



TOWN BOARD WORK SESSION

January 9, 2023 - 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. Alternative Route Study - E. Bracke, Transportation Engineer
3. Water Treatment Plant Authority Intergovernmental Agreement - J. Thornhill, Community Development Director; L. Lesoing, Water Resources Administrator
4. District 1 Upcoming Vacancy - K. Frawley, Town Clerk
5. 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: January 9, 2023
To: Mayor and Town Board
From: Eric Bracke, Transportation Planner
Re: Alternative Route Study - E. Bracke, Transportation Engineer
Item #: 2.

Background / Discussion:

Staff have conducted extensive data collection and analysis regarding the finding of alternative routes around Main Street. The presentation will focus on the findings and the alternatives that have been evaluated.

Financial Impact:

None at this time

Relationship to Strategic Plan:

Sustainable Infrastructure -

- Establish alternate routes to diminish truck traffic on Main Street

Recommendation:

- Proceed with the design and acquisition of ROW for WCR 70 between SH257 and Hollister Lake Road
- Reduce Speed limit on Main Street - pending from CDOT
- Provide more areas of friction to reduce the propensity to drive through Main Street

CC:

Attachments:



MEMORANDUM

Date: January 9, 2023
To: Mayor and Town Board
From: John Thornhill, Community Development Director
Leif Lesoing, Water Resource Admin
Re: Water Treatment Plant Authority Intergovernmental Agreement - J. Thornhill, Community Development Director; L. Lesoing, Water Resources Administrator
Item #: 3.

Background / Discussion:

Staff will present an update on the progress for the Water Treatment Plant Authority.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:



MEMORANDUM

Date: January 9, 2023
To: Mayor and Town Board
From: Karen Frawley, Town Clerk
Re: District 1 Upcoming Vacancy - K. Frawley, Town Clerk
Item #: 4.

Background / Discussion:

Town Board Member Scott Charpentier currently serves as the District 1 representative with a term that expires in April 2024. The Town Board is expected to accept Scott Charpentier's resignation at the Town Board Meeting on January 9, 2023. Mr. Charpentier has requested his resignation be effective December 31st, therefore he will no longer be attending Board meetings.

The Windsor Municipal Charter 3.7(D) provides three options for filling a vacancy on the Town Board which are noted below.

The position may remain vacant if it is less than one year until the next regular municipal election.

- The next regular municipal election will be on April 2, 2024. Mr. Charpentier has submitted a resignation letter with an effective date of December 31st. Therefore, this option is eliminated as there are approximately 14 months left in his term.

The Town Board may call for a special election to fill the vacated seat.

- Colorado Revised Statute 31-10-108 sets the requirements for calling a special election; the election has to be on a Tuesday and cannot be called 30 days before or 32 days after a primary, general, or congressional vacancy election. Based on those requirements, a Special Election could be held for the District 1 vacancy at an estimated cost of \$10,000.

The Town Board may select a person to fill the position until the next regular municipal election.

- The process for the Town Board to select a candidate to fill the vacated term could be conducted fairly quickly and with minimal expense. The following timeline could provide for a candidate to be sworn in no later than February 27, 2023:
 - January 17 - Begin publicizing the vacancy and request qualified electors from District 1 to complete and submit a letter of interest and application to the Town Clerk. The estimated cost for printing postcards and mailing them to households of registered electors in District 1 is \$1,000.
 - February 3 - last day to submit a letter of interest and application
 - February 6 - finalize the process for District 1 appointment
 - February 20 - interview applicants (tentative)
 - February 27 - appointment made no later than February 27

Colorado Revised Statutes 31-4-205(2) sets the requirement for filling a vacancy by either appointment or by calling an election within sixty days after the vacancy occurs.

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

For Town Board discussion to direct staff in how to proceed.

CC:

Attachments:



MEMORANDUM

Date: January 9, 2023
To: Mayor and Town Board
From:
Re: Future Meetings Agenda
Item #: 5.

Background / Discussion:

Financial Impact:

Relationship to Strategic Plan:

Recommendation:

CC:

Attachments:

1. 2023 Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

January 16, 2023	Canceled – MLK Holiday
January 23, 2023 5:30 p.m.	Town Board Work Session Meet the Board – New Employees Windsor Energy Action Plan Update Roadway Safety Program
January 23, 2023 7:00 p.m.	Town Board Regular Meeting
January 30, 2023	Canceled – 5 th Monday
February 6, 2023 5:30 p.m.	Town Board Work Session Traffic Maintenance Funding
February 13, 2023 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting Key Performance Indicators Bag Fee Ordinance
February 13, 2023 7:00 p.m.	Town Board Regular Meeting
February 20, 2023	Canceled – Presidents Holiday
February 27, 2023 5:30 p.m.	Town Board Work Session Raw Water Surcharge
February 27, 2023 7:00 p.m.	Town Board Regular Meeting
March 6, 2023 5:30 p.m.	Town Board Work Session
March 13, 2023 5:30 p.m.	Town Board Work Session Board/Manager/Attorney Monthly Meeting
March 13, 2023 7:00 p.m.	Town Board Regular Meeting
March 20, 2023 5:30 p.m.	Town Board Work Session
March 27, 2023 5:30 p.m.	Town Board Work Session

March 27, 2023
7:00 p.m.

Town Board Regular Meeting

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
- Dr. Tom Jones, GWTA Chair presentation during regular meeting (January 23rd)
- Strategic Plan Key Performance Indicators (February)