



TOWN BOARD WORK SESSION

June 22, 2026 - 5:30 PM

Kyger Room, 200 N. 11th Street, Windsor, CO 80550

To view the Work Session, visit [Town Board Work Session](#)

Meeting ID: 260 390 010 518 743

Passcode: 9rf67Pj6

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. New Hire - Meet the Board
2. Sustainable Windsor Update - E. Lucas, Deputy Town Manager
3. Windsor Lake Road Extension (SH 257 to WCR 15) – Prairie Song Development Proposal - O. Herrera, Engineering 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: June 22, 2026
To: Mayor and Town Board
From: Kevin Cornelison, HR Manager
Re: New Hire - Meet the Board
Item #: 1.

Background / Discussion:

Employee Name	Position Title	Date of Hire	Department Head
Cottrell Skidmore	IT Analyst II	4/20/2026	Eric Lucas
Robin Eaton	Deputy Town Clerk	5/4/2026	Karen Frawley
Anne Glassman	Utility Billing Supervisor	5/4/2026	Dean Moyer
Lynn Duran	Stormwater Supervisor	5/4/2026	Brian Rowe
Matthew Longaker	IT Analyst II	5/22/2026	Eric Lucas
Danny Oster Jr.	Fleet Services Manager	6/8/2026	Brian Rowe

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: June 22, 2026
To: Mayor and Town Board
From: Eric Lucas, Deputy Town Manager
Re: Sustainable Windsor Update - E. Lucas, Deputy Town Manager
Item #: 2.

Background / Discussion:

Representatives from Sustainable Windsor will be present to discuss their latest efforts and initiatives.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

Provide feedback as needed

CC:

Attachments:

1. SustainableWindsor_TownBoard_Fina8-22-2026l



Sustainable Windsor Colorado

*Grassroots Action for a
Resilient, Sustainable Community*

Windsor Town Board Presentation

501(c)(3) Nonprofit

Windsor, Colorado

Est. 2020



Purpose of Today's Presentation



Who We Are

Our organization, values & history



What We've Accomplished

Key milestones and community impact



Our Vision

Future initiatives and goals



What We Can Do Together

Partnership opportunities with the Town

Our Origin Story



Interfaith Study Group

Inspired by Attenborough's "Our Planet," Pope Francis's Encyclical, and Al Gore's Climate Reality



Motivated to Action — 2020

The Cameron Peak Fires galvanized our community to move from awareness to action



501(c)(3) Nonprofit Established

Federally recognized nonprofit, formalizing our commitment to Windsor



Cameron Peak
Fires, 2020



Our Mission

We are dedicated to cultivating:



**Sustainable &
Resilient
Community Development**



**Responsible
Economic
Growth**



**Social
Equity**

Our First Steps



Highway 257 Cleanup

Miles 6-8 — organized community volunteer cleanups along Hwy 257



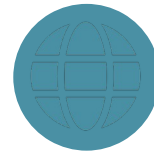
Xcel Energy Action Plan

Partnered with Town of Windsor and Xcel Energy to drive residential savings across Windsor



Tree Planting

Planted new trees in the Cameron Peak burn scar area



Educational Outreach

Developed informational flyers and community education materials

Highway 257 Cleanup Impact

656

**Large Bags of
Trash**

Collected as of May 2026

100

+

**Community
Volunteers**

Local residents giving their
time

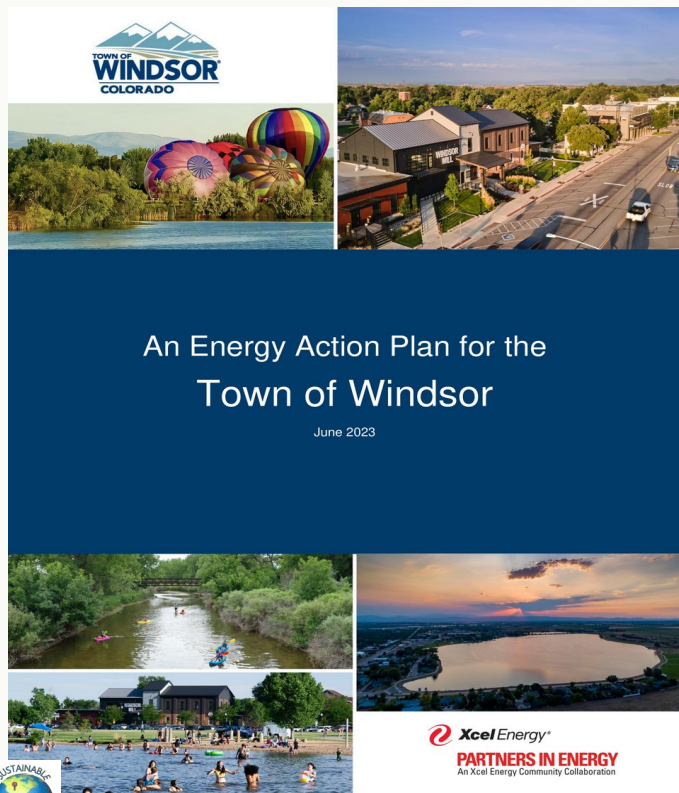
10

Cleanup Events

Twice-yearly since founding



Windsor Energy Action Plan



A Community-Wide Initiative



Developed Sept 2022 – June 2023 with Xcel Energy's Partners in Energy



Implementation ran through December 2024



700+ residents engaged via events and online surveys



Saved an estimated \$263,000 in Windsor community energy costs

Windsor Energy Action Plan Results

\$263,000

Saved in Home
Energy Costs

for Windsor families



Increased participation in the Xcel Energy savings program



Distributed hundreds of LED light kits (each valued over \$100)



Facilitated residential, commercial & municipal energy audits

Energy Education Initiatives



Distributed Xcel Energy audit coupons to Windsor residents



Established a DIY Energy Audit Kit at Clearview Library



Supported business energy audits with the Windsor Downtown Association



Helped secure energy audits for 3 municipal buildings

Water Conservation Efforts



Water & Sewer Board Ad Hoc Committee

Active SWC participation in Windsor's water planning process



Free Water Audits

Promoting free indoor and outdoor water audits for residents



Water Rights Education

Attended and supported the 'Water Rights in Windsor' presentation

Waste Management Initiatives



Recycling Simplified

Developing education materials to make recycling accessible for all Windsor residents



Art & Upcycling Classes

Facilitating creative workshops that transform waste into community resources



Explaining the 5 R's

Refuse, Reduce, Reuse, Repurpose, Recycle — practical community education



Trash Hauler Licensing

Collaborating on licensing reform and exploring single-hauler efficiency solutions

Community Engagement



Planning & Policy

- ✓ Windsor 2024 Comprehensive Plan development
- ✓ Windsor Downtown Development Association Master Plan
- ✓ Support trash hauler initiative
- ✓ Support for Town of Windsor Data Center work

Educational Outreach

- ✓ Farmers Markets
- ✓ Music Festivals
- ✓ Seasonal Celebrations
- ✓ Faith Organizations
- ✓ HOAs

Environmental Education



Building a digital presence with sustainability tips and resources



Participating in educational webinars and seminars



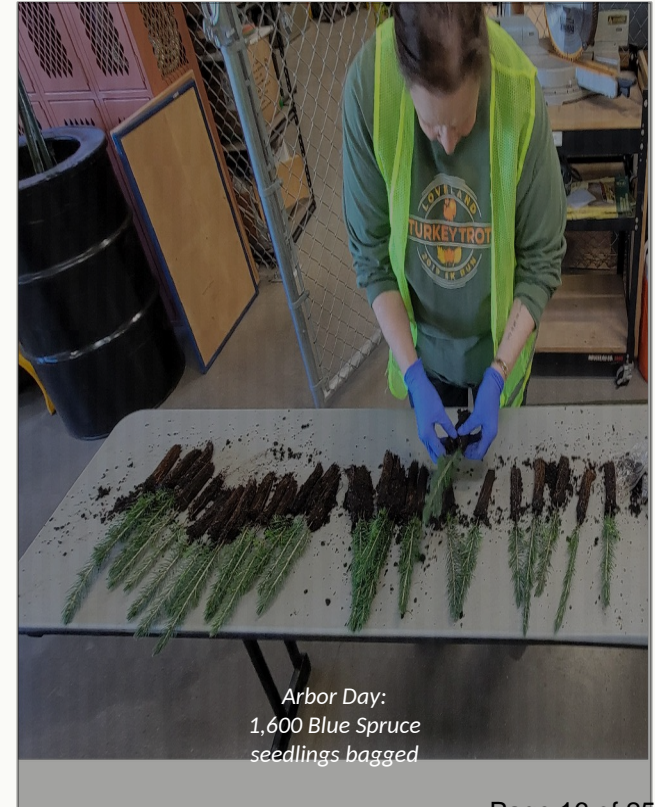
Supporting the Climate Reality Project Initiative



Helped bag 1,600 Blue Spruce seedlings for Arbor Day



Facilitated the STEM Educational Fair



Arbor Day:
1,600 Blue Spruce
seedlings bagged

Future Initiatives



Second Xcel Energy Action Plan

Pilot implementation project underway



Community Solar Expansion

10-30% bill reduction potential for participants



Waste Diversion

Advance recycling, composting & waste reduction



Sustainability White Paper

Document benefits of a formal sustainable plan



Sustain Ongoing Projects

Highway cleanup, education, water advocacy



Grow Community Partnerships

Expand engagement with Town, schools, businesses

Benefits & Impacts of SWC



Cleaner public spaces



More effective recycling



Less strain on sewage through composting



Lower energy bills



Increased environmental awareness



Greater community involvement

"Sometimes the smallest groups plant the seeds for the biggest changes."

Together, We Can Make a Difference

Together, we can create a sustainable and resilient Windsor that serves as a model for neighboring communities.



Join Our Initiatives

Get involved in ongoing projects



Help Spread the Word

Share SWC with your networks



Educational Programs

Participate & attend our events

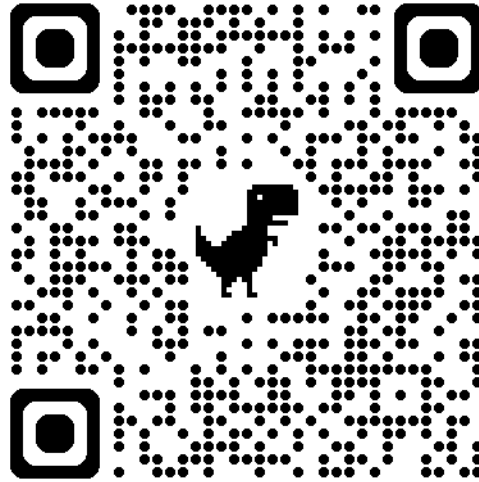


SustainableWindsorCO@gmail.com



sustainablewindsorco.org

Check Us Out!



Scan to visit our website

sustainablewindsorco.org



Questions?

Thank you for your time and support.





MEMORANDUM

Date: June 22, 2026
To: Mayor and Town Board
From: Omar Herrera, Director of Engineering
Re: Windsor Lake Road Extension (SH 257 to WCR 15) – Prairie Song Development Proposal - O. Herrera, Engineering Director
Item #: 3.

Background / Discussion:

Prairie Song Development, LLC has submitted a proposal requesting Town participation in the construction of the Windsor Lake Road extension between State Highway 257 and Weld County Road 15. The proposal was presented to Town staff on June 10, 2026, and outlines a phased approach to constructing this important east-west transportation connection.

The Windsor Lake Road extension has long been identified as a key component of the Town's future transportation network. The corridor would provide improved connectivity between SH 257 and WCR 15, support planned growth in the north Windsor area, improve access to regional destinations, and create additional capacity and route redundancy parallel to Main Street.

Project Overview

Prairie Song Development proposes constructing the roadway in two phases:

Phase 1 - 2027

- Construction of Windsor Lake Road from SH 257 to WCR 15 in an interim condition along the middle section and ultimate condition at both ends.
- Includes grading, drainage infrastructure, waterline installation, utility relocation, pavement, signage, and striping.
- Estimated roadway construction cost: \$5,533,000.
- Estimated WCR 15 & Hwy 257 intersection construction cost: \$1,000,000.

Phase 2 - TBD

- Completion of the ultimate roadway section through the middle portion of the corridor.
- Includes remaining roadway, drainage, curb and gutter, and associated improvements.
- Estimated construction cost: \$1,173,000.

Developer Proposal

Prairie Song Development has proposed the following framework:

- Continued developer funding of roadway engineering and plan preparation, valued at \$140,000.
- Dedication of approximately 5.69 additional acres of right-of-way at no cost to the Town, valued at \$310,000.
- Request expedited review and approval of the project concurrent with Prairie Song Filing No. 6.
- Request that the Town manage and complete engineering and approvals for the intersection improvements at Hwy 257 and WCR 15.
- Request that the Town provide funding for Phase 1 construction.

- Enter into a reimbursement agreement to address future developer participation in project costs.
- Participate in future cost-sharing discussions with the Overland 368 developer and the Town regarding proportional infrastructure obligations.
- Prairie Song would fund Phase 2 improvements, subject to future development approvals and reimbursement considerations.

Potential Public Benefits

The proposed project provides the following transportation and public infrastructure benefits, including:

- Expedited completion of a significant east-west roadway connection identified in the Town's long-range transportation network.
- Improved access to Windsor Police Services, Windsor school facilities, and future Windsor Parks.
- Additional roadway capacity and network redundancy.
- Improved emergency response routing options.
- Take advantage of economies of scale and great timing to build.

Financial Impact:

The proposal includes a request for Town funding of approximately \$6.5 million for Phase 1 construction. Prior to any commitment, staff recommends evaluating available CIP funding, developer contributions and reimbursements, participation by other benefiting developments, and potential metro district funding opportunities.

Long term net financial impact will depend on the scope and timing of repayment from the developer to the Town. The amount of repayment, timing and triggers for repayment must be worked out with the developer. The Tacincala Annexation Agreement dated November 13, 2006 includes text that states, "...Annexors further agree that certain improvements to WCR 70 will be required to be constructed and that they shall be solely responsible for the cost of such improvements."

Relationship to Strategic Plan:

Sustainable Infrastructure

Recommendation:

Staff recommends continuing discussions with Prairie Song Development to evaluate funding options, reimbursement mechanisms, cost-sharing among benefiting parties, and continued coordination with CDOT for intersection improvements. Staff will return to the Town Board with a formal recommendation and proposed agreement structure. No formal action is requested at this time.

CC:

Shane Hale, Town Manager
John Thornhill, Community Development Director

Attachments:



FUTURE TOWN BOARD MEETINGS

June 29, 2026 5:30 p.m.	Strategic Plan Public Outreach (CDC Building)
July 6, 2026	Canceled – 1 st Monday
July 13, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
July 13, 2026 6:45 p.m.	Kern Board Meeting
July 13, 2026 7:00 p.m.	Town Board Regular Meeting
July 20, 2026 5:30 p.m.	Town Board/Planning Commission Joint Wks. (3 rd floor) Data Center Ordinance Discussion
July 27, 2026 5:30 p.m.	Town Board Work Session New Hire - Meet the Board WDA Review and Evaluation
July 27, 2026 7:00 p.m.	Town Board Regular Meeting
August 3, 2026	Canceled – 1 st Monday
August 10, 2026 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
August 10, 2026 7:00 p.m.	Town Board Regular Meeting
August 17, 2026 5:30 p.m.	Town Board Work Session Budget: Revenue Estimates Sign Code Update
August 24, 2026 5:30 p.m.	Town Board Work Session New Hire – Meet the Board
August 24, 2026 7:00 p.m.	Town Board Regular Meeting
August 31, 2026	Canceled – 5 th Monday

Future Work Session Topics

- Parking Plan update
- Camping Ban
- Backyard Chicken Ordinance Discussion
- 2025 Annual Road Safety Report (Summer)
- Future Lodging Tax Discussion (Strategic Plan?)
- 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)