providing all appropriate netting and equipment.

WVC values extracurricular activities for the youth in our community and we are excited to see such an amazing opportunity take place right here in Windsor.

Thank you for your support in providing outside-the-room experiences for our local kids.

Sincerely,

Martin Lind

President/CEO

The Water Valley Company



April 15, 2025

To Whom It May Concern,

I am writing as the Principal of American Legacy Academy (ALA) to express my enthusiastic support for the establishment of an Archery Club at our campus. This initiative presents a unique and valuable opportunity for our students to engage in a distinctive extracurricular activity that is not commonly offered at most schools.

The proposed Archery Club aligns with ALA's commitment to fostering diverse opportunities for personal growth, teamwork, and skill development. Archery, as a sport, promotes discipline, focus, and resilience—qualities that complement our academic mission and prepare students for future challenges. By offering this club, we aim to provide a unique environment where students can explore new interests, build confidence, and form meaningful connections with their peers.

Hosting the Archery Club at ALA would not only enrich our extracurricular offerings but also distinguish our school as a hub for innovative and engaging student activities. We are eager to support this endeavor by providing appropriate resources, space, and oversight to ensure its success and safety.

I wholeheartedly endorse the development of the ALA Archery Club and look forward to seeing its positive impact on our school community. Please feel free to contact me at 970-460-8100 for any further information or coordination.

Sincerely,

John L. Biner
Principal
American Legacy Academy



4/17/2025

Dear members of the Windsor Town Board,

I am writing to express Colorado Youth Outdoors strong support for implementing an extracurricular Archery Club at American Legacy Academy. This club will be led by our certified staff and follow the National Archery in the Schools Program (NASP) standards for equipment, training and safety. This program aligns with the Town of Windsor's vision and principles related to exceptional and memorable recreational experiences.

Colorado Youth Outdoors has been building relationships through traditional outdoor recreation in northern Colorado since 2001. Our team of dedicated instructors merges the hard skills of outdoor recreation with the soft skills of building relationships for meaningful shared outdoor experiences. We proudly partner with over 40 other non-profits and schools in Larimer and Weld counties to provide these experiences with safety at the forefront.

NASP is a nationally recognized program that promotes youth development through archery, fostering focus, discipline and teamwork. It is designed to be safe, inclusive and accessible, with a proven track record of engaging students in a positive, educational activity. Since its inception in 2002, NASP has engaged over 21 million students across 14,000 schools in all 50 states. NASP reports that 91% of their enrolled students pursue additional outdoor activities after participating in their program, which can complement the town's recreation offerings.

By offering NASP at American Legacy Academy, we aim to enrich the educational experiences of American Legacy Academy's students, providing them with opportunities for personal growth and community engagement. We respectfully request the Town Board endorsement for this initiative, including any necessary approvals to conduct the program within the Town's city limits.

Thank you for considering this opportunity to enhance youth programming in Windsor.

Sincerely,

Luke Brough
Regional Executive Director
Colorado Youth Outdoors

Where **RELATIONSHIPS** Grow





FUTURE TOWN BOARD MEETINGS

April 28, 2025 5:00 p.m.	Town Board Work Session Arbor Day Poster Contest Recognition (5 – 5:30) Metro District Discussion for Service Plans and Finance Downtown Parking Plan Discussion
April 28, 2025 7:00 p.m.	Town Board Regular Meeting
May 5, 2025 5:30 p.m.	Town Board Work Session (3 rd floor due to Joint meeting) P3 Discussion Joint PC/TB – Downtown Code Updates Brush Recycling Discussion
May 12, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Windsor High School Student Presentation Museum Strategic Plan
May 12, 2025 6:45 p.m.	Kern Board Meeting
May 12, 2025 7:00 p.m.	Town Board Regular Meeting
May 19, 2025 5:30 p.m.	Town Board Work Session Sustainable Windsor Update Sales Tax Split Discussion Proposed SAFEbuilt stormwater inspection services fee increases
May 26, 2025	Canceled – Memorial Holiday
June 2, 2025	Canceled – 1 st Monday
June 9, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Windsor Housing Authority Update Audit Presentation
June 9, 2025 7:00 p.m.	Town Board Regular Meeting
June 16, 2025 5:30 p.m.	Town Board Work Session Sex Offender Ordinance Discussion Barking Dogs Ordinance Discussion Traffic Offenses Fees Ordinance Discussion

June 23, 2025 5:30 p.m.	Town Board Work Session
June 23, 2025 7:00 p.m.	Town Board Regular Meeting
June 30, 2025	Canceled – 5 th Monday
July 7, 2025	Canceled – 1 st Monday
July 14, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
July 14, 2025 6:45 p.m.	Kern Board Meeting
July 14, 2025 7:00 p.m.	Town Board Regular Meeting
July 21, 2025 5:30 p.m.	Town Board Work Session
July 28, 2025 5:30 p.m.	Town Board Work Session
July 28, 2025 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Wildland Resiliency Code presentation - sometime in July