



TOWN BOARD WORK SESSION

February 26, 2017 // 5:30 p.m. // First floor conference room
301 Walnut Street, Windsor, CO 80550

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

AGENDA

1. Brush/Recycling site discussion
2. Harmony Road update
3. Future Meetings Agenda



MEMORANDUM

Date: February 26, 2018
To: Mayor & Town Board
From: Eric Lucas, Director of Parks, Recreation & Culture and Terry Walker, Public Works Director
Re: Diamond Valley Brush & Recycling Center
Item #: WKS - 1

Background / Discussion

The purpose of this memo is to provide background information regarding your upcoming work session regarding the brush and recycling center located at Diamond Valley Park.

Staff will be speaking about two separate items related to this topic. The first will be to confirm the relocation of the recycling center within the park due to the budgeted 2018/19 athletic field expansion capital project. As previously discussed this relocation is temporary as a brush and recycling center is not ideally located in an large community park. Additionally, we expect to spend \$80,000 to relocate the site.

The second discussion will center around the future of brush recycling and the role that the Town has in this service. As you can see on the attached 2017 Brush Recycling Revenue & Expenses Report, the Town lost \$26,481 in 2017 even though we raised drop off rates in February of 2017. Due to anticipated fee increases for brush grinding and removal we expect the loss for 2018 to increase to an estimated \$61,209.

Staff will explain the anticipated increase, the impact that the brush site has on the operations of the park and Public Works staff and options that we have outlined below in the financial impact portion of this memo. While staff is recommending elimination of ALL brush recycling services we will look to the Mayor & Town Board for guidance.

Financial Impact

The financial impact varies depending on which option is preferred by the Mayor & Town Board moving forward. They are outlined below and will be explained further at the meeting.

1. Option 1 (No Changes in Service or Fees) will result in the Town losing an estimated \$61,209 in 2018.
2. Option 2 (No Changes in Service with Fee Changes) will result in the Town losing \$24,443.

* Note this is based on doubling fees for resident (\$3 to \$6) and commercial (\$7 to \$14).

3. Option 3 (Elimination of ALL Brush Recycling) will result in the Town losing \$12,201 in 2018.
4. Option 4 (Elimination of Commercial Brush Recycling) will result in the Town losing approximately half of the losses in option #1 (\$30,604).
5. Option 5 (Elimination of Commercial Brush Recycling and Double Residential Fee) will result in the Town losing \$16,078

Recommendation

Staff will be looking for direction from the Mayor and Town Board on the following items:

1. Approval of the relocation site within Diamond Valley Park
2. Selection of one of the five (5) options that staff will identify during the meeting. They are listed below.
 - a. No Changes to Service or Fees
 - b. No Changes to Service with Fee Increases
 - c. Elimination of all brush recycling services (residential / commercial) *
* Staff Recommended
 - d. Elimination of the commercial brush recycling service
 - e. Elimination of commercial services and double residential fees

Attachments

2017 Brush Recycling Revenue & Expenses Report

2017 Brush / Recycling Revenue & Expense Report

Revenue

Brush Recycling Fees: \$52,902.50

Recycling Goods: \$10,300

Total Revenue: \$63,202

Expenses

Attendant Wages: \$22,501

Labor / Loader Work: \$6,000

Electricity, trash bags: \$500

Hageman (Grinder): \$60,682

Total Expenses: \$89,683

Balance (Rev-Exp): (\$26,481) Net Loss

**2018 Rate increase from Hageman will increase cost by \$34,728. This will result in a net loss of \$61,209.*

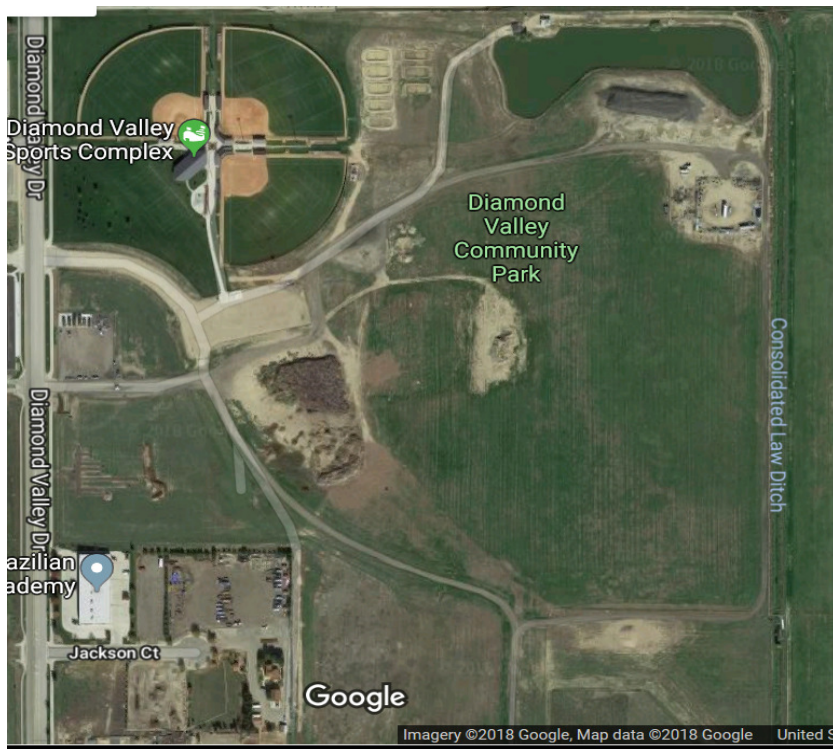


Town Board Work Session

February 26, 2018

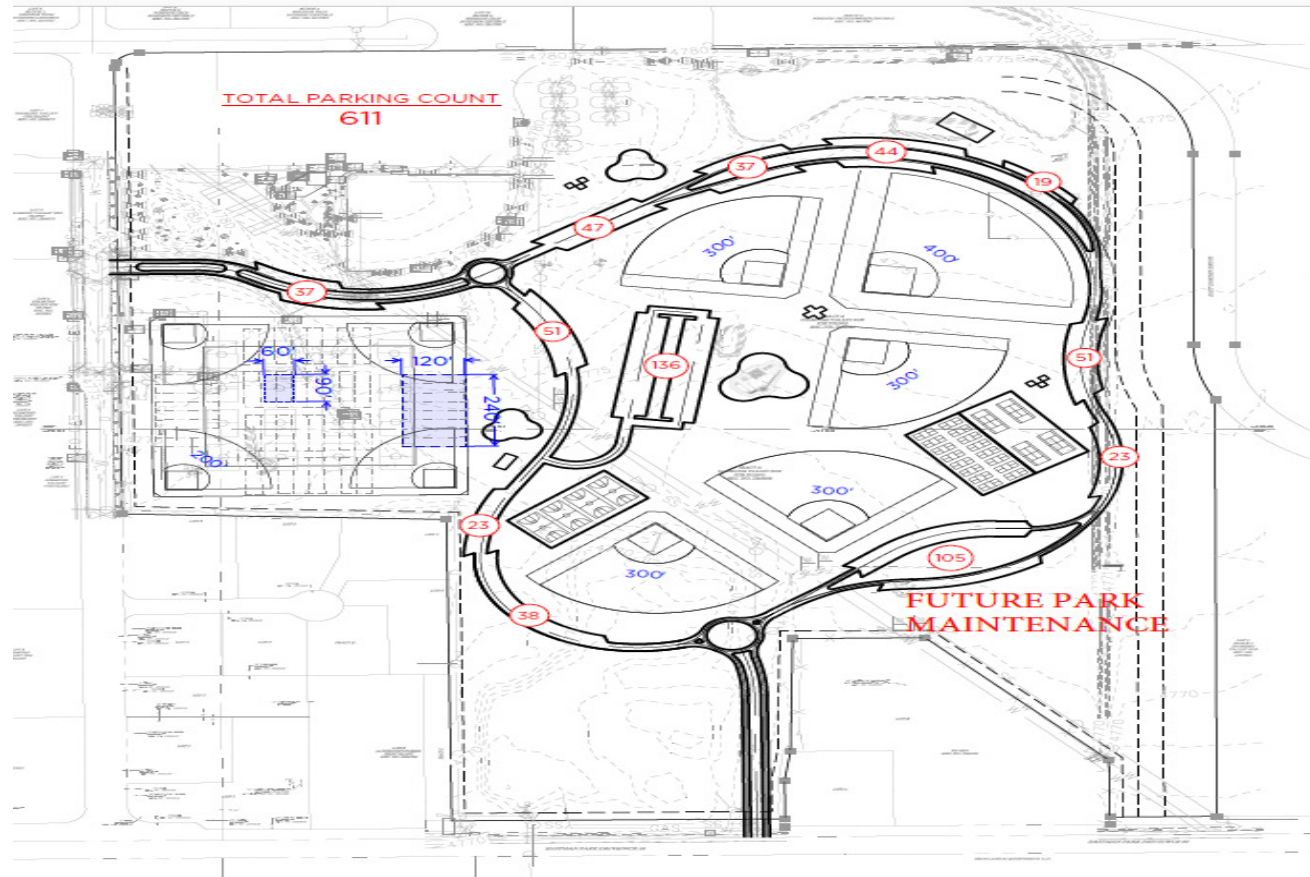


Brush / Recycling Center Current Location





Future Temporary Location

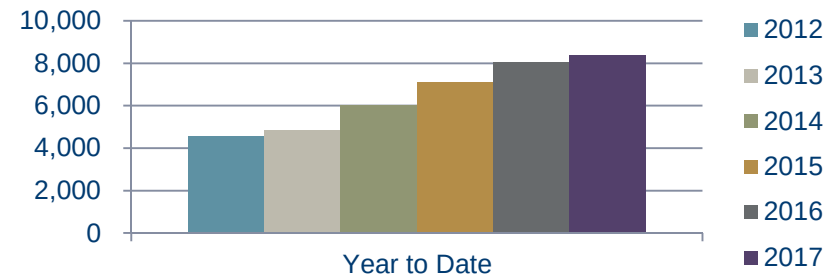




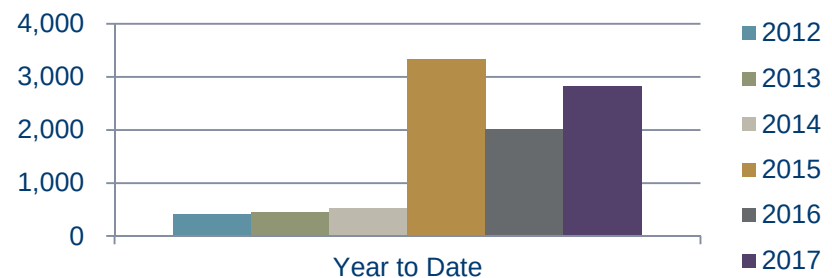
2017 Brush / Recycling Service

- Revenue
 - \$52,902 Brush Fees
 - \$10,300 Recycling Goods Sales
 - 282.38 tons of material collected/sold
- Expenditures
 - \$22,501 Wages
 - \$6,000 Labor/Loader Work
 - \$500 Electric / Trash Bags
 - \$60,682 Brush Grinding Service
 - 19,082 cubic yards
 - Paid \$3.18 cu.yd to mulch/haul off
 - Contractor sells product
 - Cost \$60,682 for service
- Balance
 - Net Loss \$26,481

2017 Residential Loads



2017 Commercial Loads





Projected 2018 Brush / Recycling Service

- Revenue
 - \$52,902 Brush Fees
 - \$10,300 Recycling Goods Sales

- Expenditures
 - \$22,501 Wages
 - \$6,000 Labor/Loader Work
 - \$500 Electric / Trash Bags
 - \$95,410 Brush Grinding Service
 - 19,082 cubic yards
 - Fee increase to at least \$5 cu.yd to mulch/haul off
 - Contractor sells product

- Balance
 - Net Loss \$61,209



Discussion of Brush Recycling Options

Option # 1

- No changes in service or fees result in a projected loss of \$61,209

Option #2

- No change in service
- Doubling of fees will result in loss of \$24,443
 - \$3-6 Residential
 - \$7-14 for Commercial
 - Still cheaper than same service outside of Windsor.
- Revenue (\$99,968)
- Less Expenditures (124,411)
- = \$24,443 Net Loss



Discussion of Options

Option # 3

- Elimination of ALL Brush Recycling
 - Results in Net Loss of \$12,201 on recycling goods service
 - Staff recommended
 - Cost savings
 - Space Savings
 - Growth of service

Option #4

- Elimination of Commercial Brush Recycling
- Results in a net loss of \$30,604



Discussion of Options

Option #5

- Elimination of Commercial Brush Recycling
 - Double Residential Fees
- Results in a net loss of \$16,078



Questions



MEMORANDUM

Date: February 26, 2018
To: Mayor and Town Board
From: Scott Ballstadt, AICP, Chief Planner
Re: Harmony Road Update
Item #: WKS - 2

Background / Discussion

There is currently much land use activity taking place in Windsor's 2-mile segment of Harmony Road (WCR 74), therefore, staff prepared this update for Town Board information.

The Ridge at Harmony Road Subdivision 2nd and 3rd Filings

The 2nd Filing of the Ridge at Harmony Road Subdivision is located at the northeast corner of Harmony Road and WCR 13, and includes design plans for the adjacent ½ mile segment of Harmony Road that mimic the road cross section and landscaped median begun by the Town of Timnath to the west. The 2nd Filing received preliminary approval from Planning Commission on August 16, 2017 and staff is currently preparing to schedule consideration of the final major subdivision before Planning Commission and Town Board.

Concurrently with the review of the 2nd Filing, staff has been in contact with the property owner on the south side of this ½ mile road segment regarding acquisition of additional necessary right-of-way. To that end, the Town has also contracted with Northern Engineering to prepare exhibits on the Town's behalf related to this right-of-way acquisition. The additional right-of-way is needed to accommodate the road cross section and enhancements similar to those in Timnath.

The 3rd Filing of the Ridge at Harmony Road Subdivision is located at the northwest corner of Harmony Road and WCR 15, and includes design plans for the adjacent ½ mile segment of Harmony Road. The review of this filing is just getting underway, but upon completion the entire mile segment of Harmony Road between WCR 13 and WCR 15 will be complete. Staff has been in preliminary contact with the property owner on the south side of this ½ mile road segment to begin discussing right-of-way acquisition as well.

Swanson Annexation and Rocky Mountain Sports Park land use applications

The Town Board approved the first reading of the Swanson Annexation ordinance on February 12, 2018 and second reading is scheduled for February 26th. This annexation will bring the remainder of the existing right-of-way between WCR 15 and SH 257 into the corporate limits, although additional right-of-way acquisition will be necessary for this one mile segment of Harmony Road.

It is anticipated that the design of this segment of Harmony Road will be completed with the Rocky Mountain Sports Park proposals, although the design and plans for Harmony Road improvements have not yet been received.

The enclosed first page of a Town of Timnath letter regarding the Sports Park dated January 23, 2018 indicates that, "...Timnath leadership will be reaching out to Windsor's leadership to discuss sharing the cost of improvements to Harmony Road to extend its four lane cross section to Latham Parkway/LCR1." Staff wants to make Town Board aware of this potential forthcoming request so the concept can be given appropriate consideration during the land use process and future budget discussions. Windsor and Timnath staff are scheduled to meet on Friday, February 23rd to obtain additional information and will report back to Town Board at the work session.

On a related note, the Timnath referral letter also went on to confirm that Timnath has plans to install a traffic signal at the intersection of Harmony Road and LCR1/WCR 13/Latham Parkway later this year, although coordination with Windsor has yet to begin regarding this project.

Town of Severance Regional WCR 74 Corridor Planning Effort

As you are aware, the Town of Severance has been leading the coordination of a regional WCR 74 Joint Corridor effort for the planning of the Harmony Road corridor between US 85 and I-25, including Windsor, Eaton, Timnath, Weld County and the North Front Range Metropolitan Planning Organization (NFRMPO). The Town Board included \$35,000 in the 2018 budget for Windsor's share of this effort.

Although this regional effort is a worthwhile endeavor, it appears that the timing may be outpaced by the planning and design work that Windsor currently has underway. The developer of the Ridge at Harmony Road hopes to be under construction of the westernmost ½ mile segment later this year. Additionally, the accelerated timeframes proposed by Rocky Mountain Sports Park would potentially complete the planning for Windsor's 2-mile segment of Harmony Road as soon as late this year.

Staff has been asked to participate on the technical advisory committee for the regional effort; however, given that Windsor's access points and road cross sections will likely already be planned in advance of the regional effort, that project may not be an efficient use of Windsor resources. With planning and implementation of Timnath and Windsor segments of Harmony Road well underway, it appears as though the focus of the regional effort will likely be the Severance and Eaton segments of Harmony Road between SH 257 and US 85.

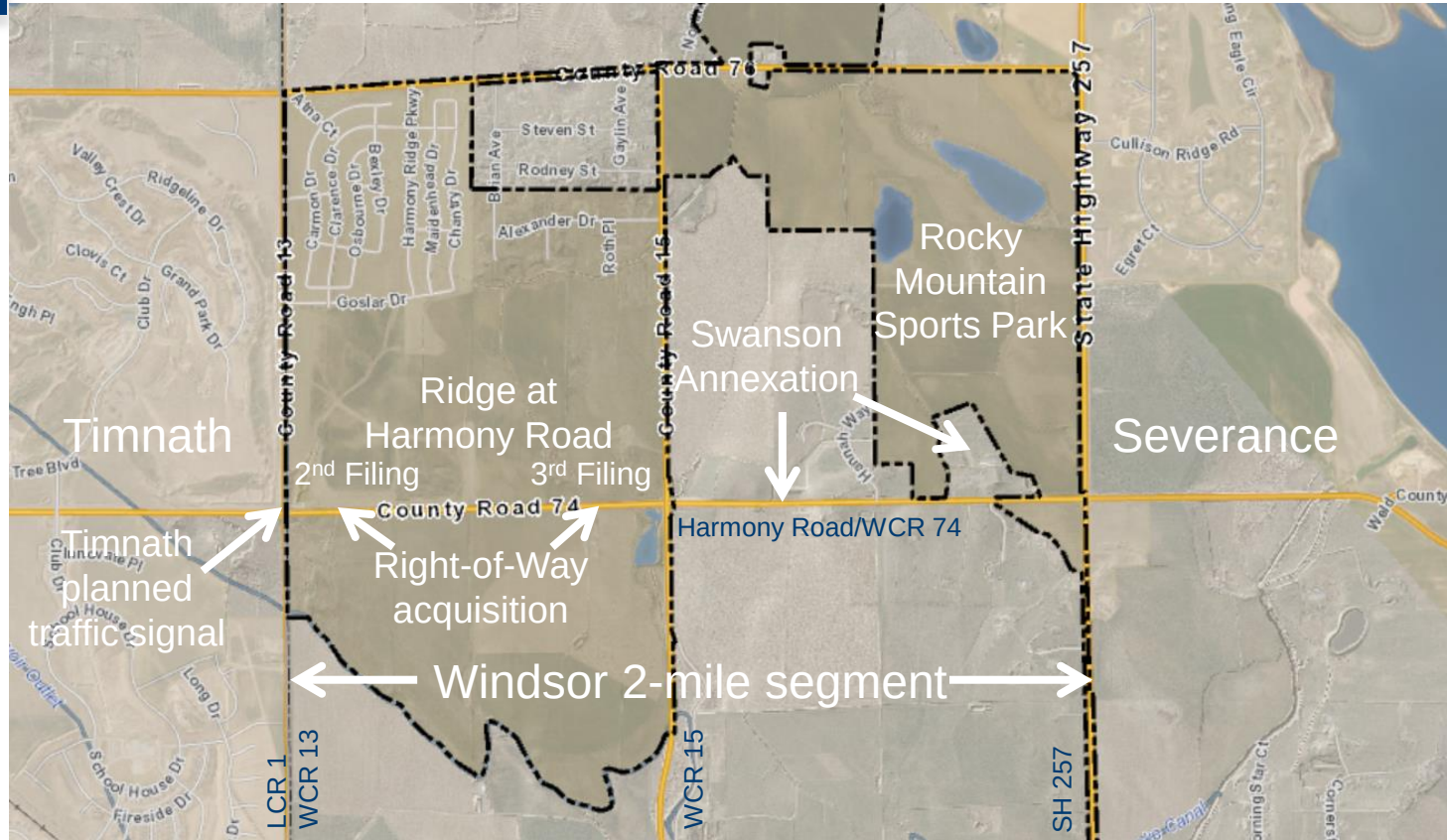
Relationship to Strategic Plan

Performance Commitment 1: Thoughtful Framework and Supportive Infrastructure

Attachments

Map of Harmony Road Windsor 2-mile segment
Town of Timnath referral letter (page 1 excerpt) regarding Rocky Mountain Sports Park
Town of Severance Scope of Work for WCR 74 Corridor Plan
Town of Severance/FHU Fee Estimate Memo

Harmony Road Windsor





January 23, 2018

Devin King
Planning Technician
Town of Windsor
301 Walnut Street
Windsor, CO 80550

Re: SP18-003 & MAJS18-001 Rocky Mountain Sports Park – Timnath Referral Comments

Dear Devin,

The Town of Timnath has received a development application referral of the above mentioned application located at the northwest corner of Harmony Road (LCR 38/WCR 74) and Highway 257 and known as Rocky Mountain Sports Park. We appreciate the opportunity to review and provide comments regarding these applications.

Planning Comments (*Matt Blakely, Community Development Director – 970-224-3211*):

1. The Town of Timnath leadership will be reaching out to Windsor's leadership to discuss sharing the cost of improvements to Harmony Road to extend its four lane cross section to Latham Parkway/LCR 1.

Engineering (*Eric Fuhrman & Steve Humann, Town Engineers – 970-226-0557*):

1. See attached

If you would like to discuss these comments, we would be happy to meet to review. The Town of Timnath would like to be notified of any upcoming hearings or actions regarding this application. We would also like to see the resubmitted plans and response to comments. As for future submittals and processes, we would like to continue to receive referral packages for our review.

Again, thank you for the opportunity to comment on this application. If you have any questions, please let us know.

Sincerely,

Kevin Koelbel, BSP, APA
Town Planner

CC: Matt Blakely, Community Development Director (email)

ACCESS CONTROL PLAN FOR HARMONY/WELD COUNTY ROAD 74 SCOPE OF WORK

WORK SCOPE

Work Element 1 – Project Administration/Management

Seeking a consultant to provide project administration/management services (coordination and product review) throughout the duration of the nine (9) to (12) month project. This company will be responsible for day-to-day management and coordination of most work elements.

Work Element 2 - Initial Project Meeting

Kickoff meeting with Municipalities, County, CDOT, and NFRMPO. This will identify project goals, confirm project concepts and identify key issues, constraints, and concerns. Consultant will be responsible for scheduling the meeting, preparing meeting exhibits, participating in the meeting and preparing minutes to record the discussions.

Work Element 3 – Data Collection (OPTIONAL)

Up to, but no more than, five (5) current daily and peak hour turning movement counts will be collected throughout the study area. These locations are to be determined based on existing traffic counts that have not been collected within the past three years:

Possible Peak Hour Locations- Weekday (AM and PM)

- Latham Pkwy (WCR 13)
- WCR 15
- Hwy 257 (WCR 17)
- Hollister Lake Rd. (WCR 19)
- WCR 21
- 1st Street (WCR 23)
- WCR27
- WCR 29
- WCR 31
- WCR 33
- WCR 35
- Cheyenne Ave. (WCR 37)
- Hwy 85
- Christensen Ave (WCR 39)

Work Element 4 – Public Involvement

The public involvement plan for the project will include up to three (3) joint presentations to the Municipalities and County, two (2) “open house” style public meetings held in the evening, and up to 20 one-on-one meetings with key stakeholders. Consultant will participate in the meeting and preparing minutes to record the discussions, however exhibits will be generated by the Coalition.

Work Element 5 – Traffic Modeling and Evaluation

Based on the information provided or collected in Work Element 3, existing conditions for the study area will be documented and analyzed. The purpose of analyzing the existing traffic conditions is to develop a solid understanding of the current conditions to compare conditions for the future recommended roadway access configurations. The analysis will include, at a minimum, identification of existing lane width / geometric deficiencies, level of service at study area intersections and major driveways, and an assessment of auxiliary lane needs.

Work Element 6 – Project Team Meetings

Up to six (6) project team meetings will be used as working sessions to maximize team decision-making. The team will be comprised of County staff, Municipal staff, and consultant staff. Meeting materials will generally be distributed prior to the meeting date to allow for meeting preparation by attendees. Consultant will participate in the meeting and preparing minutes to record the discussions.

Work Element 7 - Corridor Safety Assessment

Perform safety analyses on corridor data to determine how crash history of the corridor compares with similar major corridors. Evaluate whether crash patterns exist and identify safety countermeasures as appropriate. Evaluate safety from a construction project and access management perspective.

Work Element 8 – Future Traffic Operations Analyses and Geometric Recommendations

For corridor and/or intersection locations identify capacity improvements (auxiliary lanes, passing lanes, turnouts, etc.) for consideration by Municipalities and County.

Work Element 9 – Access Control Plan (TO BE COMPLETED BY COALITION)

Identify access points that can be modified in accordance with the long-term access plan, while still providing reasonable access to the properties/land uses served. Identify interim improvements that would build toward the long-term access plan and provide benefit to the system while still providing reasonable access to the properties/land uses served. Subject to change based on completed work by consultant.

Work Element 10 - Typical Section Evaluation

Develop up to three (3) typical section options for evaluation for this segment of Harmony/WCR 74 based on the recommendations from the traffic operations analyses and desired community amenities. Typical section options may include rural and/or urban sections and may consider speed, accommodation of alternate modes, drainage considerations, and existing physical constraints. Considerations may include ROW impacts, physical impacts including irrigation ditches, environmental impacts, costs, accommodation of vehicles/other modes of travel, safety, public input etc.

Work Element 11 - Conceptual Design

Prepare a set of design criteria for design of this segment of Harmony/WCR 74. Based on the design criteria and using existing survey and aerial mapping, recommendations from the traffic operations analyses, access plan, typical section evaluation, and input from Municipalities/County. Based on the preferred typical section, a horizontal alignment, horizontal roadway plan with laneage configurations, and intersection layouts will be developed.

Work Element 12 - Corridor Signing & Pavement Markings (OPTIONAL)

Inventory and evaluate existing signs and pavement markings. Provide tabulation and recommendations to improve compliance with MUTCD standards. Provide recommendations regarding limits of passing and no-passing zones (passing limits and no passing zones is dependent on the availability of horizontal and vertical alignments either from the Conceptual Design scope element or from CDOT).

Work Element 13 – Recommendations and Final Report

The report will include a narrative description of the study and its findings including the following: project background and goals, public involvement summary, existing conditions summary, existing and future traffic operational findings, description of access plan development and evaluation, plan development approach and recommendations for a preferred scenario, implementation discussion, a multi-page 11”x17” version of the access concept and appendices with project data and calculations, etc. The report will also include the Access Control Plan (in table form) and a Draft of the proposed Intergovernmental Agreement (IGA). Based on previous IGA’s, an Intergovernmental Agreement specific to the project will be developed and distributed to all agencies for legal review.

WORK BY OTHERS

Various items will be provided and/or completed by the parties involved. These items include:

- Public Notices
- Public Meetings Exhibits
- GIS Data (Aerial Mapping, Parcels, Roadways, Etc.)

- Accident Data
- Access Control Plan
- ROW Plans
- Existing Reports and Data

October 11, 2017

MEMORANDUM

TO: Mitch Nelson, Town of Severance
FROM: Rich Follmer 
SUBJECT: Harmony Road/WCR 74 Access Control Plan

Mitch, we've had a chance to review the Scope of Work that you provided and we offer some comments and potential costs to prepare an Access Control Plan (ACP) along Harmony Road/WCR 74 through several jurisdictions in Weld County. Since you've asked for separate costs, I've followed the format of your Work Scope in this memorandum.

Work Element 1 – Project Administration/Management

This element would be used to conduct normal project management duties such as processing invoices and progress reports each month as well to discuss any contract or overall project issues.

Fee Estimate: \$4,000-\$5,000

Work Element 2 – Initial Project Meeting

Includes scheduling of meetings, preparation of meeting materials, running of the meeting, and preparation of a meeting summary and action item list.

Fee Estimate: \$3,000-\$4,000

Work Element 3 – Data Collection (Optional)

We recognize that this task is considered an optional work element. Even if the Town collects and/or records new traffic volumes itself, or if ones already exist, the consultant will need to be involved to help the Town compile the existing traffic count data and/or to determine the best location(s) for further data recording.

Based on your Work Scope, five (5) daily and five (5) peak hour turning movements may need to be recorded. The fee estimate is provided in two parts: 1) no data collection; only assistance to organize the existing traffic volumes for use on the project, and 2) project assistance along with the daily and peak hour data recording. Daily counts are anticipated to be conducted by direction, while peak hour counts would be conducted for two-hour periods in both the AM and PM peak hours.

Fee Estimate (no data collection): \$1,000

Fee Estimate (with data collection): \$5,000

Work Element 4 – Public Involvement

You have identified what I believe to be a reasonable number of meetings and meeting types. Even though you indicate that the Coalition would prepare the meeting exhibits, the consultant should assist the City with identifying what materials/information should be presented at these meetings. If the consultant is required to prepare the meeting exhibits, the fee would be higher.

Fee Estimate: \$45,000-\$50,000

Work Element 5 – Traffic Modeling and Evaluation

This task would evaluate existing conditions including operational analyses along with a relatively high level of field data collection. Additionally, an assessment of corridor deficiencies and auxiliary lane needs would be conducted. Of note, your Work Scope text indicates level of service (LOS) analyses at major driveways. Without recording traffic volumes, LOS analyses would only be based on engineering judgment. Recording of the mile marker locations and types of each access point along the 13-mile corridor should occur.

Fee Estimate: \$9,000-\$10,000

Work Element 6 – Project Team Meetings

These are meetings (6) to discuss project issues/progress, etc. It is assumed that the consultant will prepare the meeting materials, run the meeting, and provide a meeting summary and action item list.

Fee Estimate: \$17,000-\$18,000

Work Element 7 – Corridor Safety Assessment

The consultant should provide an overall assessment of vehicle and pedestrian safety along the 13-mile corridor. This will require obtaining crash records from each of the agencies and evaluating corridor issues and patterns. It will also require the development of a set of safety improvement recommendations.

Fee Estimate: \$6,000-\$7,000

Work Element 8 – Future Traffic Operations Analyses and Geometric Recommendations

Corridor agencies will likely request land use modifications to the North Front Range model. Modifications will be made and daily traffic volume projections compiled. Assess corridor capacity improvements related to auxiliary lanes, passing lanes, turnouts, etc.

Fee Estimate: \$11,000-\$12,000

Work Element 9 – Access Control Plan (By the Coalition)

This task would only provide information to the Coalition for consideration in making access control decisions.

Fee Estimate: \$1,500-\$2,000

Work Element 10 – Typical Section Evaluation

Work with the agencies to develop three (3) consensus typical sections; identify ROW, environmental, etc. impacts related to each typical section. The environmental impacts would not be a thorough evaluation; more of a high-level assessment.

Fee Estimate: \$4,000-\$5,000

Work Element 11 – Conceptual Design

Create a representation of the preferred ACP. The fee for this element assumes that the Coalition will provide the aerial photography and existing ROW data.

Fee Estimate: \$16,000-\$18,000

Work Element 12 – Corridor Signing & Pavement Markings (Optional)

Conduct an inventory of existing signing and striping. Evaluation of passing zone recommendations will be reliant upon obtaining vertical roadway profile information from one of the agencies.

Fee Estimate: \$18,000-\$20,000

Work Element 13 – Recommendations and Final Report

Summarize each of the project elements that were conducted during the project including the conceptual design of the preferred ACP. It is suggested that the final report be prepared in an 11" x 17" format. Prepare a tabular ACP that identifies the allowed access type and mile marker location along WCR 74. Prepare a Draft IGA using an example provided by the Coalition.

Fee Estimate: \$22,000-\$24,000

SUMMARY

Considering the fee assumptions and fee estimates noted above, the fee estimate can be summarized as:

Base ACP Elements:	\$138,500-\$155,000
Optional Elements:	\$19,000-\$21,000 (no traffic counts)
	\$23,000-\$25,000 (with traffic counts)

Keep in mind that the fee information is based on our conceptual understanding of the project at this time. For any consultant that is selected, more thorough discussions with the agencies during contract execution could result in a fee estimate that is different than these.

I hope the information contained in this memorandum is helpful. I want to make you aware of a potential conflict, however. As you may be aware, a large recreational facility, the Rocky Mountain Sports Park, is being planned along the north side of Harmony Road/WCR 74 between WCR 15 and US 257. Felsburg Holt & Ullevig has just begun to assist the owners of the Sports Park with a traffic impact study to obtain approval for their project. As such, any assistance that FHU would provide to the Town and other agencies for an ACP may be a conflict of interest (but maybe not). At this moment, we are committed to providing assistance to the Sports Park. If there is a change in commitment, or you do not believe that there is a conflict of interest, we would like to explore the possibility of working with you.

Thank you.



FUTURE TOWN BOARD MEETINGS

March 5, 2018 6:00 p.m.	Town Board Work Session Affordable Housing - Tentative CDOT/Johnny Olson presentation - Tentative
March 12, 2018 5:30 p.m. /1 st floor conference room	Board/Manager/Attorney Monthly Meeting Weld RE-4 Building Permit Fee Waiver Discussion
March 12, 2018 7:00 p.m.	Town Board Meeting Kern Board Meeting
March 19, 2018 6:00 p.m.	Town Board Work Session Town Manager Candidates – meet & greet
March 26, 2018 6:00 p.m.	Town Board Work Session Park Development Fees
March 26, 2018 7:00 p.m.	Town Board Meeting
April 2, 2018 6:00 p.m.	Town Board Work Session Preliminary review of water rate study
April 9, 2018 5:30 p.m. /1 st floor conference room	Board/Manager/Attorney Monthly Meeting
April 9, 2018 7:00 p.m.	Town Board Meeting
April 16, 2018 6:00 p.m.	Town Board Work Session
April 23, 2018 6:00 p.m.	Town Board Work Session
April 23, 2018 7:00 p.m.	Town Board Meeting
May 7, 2018 6:00 p.m.	Town Board Work Session
May 14, 2018 5:30 p.m. /1 st floor conference room	Board/Manager/Attorney Monthly Meeting
May 14, 2018 7:00 p.m.	Town Board Meeting

May 21, 2018 6:00 p.m.	Town Board Work Session
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May 28, 2018 6:00 p.m.	Town Board Work Session Labor Day – Offices Closed
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May 28, 2018 7:00 p.m.	Town Board Meeting Labor Day – Offices Closed
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Additional Events

Future Work Session Topics

- Road Improvement Plan Prioritization - Planning
- Code Update meeting with Planning Commission (next code section in series) - Planning
- Raindance/LaBue Land Acquisition
- Joint meeting with DDA regarding Mill project