TOWN BOARD WORK SESSION

November 17, 2025 - 5:30 PM
Town Board Chambers, 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. Municipal Judge and Prosecutor Update
2. Windsor Downtown Alliance Budget Presentation - Michelle Vance, WDA Executive Director
3. 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.

WINDSOR DOWNTOWN ALLIANCE
A DOWNTOWN DEVELOPMENT AUTHORITY

To: Windsor Town Board of Directors
From: Michelle Vance, Executive Director, Windsor Downtown Alliance
Date: November 12, 2025

Dear Mayor Cline and Members of the Town Board,

On behalf of the Windsor Downtown Alliance (WDA) Board of Directors, I am pleased to submit three items for your review and acceptance:

1. **A Resolution Setting the DDA Mill Levy at 0 Mills**
2. **The Approved 2026 Windsor Downtown Alliance Budget**
3. **The 2026 WDA Budget Spreadsheet**

These materials reflect the Alliance's ongoing commitment to transparency, fiscal responsibility, and strong stewardship of public funds. As the WDA enters its fourteenth year, and my third year serving as the organization's first full-time Executive Director, our focus remains on advancing the goals outlined in the Downtown Master Plan, supporting small businesses, and strategically reinvesting in the district's infrastructure and vitality.

At the upcoming Town Board work session, I will provide a presentation highlighting our 2025 accomplishments, including completed infrastructure projects, grant programs, and increased downtown engagement. I will also share our 2026 projects and priorities, which include continued reinvestment in façade and fire suppression grants, engineering and design for the Main Street rehabilitation project.

Thank you for your ongoing partnership and continued support of the Windsor Downtown Alliance and our downtown district. Together, we are making a measurable difference in creating a vibrant, thriving, and economically resilient heart of our community.

With appreciation,

Michelle Vance
Executive Director
Windsor Downtown Alliance

RESOLUTION 2025-DDA-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE DETERMINING AND FIXING OF THE MILL LEVY FOR SAID AUTHORITY FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026

WHEREAS, on February 28, 2011, the Town Board of the Town of Windsor, Colorado ("Town Board"), adopted Ordinance No. 2011-1401, which established the Windsor, Colorado, Downtown Development Authority ("DDA");

WHEREAS, the DDA has been duly organized in accordance with the C.R.S. § 31-25-801, et seq.;

WHEREAS, the Board of Directors of the DDA finds that a mill levy of 5 mills is necessary and appropriate to defray the costs of the DDA's operational and maintenance needs for the fiscal year ending December 31, 2026; and

WHEREAS, the Board of Directors of the DDA finds that, to provide temporary property tax relief pursuant to C.R.S. § 39-1-111.5, a temporary mill levy rate reduction of 5 mills, for a net mill levy rate of 0 mills, is appropriate.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DDA, to recommend to the Town Board that the mill levy rate for the taxation upon each dollar of the assessed valuation of all taxable property within the boundaries of the DDA shall be 5 mills, to be imposed on the assessed value of such property as set by state law for property taxes payable in 2026, with a temporary mill levy rate reduction of 5 mills, pursuant to C.R.S. § 39-1-111.5, for a net mill levy rate of 0 mills, which temporary mill levy rate reduction has been deemed necessary and appropriate by the Board of Directors of the DDA to provide temporary property tax relief, and that such mill levy shall be certified to the County Assessor and the Board of County Commissioners of Weld County, Colorado, by the Town Clerk of the Town of Windsor no later than December 15, 2025.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Windsor Downtown Development Authority this 15th day of October, 2025.

Annie Lloyd, Chair

ATTEST:

Jessica Martinac, Secretary

RESOLUTION 2025-DDA-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY APPROVING AND RECOMMENDING TO THE TOWN BOARD OF THE TOWN OF WINDSOR THE BUDGET OF THE ESTIMATED AMOUNTS REQUIRED TO PAY THE EXPENSES OF CONDUCTING THE BUSINESS OF SAID AUTHORITY, AND THE APPROPRIATION OF FUNDS THEREFOR, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026

WHEREAS, on February 28, 2011, the Town Board of the Town of Windsor, Colorado ("Town Board"), adopted Ordinance No. 2011-1401, which established the Windsor Downtown Development Authority ("DDA");

WHEREAS, the DDA has been duly organized in accordance with the C.R.S. § 31-25-801, et seq.;

WHEREAS, on June 27, 2012, the Town Board adopted Resolution 2011-26 approving the DDA Plan of Development, which established the purpose of the DDA and the types of projects in which the DDA would participate;

WHEREAS, the Board of Directors of the DDA is required by C.R.S. § 31-25-816(1) to adopt a budget of the estimated revenues and expenditures to be received and incurred during each fiscal year; and

WHEREAS, pursuant to C.R.S. § 31-25-816(1), said budget, after adoption by the DDA, must be approved by the Town Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DDA THAT, the following budget is adopted for the fiscal year ending December 31, 2026, and the DDA recommends to the Town Board approval of said budget:

REVENUES	
Beginning Fund Balance	$269,000
Transfer from Town of Windsor	$677,016
Incremental Property Tax	$161,625
Mill Levy Property Tax	$0
Auto Tax	$300.00
Interest Income	$0.00
TOTAL	**$1,107,941**

EXPENDITURES	
Operating and Maintenance	$860,400
Interfund Loan and Transfers	$5,150
Capital Outlay	$200,000
TOTAL	**$1,065,550**

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS OF THE DDA THAT, the DDA recommends to the Town Board appropriation of the aforementioned budget funds, in the amount of One Million Sixty-Five Thousand Five Hundred Fifty Dollars ($1,065,550), for expenditure in the fiscal year ending on December 31, 2026, on conducting the business of the DDA and for its projects and programs in accordance with the Town Board-approved DDA Plan of Development.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Windsor Downtown Development Authority this 15th day of October, 2025.

Annie Lloyd, Chair

ATTEST:

Jessica Martinac, Secretary

DOWNTOWN DEVELOPMENT AUTHORITY FUND - 19

ACCT. NO.	ACCOUNT NAME	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL THROUGH JULY	2025 PROJECTED	2026 BUDGET	NOTES
DDA FUND REVENUE - 19-000 - NOTE: Don't Forget to Reduce Town Contribution by Amount of											
4001-000	Beginning Fund Balance	595,894	445,895	244,335	318,014	390,742	269,239	295,007	295,007	499,085	
4311-00	Property Tax From Mill Levy	45,374	47,205	50,756	50,768	58,758	0	0	0	0	
4312-00	Auto Tax	2,163	2,340	3,036	2,163	2,001	1,000	165	283	300	
4324-00	Incremental Property Tax	68,529	85,453	92,737	101,593	105,350	129,207	119,673	129,207	161,625	
4334-00	Grants	95,288	57,293	407,591	2,109	126,971	0	53,772	53,772	3,600	
4364-00	Interest Income	15	114	86	12,308	124	0	0	125	125	
4367-00	Donations	0	0	0	0	0	0	0	0	0	
4376-00	Transfer from TOW General Fund	393,460	474,936	401,890	453,651	548,716	639,578	373,088	639,578	677,016	
	Sub-Total	*604,829*	*667,341*	*956,095*	*622,592*	*841,920*	*769,785*	*546,698*	*822,965*	*842,666*	
DDA REVENUE TOTAL		**604,829**	**667,341**	**956,095**	**622,592**	**841,920**	**769,785**	**546,698**	**822,965**	**842,666**	
	AVAILABLE RESOURCES	**1,200,723**	**1,113,236**	**1,200,430**	**940,606**	**1,232,662**	**1,039,024**	**841,705**	**1,117,971**	**1,341,751**	
DDA FUND EXPENDITURES- 486											
5111-000	Wages / Full Time	0	0	0	0	0	0	0	0	0	
5112-000	Wages / Part Time	0	0	0	0	0	0	0	0	0	
5113-000	Wages / Seasonal	0	0	0	0	0	0	0	0	0	
5121-000	Wages / Over Time	0	0	0	0	0	0	0	0	0	
5130-000	FICA-Med	0	0	0	0	0	0	0	0	0	
5131-000	FICA	0	0	0	0	0	0	0	0	0	
5134-000	Unemployment Insurance	0	0	0	0	0	0	0	0	0	
5135-000	Worker's Compensation Insurance	0	0	0	0	0	0	0	0	0	
	Personal Services Total	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	
DDA FUND EXPENDITURES - 19-486											
6210-0	Office Supplies	665	3,600	5,331	24,753	5,894	6,000	1,420	2,434	5,000	
6213-0	Public Relations/Advertising	19,010	22,781	36,906	127,063	182,855	120,000	98,138	168,237	100,000	2024 Established a solid marketing effort - Now we need to keep a consistant message.
6214-0	Board Development	608	551	4,606	14,997	15,683	15,000	12,578	21,562	15,000	
6217-0	Dues/Fees/Subscriptions	5,638	8,522	6,070	12,377	41,731	11,000	11,473	19,668	20,000	
6218-0	Small Equipment	0	0	0	0	0	0		0		
6219-0	Special Equipment/TIF	38,864	25,299	0	22,331	25,575	80,000		0	155,000	Includes 2024 & 2025 Mill Payment - Substantial increase in value.
6242-0	Street Repair/Maintenance	2,618	786	22,491	7,683	26,601	35,000	2,336	4,005	35,000	
6245-0	Travel/Mileage	0	0	176	1,491	2,075	2,500		0	1,000	
6246-0	Liability Insurance	3,800	0	8,632	3,718	2,090	6,500	3,739	6,410	6,500	
6249-0	Leases/Rentals	0	0	0	0	4,740	27,700	16,183	27,742	28,900	Office & Copy Machine Lease
6252-0	Legal Services	15,692	27,113	5,247	24,511	19,972	25,000	6,615	11,340	25,000	

DOWNTOWN DEVELOPMENT AUTHORITY FUND - 19

ACCT. NO.	ACCOUNT NAME	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL THROUGH JULY	2025 PROJECTED	2026 BUDGET	NOTES
6253-0	Payroll / Contract Service	78,655	170,743	557,414	152,339	188,772	205,000	144,505	247,723	215,000	2 full time employees - Executive Director and Admin
6256-0	Publishing/Recording	0	0	0	0	0	0		0		
6260-0	Utilities	0	1,027	1,734	724	4,169	5,000	1,966	3,370	5,000	
6263-0	Postage	119	106	166	0	497	350	665	1,140	1,000	
6264-0	Printing/Binding	0	0	0	0	0	0		0	0	
6267-0	Study/Review/Analysis/Consulting	197,738	78,606	119,912	78,964	174,006	25,000	9,036	15,490	40,000	Traffic Study & 5th Street Updated Drawings
6268-0	County Treasurer Fees	1,709	6,531	2,323	2,281	2,464	2,200	1,795	3,077	3,000	
6269-0	Miscellaneous / Special Projects	688	0	24,558	52,624	9,338	5,000	0	0	5,000	
6270-0	Beautification/Façade Program	0	25,046	81,850	19,007	102,048	100,000	10,687	18,321	200,000	Anticipating an increase in applications and new fire suppression grant
6290-0	Elections	0	0	0	0	0	0	0	0		
	Operating & Maintenance Total	*365,803*	*370,712*	*877,416*	*544,863*	*808,510*	*671,250*	*321,136*	*550,519*	*860,400*	
7302-00	Admin Support Charge by Town of Windsor	5,000	5,000	5,000	5,000	5,000	5,000	2,917	5,001	5,150	3% Inflationary Increase
7321-00	Interest Expense/Loan	0	0	0	0	0	0	0	0		
7350-00	Principal Expense/Loan	0	0	0	0	0	0	0	0		
7340-00	Debt Issuance Cost	0	0	0	0	0	0	0	0		
	Interfund Loans & Transfers Total	*5,000*	*5,000*	*5,000*	*5,000*	*5,000*	*5,000*	*2,917*	*5,001*	*5,150*	
8410-000	Land	383,338	176,805	0	0	0	0	0	0		
8412-000	Site Improvements	688	316,384	0	0	149,913	230,000	36,964	63,367	200,000	Main Street Rehab Designs
8440-000	Machinery & Equipment	0	0	0	0	0	0	0	0		
	Capital Outlay Total	*384,026*	*493,189*	*0*	*0*	*149,913*	*230,000*	*36,964*	*63,367*	*200,000*	
DDA FUND EXPENDITURES TOTAL		**754,829**	**868,901**	**882,416**	**549,863**	**963,423**	**906,250**	**361,017**	**618,886**	**1,065,550**	
BEGINNING FUND BALANCE		**595,894**	**445,895**	**244,335**	**318,014**	**390,742**	**269,239**	**295,007**	**295,007**	**499,085**	
REVENUE		**604,829**	**667,341**	**956,095**	**622,592**	**841,920**	**769,785**	**546,698**	**822,965**	**842,666**	
AVAILABLE RESOURCES		**1,200,723**	**1,113,236**	**1,200,430**	**940,606**	**1,232,662**	**1,039,024**	**841,705**	**1,117,971**	**1,341,751**	
EXPENDITURES		**754,829**	**868,901**	**882,416**	**549,863**	**963,423**	**906,250**	**361,017**	**618,886**	**1,065,550**	
ENDING FUND BALANCE		**445,895**	**244,335**	**318,014**	**390,742**	**269,239**	**132,774**	**480,688**	**499,085**	**276,201**	
	EXPENDITURES BY CATEGORY										
	Personal Services Total	0	0	0	0	0	0	0	0	0	
	Operating & Maintenance	365,803	370,712	877,416	544,863	808,510	671,250	321,136	550,519	860,400	
	Debt Service & Transfers	5,000	5,000	5,000	5,000	5,000	5,000	2,917	5,001	5,150	
	Capital Outlay	384,026	493,189	0	0	149,913	230,000	36,964	63,367	200,000	
	TOTAL EXPENDITURES	**754,829**	**868,901**	**882,416**	**549,863**	**963,423**	**906,250**	**361,017**	**618,886**	**1,065,550**	

2012	$250,000
2013	$250,000
2014	$264,793
2015	$270,000
2016	$270,000
2017	$332,004
2018	$357,000
2019	$382,000
2020	$393,460
2021	$393,460
2022	$401,890
2023	$453,651
	$4,018,258

FUTURE TOWN BOARD MEETINGS

November 24, 2025 5:30 p.m.	Town Board Work Session (Town Board Chambers) New Hire – Meet the Board Hauler Licensing Discussion Chimney Park Lighting Discussion
November 24, 2025 7:00 p.m.	Town Board Regular Meeting
December 1, 2025	Annual Board Appreciation Dinner
December 8, 2025 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Outside Agency Funding Land Use Code Updates
December 8, 2025 7:00 p.m.	Town Board Regular Meeting
December 15, 2025 5:30 p.m.	Canceled
December 22, 2025	Canceled
December 22, 2025 7:00 p.m.	Canceled
December 29, 2025	Canceled – 5th Monday
January 5, 2026	Canceled – 1st Monday
January 12, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Fire District Impact Fees
January 12, 2026 6:45 p.m.	Kern Board Meeting
January 12, 2026 7:00 p.m.	Town Board Regular Meeting
January 19, 2026	Canceled – MLK Holiday
January 26, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board

January 26, 2026 Town Board Regular Meeting
7:00 p.m.

Future Work Session Topics

- Wildfire Resiliency Code presentation – 2026
- Colorado's 150 celebration discussion
- Backyard Chicken Ordinance Discussion
- Camping Ban