



TOWN BOARD WORK SESSION

March 9, 2026 - 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. Department of Local Affairs Demographic Presentation
3. Transition of Town Website to .gov Domain Address
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: March 9, 2026
To: Mayor and Town Board
From:
Re: Department of Local Affairs Demographic Presentation
Item #: 2.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: March 9, 2026
To: Mayor and Town Board
From: McKenzie Paine, Communications Manager
Re: Transition of Town Website to .gov Domain Address
Item #: 3.

Background / Discussion:

Staff is planning to transition its primary website from windsorgov.com to WindsorCO.gov to strengthen public trust, improve clarity for residents, and align Windsor with standard municipal practice. A .gov domain is restricted to verified U.S. government entities only, making it much harder to impersonate than a .com or .org address, which can be purchased by anyone. Simply having a .gov domain acts as a clear trust signal and helps reduce the risk of phishing attempts and “lookalike” spoofing websites that can mislead residents.

This change also helps residents quickly recognize what’s official during everyday needs and high-traffic moments alike—whether they’re looking up construction impacts, paying a bill, completing a form, registering for a program, or confirming whether a message they received is legitimate. “WindsorCO.gov” is easier to communicate, easier for the public to remember, and easier to defend as the Town’s official source of information and services. Staying on windsorgov.com means we miss out on the credibility and clarity that come with .gov addresses, especially during a time when misinformation and disinformation can easily be generated and spread online.

At the same time, this transition is a significant logistical effort. The largest lift is identifying and updating every instance of the current domain across printed materials, signage, vehicle graphics, templates, and third-party platforms and listings. To manage workload and minimize disruption, the recommended approach is a phased transition over several months, while keeping windsorgov.com indefinitely for redirects and to prevent misuse of the former domain should someone purchase it later. The work will also require coordination with third-party platforms that reference or validate the current domain (such as forms, payments, and integrations).

For simplicity, the Town’s other websites, recreationliveshere.com and windsorPD.com, will not be transitioning to new addresses at this time.

Transition Plan

To accomplish the transition successfully, Communications has developed a several-month transition plan to address most instances of the windsorgov.com domain, both physical and digital:

4-6 Weeks Before Launch

- Inventory physical assets bearing the .com address and prioritize based on cost, visibility, and priorities per department.
- Prepare website analytic and monitoring tools for seamless switch.
- Audit all active website redirects (windsorgov.com/Agendas, for example) and prioritize updates based on usage

2-4 Weeks Before Launch

- Begin updating all templated materials to the new address.

- All newly designed physical materials have the new address from this point forward
- Begin ordering high-priority replacement assets
- Begin internal and external communication of the change
 1. Internal: what it means for email addresses, plan for materials (like business cards)
 2. External: what a **.gov** address means, how to recognize official communication

Go-Live Week

- Domain goes live, redirects are activated, and monitoring begins for broken links, third-party tools, etc.

First 30 Days

- Complete update of all highest-urgency assets (public-facing, low or no cost, prominent)
- Finalize priorities for hard assets that are higher cost or require more coordination (fleet graphics, permanent signage, etc.)

60 Days After Launch

- Begin replacement of high-visibility physical items and complex digital assets from inventory
 1. High-traffic PDF documents/printed forms
 2. High-use flyers, brochures, rack cards, etc. (reprint selectively)
- Replace fleet vehicle URLs as vehicles are brought in for service

120 Days After Launch

- Continue PDF document replacement as needed
- Complete replacement of all indoor/outdoor signage

Financial Impact:

Approximately **\$18,000** for anticipated high-priority items; lower-priority items will be replaced as funds allow or through attrition as items are regularly replaced.

Relationship to Strategic Plan:

Recommendation:

Provide staff with feedback and direction to proceed.

CC:

Shane Hale, Town Manager
Eric Lucas, Deputy Town Manager

Attachments:



FUTURE TOWN BOARD MEETINGS

March 16, 2026 5:30 p.m.	Town Board Work Session Drought Management Plan Review Monumental Entryway Sculpture Proposals Colorado's/USA – 150/250 Celebration Discussion
March 23, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board Kyger Fishery Designation Housing Needs Assessment Draft Discussion
March 23, 2026 7:00 p.m.	Town Board Regular Meeting
March 30, 2026	Canceled – 5 th Monday
April 6, 2026	Canceled – 1 st Monday
April 13, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Leaf and Branch Drop Update
April 13, 2026 7:00 p.m.	Town Board Regular Meeting
April 20, 2026 5:30 p.m.	Town Board Work Session
April 27, 2026 5:00 p.m. 5:30 p.m.	Town Board Work Session Arbor Day Poster/Poetry Contest Winners' Recognition New Hire – Meet the Board Future Recreation Center Facility Results
April 27, 2026 7:00 p.m.	Town Board Regular Meeting
May 4, 2026	Canceled – 1 st Monday
May 11, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting WDA Review and Evaluation Hauler Licensing
May 11, 2026 6:45 p.m.	Kern Board Meeting
May 11, 2026	Town Board Regular Meeting

7:00 p.m.

May 18, 2026 5:30 p.m.	Town Board Work Session Elected Officials Training with Sam Light
---------------------------	--

May 25, 2026	Canceled – Memorial Day Holiday
--------------	---------------------------------

June 1, 2026	Canceled – 1 st Monday
--------------	-----------------------------------

June 8, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
---------------------------	---

June 8, 2026 7:00 p.m.	Town Board Regular Meeting
---------------------------	----------------------------

June 15, 2026 5:30 p.m.	Town Board Work Session
----------------------------	-------------------------

June 22, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board
----------------------------	--

June 22, 2026 7:00 p.m.	Town Board Regular Meeting
----------------------------	----------------------------

June 29, 2026	Canceled – 5 th Monday
---------------	-----------------------------------

Future Work Session Topics

- Parking Plan update
- E-vehicles update (May)
- Camping Ban
- Backyard Chicken Ordinance Discussion
- Water Valley & Raindance Golf Cart Accessibility Updates
- Eastman LOMR Floodplain
- Sign Code Update (Summer)
- 2025 Annual Road Safety Report (Summer)
- Compensation Study Review and Recommendations – September 21st
- October 19th meeting – Light Agenda (ICMA 2026)