



TOWN BOARD WORK SESSION

October 10, 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

WORK SESSION AGENDA ITEMS

1. Board/Manager/Attorney Monthly Meeting
2. Strategic Plan Update - J. Humphries, Administrative Services Director
3. Municipal Separate Storm Sewer System (MS4) Update - E. Lucas, Public Services 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: October 10, 2022
To: Mayor and Town Board
From: Jessica Humphries, Admin Services Director
Re: Strategic Plan Update - J. Humphries, Administrative Services Director
Item #: 2.

Background / Discussion:

The Windsor Town Board held its bi-annual Strategic Planning Retreat on May 19 and 20, 2022. Following this high-level planning session, approximately 35 Town Staff met to align the organization's work over the next two years around the Board's strategic vision. That work was further refined by the leadership team and presented to Town Board at the July 18, 2022, Work Session to ensure that the implementation of the plan is in alignment with the Board's strategic vision. Community engagement was garnered digitally through Project Connect from July 25 to August 25, 2022. The Town hosted several in-person engagement opportunities. They were as follows:

- August 5, 2022—Coffee with the Mayor
- August 6, 2022—Windsor Farmer's Market booth
- August 9, 2022—Open House at the Recreation Center

During the engagement campaign, participants were asked to provide input on the following questions:

Strategic Growth Goals: Which of the following should be a top priority for Town Board? (Choose One)

1. Update Comprehensive Plan.
2. Acquire additional open space to ensure Windsor maintains its identity and quality of life.
3. Facilitate discussions around growth impacts with special districts and other government agencies, governing boards, and elected officials.
4. Address long-term capital facility needs.
5. Establish plans for a proactive emergency response.

Vital Infrastructure Goals: Which of the following should be a top priority for Town Board? (Choose One)

1. Partner with regional/state/federal agencies to design and implement a well-connected, efficient, safe multi-modal public transportation network.
2. Establish alternate routes to Main Street.
3. Continue pedestrian and bicycle connectivity throughout Windsor.
4. Increase public transit opportunities for Windsor residents.
5. Provide a safe and reliable water supply for the community.
6. Maintain public infrastructure.
7. Ensure equitable parks/trails/open space/cultural infrastructure in all neighborhoods and areas throughout Windsor.
8. Invest in the improvement of public space and facilities outside the downtown area, creating additional cultural destination amenities.
9. Support efforts to make the Windsor downtown area a cultural center for public art, events, and activities.

Vibrant & Healthy Economy Goals: Which of the following should be a top priority for Town Board? (Choose One)

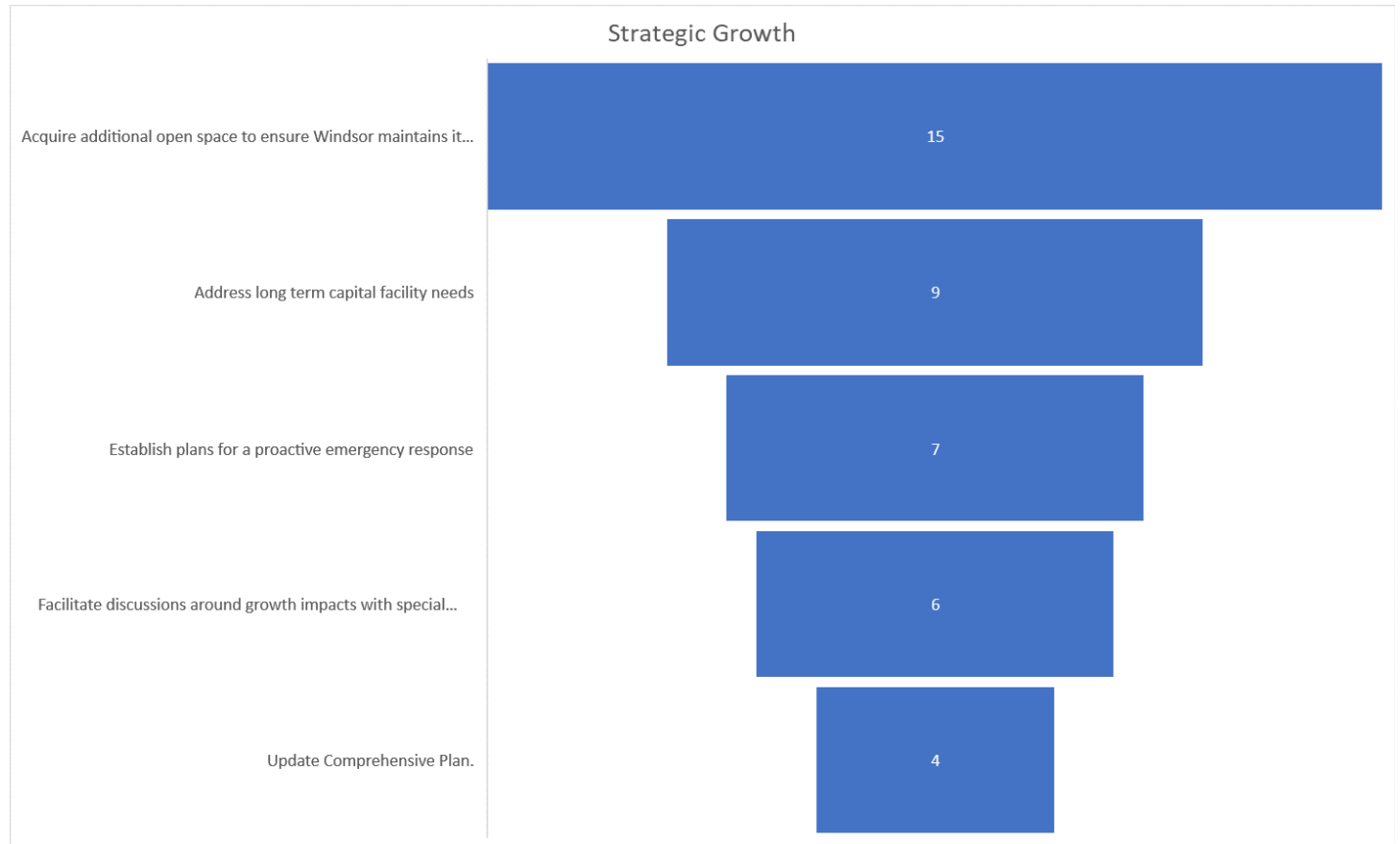
1. Enhance and expand downtown's vitality
2. Attract diverse and unique restaurants throughout Windsor
3. Promote business diversification to attract balanced commercial development that will sustain the future of Windsor
4. Leverage tourism opportunities to capture revenue

5. Implement a Public Art program

How can we improve this plan? (Open Ended Questions)

What did we miss? (Open Ended Questions)

The graphs below illustrate the goal prioritization of respondents from the public engagement events, both in-person and digitally. Attached, please also find the verbatim responses to the two open-ended questions.





Financial Impact:**Relationship to Strategic Plan:****Recommendation:**

Attached please find the DRAFT Strategic Plan document. Staff requests Town Board to provide feedback--changes, additions, etc. before bringing it forth for final adoption at the next Town Board meeting.

CC:**Attachments:**

1. Survey_Responses_Report.OPEN ENDED.2022-2027
2. Open ended responses.InPerson.2022-2027 PLAN
3. 2022 Strategic Plan.PUBLIC.DRAFT

Strategic Plan 2022-2027 Survey

SURVEY RESPONSE REPORT

01 August 2022 - 05 October 2022

PROJECT NAME:

Strategic Plan 2022-2027

SURVEY QUESTIONS

Q1 | How can we improve this Plan?

Screen Name Redacted

8/01/2022 03:23 PM

Take care with unfettered, often irresponsible, growth that promises big tax revenue. The expected revenue will be moot, if sufficient water is not in place (water sources are finite and certainly will not be increasing) and infrastructure (roads, schools, grocery stores, hospitals, etc) is not part of the plan from the beginning.

Screen Name Redacted

8/05/2022 04:23 PM

Keep public up to date.

Screen Name Redacted

8/07/2022 09:50 AM

Pause building new homes or development of new subdivisions. Focus on improving infrastructure and commerce to provide for current residents and keep our tax dollars in Windsor and not the surrounding areas.

Screen Name Redacted

8/07/2022 03:10 PM

Also focus on Main Street traffic

Screen Name Redacted

8/08/2022 09:03 AM

Straight forward and truthful communication to the people you represent.

Screen Name Redacted

8/08/2022 09:19 AM

Allow ranked choices rather than choosing one option

Screen Name Redacted

8/08/2022 01:38 PM

Listen to what the public needs and most importantly what they do not want in the downtown area.

Screen Name Redacted

8/12/2022 10:15 PM

I'm concerned about the mass building of houses and apts. I feel like we are trying to turn Windsor into Fort Collins. The small town feel appeals to the majority of residents here. I would like to see building curbed but yet an infrastructure that can handle the growth that's already happened.

Mandatory Question (8 response(s))**Question type:** Essay Question**Q2** What did we miss?

Screen Name Redacted

*

8/01/2022 03:23 PM

Screen Name Redacted

Continue to improve Windsor as a destination.

8/05/2022 04:23 PM

Screen Name Redacted

The rapid growth is irresponsible. Quit attracting new residents to an area that can provide for them. More schools, more commerce and better infrastructure should be prioritized over building more homes

8/07/2022 09:50 AM

Screen Name Redacted

Metro districts that do not communicate with residents

8/07/2022 03:10 PM

Screen Name Redacted

Fix the BS related to the land north of downtown and do what is desired by the citizens. Quit acting like politicians in DC and clearly/concisely explain the intentions for that land.

8/08/2022 09:03 AM

Screen Name Redacted

Need more details or more questions on growth and transportation priorities. It makes me feel that you really don't want much input. What about schools, unlimited additional housing, services?

8/08/2022 09:19 AM

Screen Name Redacted

I don't believe Windsor owns any water according to other public officials that I have spoken to. How can you keep up with uncontrolled building and growth without water rights?

8/08/2022 01:38 PM

Screen Name Redacted

I love the trails and would bike to work more often if I had a safer route between windsor and loveland. What is the communication system between loveland, foco, windsor in regards to the trail systems? I appreciate all the trails we have. More would offer alternates for commutes which are becoming more time consuming with all the additional residents and expensive.

8/12/2022 10:15 PM

Mandatory Question (8 response(s))**Question type:** Essay Question

2022-2027 Strategic Plan

Open ended question responses (In-Person events)

How can we improve?

Walnut & HWY 257—Nearly every morning, snow or no snow, Norm sits in his wheelchair on the street and watches the train/street. The corner isn't conducive to accessibility for him.

Tunnels for bike paths at HWY 257 and at Colorado Blvd.

Maintain the beauty of Windsor

Focus on senior citizens.

Growth is too much.

No tax increases for seniors.

ADA on all OST locations.

Bridges at Windsor Lake are not wheelchair accessible.

The cemetery does not have great ADA access nor is there great crossing.

What did we miss?

Ensuring equitable attention to all of Windsor _North, West, South, East.

Keep downtown parking out of residential area.

Splash park for kids.

How can the town help the school board build more schools?

Provide numbers in \$ amounts; 15 year forecast in \$ amounts; cash flows in and out for reservoir project

Art Space: subsidized housing for artists and musicians

Bring back Dunkin Doughnuts

Sprouts or Trader Joes on East side of town.



STRATEGIC PLAN *2022-2027*



LETTER *from the* BOARD

It is our pleasure to present the Town of Windsor Strategic Plan for 2022-2027. The vision, mission, and guiding principles provide the foundation for the three key Areas of Focus: Strategic Growth, Sustainable Infrastructure, and Vibrant and Healthy Economy. The team developed strategic goals and action steps in each key Area of Focus through extensive feedback as well as local and national trends. Our dedication to protect and support our lifestyle underlies every strategic goal. These goals will guide the work we do to create the future of Windsor

The Strategic Plan is a tool that clearly captures the most important priorities and helps direct the development of our budget and resource allocation. As a living document, its our pledge to update the strategic plan on a regular basis so that we can measure our success in coming years.

Sincerely,



Mayor
Paul Rennemeyer



Board Member
Scott Charpentier



Mayor Pro-Tem
Barry Wilson



Board Member
Ken Bennett



Board Member
Julie Cline



Board Member
Victor Tallon

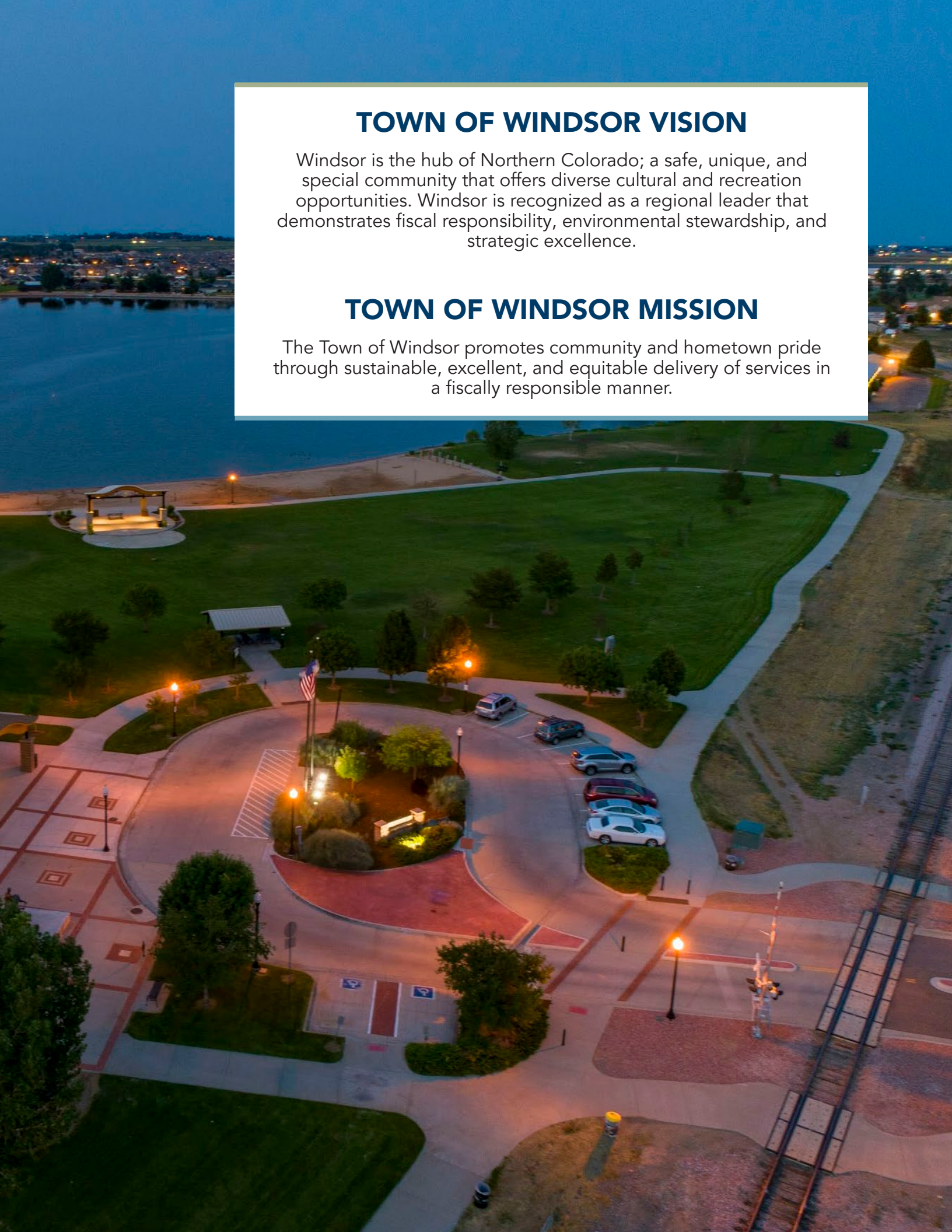


Board Member
Jason Hallett

Strategic Planning **PROCESS**

The Town of Windsor has a foundation of success based on strategically planning for the future. The Strategic Plan is a tool that clearly captures the most important priorities and helps direct the development of the budget and resource allocation. Our strategic plan is updated every two years in a process that involves the Town Board, the staff, and our community.





TOWN OF WINDSOR VISION

Windsor is the hub of Northern Colorado; a safe, unique, and special community that offers diverse cultural and recreation opportunities. Windsor is recognized as a regional leader that demonstrates fiscal responsibility, environmental stewardship, and strategic excellence.

TOWN OF WINDSOR MISSION

The Town of Windsor promotes community and hometown pride through sustainable, excellent, and equitable delivery of services in a fiscally responsible manner.

Guiding PRINCIPLES

COMMUNITY SAFETY

Windsor ensures that safety of our community is at the forefront of every decision we make. We accomplish this through design, construction of infrastructure, prevention, and preparedness. We sustain an active emergency management system focused on prevention, preparedness, and recovery with key partnerships in place to effectively respond in crisis. We safeguard our infrastructure through best management practices and long-term planning to deliver safe and reliable Town-provided utilities and services.



FISCAL RESPONSIBILITY

Windsor is committed to sound fiscal management and transparency in all decision making. We plan for future generations through adequate allocation of resources that will allow for operations and maintenance of our facilities and land. We consistently evaluate our resources to maintain a healthy balance of programs and services.



QUALITY OF LIFE

Windsor has a healthy, active lifestyle that provides opportunities for residents and visitors of all ages and abilities to experience a full array of recreational services and natural resources. We take pride in our well-connected and involved community that truly cares about each other demonstrated by the exceptional customer service of our workforce and the self-respect reflected through the attractiveness of our town.



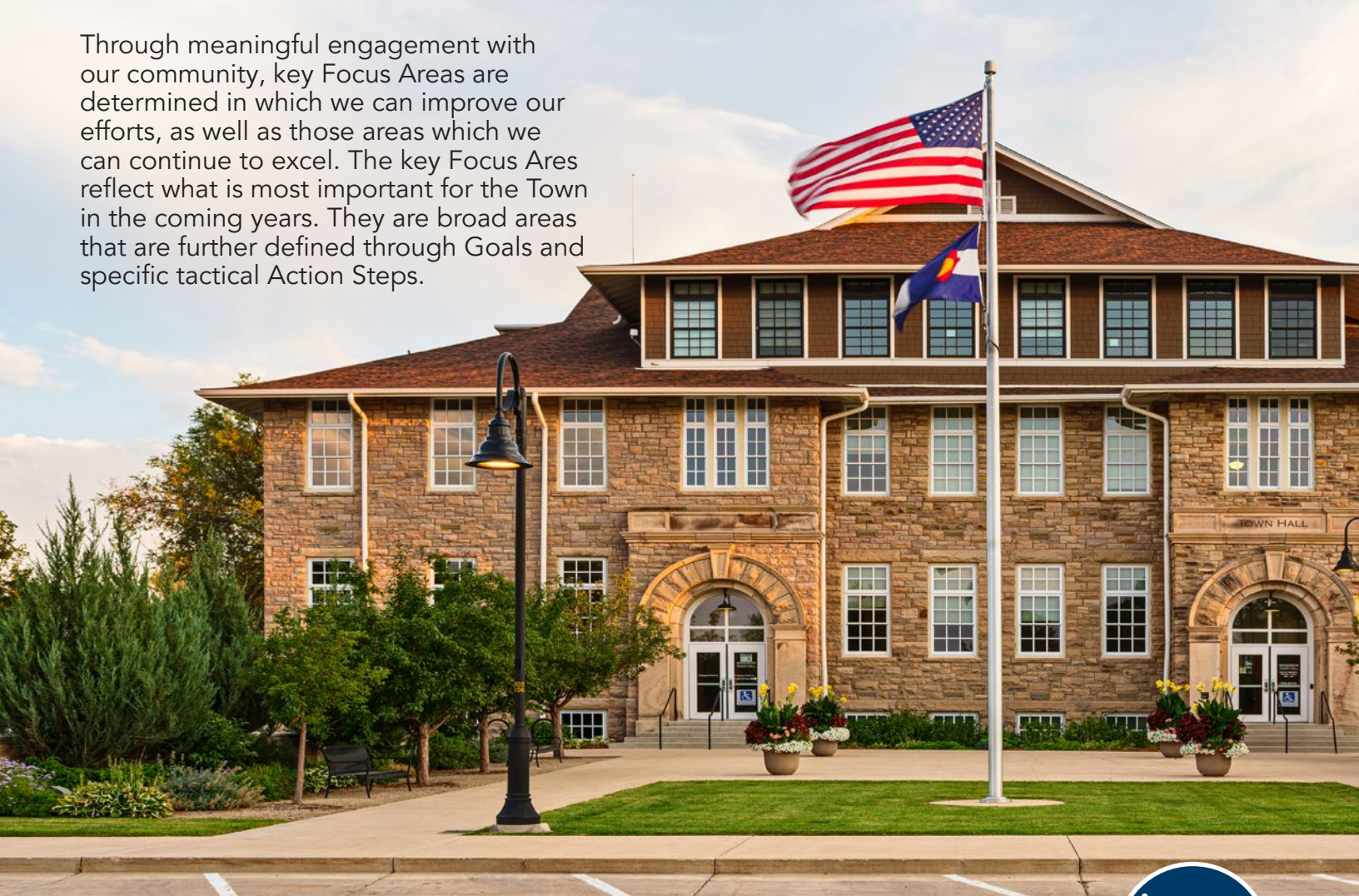
SMALL TOWN FEEL

Windsor thrives on its unique locale and the personal relationships built from years of services together that create and support a friendly and welcoming community. We value collaboration and respect as the foundation of all our interactions. Community engagement is focused on building an opportunity for open and transparent conversations.



FOCUS AREAS *and* GOALS

Through meaningful engagement with our community, key Focus Areas are determined in which we can improve our efforts, as well as those areas which we can continue to excel. The key Focus Areas reflect what is most important for the Town in the coming years. They are broad areas that are further defined through Goals and specific tactical Action Steps.



Strategic Growth



Windsor is committed to responsible and purposeful growth of our community through a connected transportation system, land use policies, open space preservation, services and amenities that reflect the needs of our Town and sustainable resources.

Goals

- Update Comprehensive Plan.
- Acquire additional open space to ensure Windsor maintains its identity and quality of life.
- Facilitate discussions around growth impacts with special districts and other government agencies, governing boards, and elected officials.
- Address long term capital facility needs.
- Establish plans for a proactive emergency response.

Vital Infrastructure



Windsor places significant value on building and maintaining a safe multi-modal public transportation network, consistent communication systems, efficient wastewater and stormwater management, reliable water delivery and storage systems, and accessible and equitable public facilities that provide a high quality of life for our community.

Goals

- Partner with regional/state/federal agencies to design and implement a well-connected, efficient, safe multi-modal public transportation network.
- Establish alternate routes to Main Street.
- Continue pedestrian and bicycle connectivity throughout Windsor.
- Increase public transit opportunities for Windsor residents.
- Provide a safe and reliable water supply for the community.
- Maintain public infrastructure.
- Ensure equitable parks/trails/open space/cultural infrastructure in all neighborhoods and areas throughout Windsor.
- Invest in the improvement of public space and facilities outside the downtown area creating additional cultural destination amenities.
- Support efforts to make the Windsor downtown area a cultural center for public art, events and activities.

Vibrant & Healthy Economy



Windsor is business friendly. We maintain a viable, stable, diverse, and strategic economic base which supports the needs and enhances the lifestyles of those living and working in our community.

Goals

- Enhance and expand downtown vitality
- Attract diverse and unique restaurants throughout Windsor
- Promote business diversification to attract balanced commercial development that will sustain the future of Windsor
- Leverage tourism opportunities to capture revenue
- Implement Public Art program

The PATH FORWARD

A strategic plan should never collect dust or sit on a shelf – it is a living document. The plan may need to be adjusted due to unforeseen circumstances and was designed to be flexible and adaptable to changing needs of the community, the economy, and many other factors.

The Town Board will use the information and lessons learned from this plan to make decisions about policies, programs and services. Through various paths such as the budget, policy decisions by the Board, and daily activities of the staff, this plan will come to life and be continuously updated and improved. A key component to the success of the plan is the implementation of its action steps that are created by Staff, as well as a regular reporting process to the Town Board and community.

We invite you to visit our strategic plan dashboard at **windsorgov.com/StrategicPlan** to stay updated on our progress. Thank you to our community for your support and feedback during the creation of this plan.

We appreciate your effort and as we move into the future with this this living document, we look forward to realizing our vision of the Town of Windsor as the hub of northern Colorado.





Thank you to all our residents, business owners and supporters for your collaborative assistance in creating the Town of Windsor Strategic Plan for 2022-2027.

For more information, visit windsorgov.com/StrategicPlan or call 970-674-2400.

Town of Windsor
301 Walnut St., Windsor, CO 80550
windsorgov.com





MEMORANDUM

Date: October 10, 2022
To: Mayor and Town Board
From: Eric Lucas
Public Services Director
Re: Municipal Separate Storm Sewer System (MS4) Update - E. Lucas, Public Services Director
Item #: 3.

Background / Discussion:

Staff will present a brief update on our stormwater program and responsibilities as they relate to our Municipal Separate Storm Sewer System (MS4). This update will include 2022 highlights related to our recent 3rd party audit, storm system and outfall map and data on the permit and inspection numbers. Additionally, staff will be discussing anticipated MS4 permitting changes that will impact Windsor, such as Total Maximum Load Monitoring on segments of the Cache La Poudre River within the Town's permit boundaries and a requirement for the review of the Stormwater and Erosion Control Plan Documents at each construction site inspection.

Finally, staff will update the board on the success we have had with utilizing SAFEbuilt as our third-party single family inspector and discuss the possibility of SAFEbuilt to provide additional stormwater inspections for commercial and multi-family projects at the cost of the developer.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: October 10, 2022
To: Mayor and Town Board
From: Shane Hale, Town Manager
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

October 15, 2022 8:00 a.m.	Town Board Work Session (Evergreen Room at CRC) Operating Budget
October 17, 2022 5:30 p.m.	Town Board Work Session Archery Range Ribbon Cutting (at Archery Range) Rates and Fees Discussion
October 24, 2022 5:30 p.m.	Town Board Work Session DDA Budget requests Transportation Update
October 24, 2022 7:00 p.m.	Town Board Regular Meeting
October 31, 2022	Canceled – Fifth Monday
November 7, 2022 5:30 p.m.	Town Board Special Meeting Budget – Follow-up Questions Follow-up Utility Rates and Fees Economic Development Update
November 14, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
November 14, 2022 7:00 p.m.	Town Board Regular Meeting
November 21, 2022 5:30 p.m.	Town Board Work Session Traffic Safety Program
November 28, 2022 5:30 p.m.	Town Board Work Session Water Surcharge Policy Discussion
November 28, 2022 7:00 p.m.	Town Board Regular Meeting
December 5, 2022 5:30 p.m.	Town Board Work Session
December 12, 2022 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
December 12, 2022 7:00 p.m.	Town Board Regular Meeting

December 19, 2022 Town Board Work Session
5:30 p.m.

December 26, 2022 Canceled – Christmas Holiday

Future Work Session Topics

- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site Update
- Weld RE-4 School Land Dedication/Cash in lieu of Land Update
- Energy Plan Update (December 12th)
- Discuss Wells Used For Geologic Sequestration of Carbon Dioxide draft ordinance