



TOWN BOARD WORK SESSION

April 13, 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 - Kate Watkins, State Demographer
3. Town Hall Remodel - 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 13, 2026
To: Mayor and Town Board
From:
Re: Department of Local Affairs Demographic Presentation - Kate Watkins, State Demographer
Item #: 2.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: April 13, 2026
To: Mayor and Town Board
From: Eric Lucas, Deputy Town Manager
Re: Town Hall Remodel - E. Lucas, Deputy Town Manager
Item #: 3.

Background / Discussion:

In the 2026 Capital Improvement Project (CIP) budget, the Town Board approved \$1.2million for the Town Hall Remodel. Included in the project is a Town Board chamber remodel that will improve room functionality and ADA access, renovations to the 2nd floor to accommodate the move of human resources back to Town Hall and improvements for elections and communications. Additionally, the 1st floor will see the clerk's office relocate to the old community development area, IT relocate to the old engineering space and safety improvements at the clerk and utility billing areas.

As we have worked through the specifics of the project with the construction team (Fransen Pittman) and our design team (Infusion Architects), we have recognized that we may be over budget by \$183,098. I say it may be over budget, because the contractor is currently bidding the project and town staff is currently bidding the furniture. Staff will present a brief overview of the cost projections, items impacting the projected overages, and funding options outlined below.

Budget: \$1,200,000

- Soft Costs: \$283,651
- Hard Costs: \$1,099,447

Total Cost: \$1,383,098

Shortfall: \$183,098

Of note, there is \$85,000 in contingencies in the budget and staff has identified savings from current CIP projects that we anticipate coming in under budget that amount to \$120,000. Staff is requesting the Board consider one of two options, approve the use of up to \$183,098 or consider the removal of identified costs with the intention of staff bringing those items back in the 2027 CIP budget process.

Financial Impact:

If needed, the financial impact would be \$183,098 in the capital improvement fund.

Relationship to Strategic Plan:

Sustainable Infrastructure 2.12

Recommendation:

Staff is seeking approval of additional funding for the project in an effort to complete the project in this year and not need to request funding in a future budget.

CC:

Attachments:



FUTURE TOWN BOARD MEETINGS

April 20, 2026 5:30 p.m.	Town Board Work Session (3 rd Floor) EV Ordinance Updates including Golf Cart Accessibility Eastman LOMR Floodplain 2026 Water Meter Replacement Update
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 Leaf and Branch Update Utility Billing Assistance Program
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 7:00 p.m.	Town Board Regular Meeting
May 18, 2026 5:30 p.m.	Town Board Work Session Elected Officials Training with Sam Light Future Recreation Center Facility Results PD RMS Update
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 (Community Development Building) Board/Manager/Attorney Monthly Meeting Solid Waste Discussion Red Flag Burn Ban Discussion
June 8, 2026 7:00 p.m.	Town Board Regular Meeting

June 15, 2026 5:30 p.m.	Town Board Work Session Windsor Housing Authority Update Poudre River Trail Authority Update
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	Strategic Plan Public Outreach

Future Work Session Topics

- Parking Plan update
- E-vehicles update (May)
- Camping Ban
- Backyard Chicken Ordinance Discussion
- Sign Code Update (August 17 or 24)
- 2025 Annual Road Safety Report (Summer)
- Future Lodging Tax Discussion (Strategic Plan?)
- August 17th – Budget: Revenue Estimates
- September 14th – Budget: Staffing Needs
- September 21st – Budget: Capital Improvement Projects
- Compensation Study Review and Recommendations – September 21st
- October 10th (Saturday) – Budget: Operating Requests
- October 26th – Budget: Utility Rates for 2027
- November 9th – Budget: Wrap up/Revisions
- October 19th meeting – Light Agenda (ICMA 2026)