



TOWN BOARD WORK SESSION

May 7, 2018 // 6:00 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. Retail study overview – S. Johnson
2. Future Park Maintenance Location – E. Lucas
3. Future Meetings Agenda



MEMORANDUM

Date: May 7, 2018
To: Mayor and Town Board
Via: Dean Moyer, Acting Town Manager
From: Stacy Johnson, Director of Economic Development
Re: Retail Study Overview
Item #: WK item 1

Background / Discussion

On January 11, 2016, Economic Development Staff along with retail consultant Katy Press met with the Town Board to discuss options for Retail recruitment for the Town. A three phase approach was recommended. The Town Board approved staff to move forward with phase one of a retail leakage and capacity study from Ricker | Cunningham. The findings were completed and reported in to the Town Board in August 2016.

The Town Board then approved phase two; for Katy Press to interpret the retail and capacity study and provide a summary of the data to the Town Board. The summary is included was completed and given to the Town Board during a work session in October 2016. The Town Board then approved the third phase of the analysis where Ms. Press' objective was to provide strategic planning that would:

1. Prioritize the opportunity areas towards those areas with the best near-term opportunities.
2. Provide a comprehensive outline of needed actions to best position each opportunity area for future and/or redeveloped retail growth.
3. Identify target retailers.
4. Interaction with retailer community.

However with the shift in the retail market this phase was temporarily put on hold. In late 2017 and early 2018 Ms. Press and Stacy Johnson moved forward with the final phase and analysis of Windsor's retail areas.

This phase will not only include connecting and meeting directly with retail decision makers, but more importantly help the director create the plan to create the environment in Windsor to match the current shifting trends in the market.

Relationship to Strategic Plan

Diversify, Grow & Strengthen the Local Retail and Industrial Economy



Memorandum

Date: May 3, 2018
To: Mayor & Town Board
Dean Moyer, Acting Town Manager

From: Eric Lucas, Director of Parks, Recreation & Culture
Re: Park Maintenance Facility & Museum Collections

Background

The purpose of this memo is to provide you some context to the park maintenance facility relocation topic and my recommended path forward for this project.

As you know, in 1997, the Town of Windsor and the Weld County School District RE4 jointly participated in a lease-purchase financing and construction of maintenance facility located at 190 N 8th Street in Windsor. Until October 2017, the site was the home of the School District maintenance teams as well as the Park and Public Works maintenance teams. In October, 2017 the Public Works team moved into their new facility on CR 15. During this time, the Parks team was also using a Town building on 5th & Ash Street. This building was demolished and the Parks team moved into the updated space formerly known as the Parks/Public Works Shop.

On February 15, 2018 the Town received a letter from the School District informing the Town of their intent to purchase our portion of the joint maintenance facility (per contract). Staff did reach out to the School District before beginning construction on the Public Works Facility; however the School District did not have a set timeline on if/when they might purchase the building. This letter started the clock on a two year notice to vacate the premises on or before February 15, 2020. Consequently, both the School District and Town hired a 3rd party appraisal which provided an agreed upon fair market value for the Town used space. Former Acting Town Manager Patti Garcia provided the appraisal and agreed upon value (\$998,559), to the Town Board on April 11, 2018.

The aforementioned letter effectively means that the parks division needs to relocate to a new home in the next 22 months. I have spent some time analyzing possible locations and ultimately have determined what I believe to be our best path forward. I first examined two previously completed documents that are attached to this memo:

- Windsor Public Works & Parks Pace Needs Assessment Completed in 2014
- Windsor Facility Master Plan for Parks & Public Works Completed in 2015

Both documents are important in a variety of ways. First and foremost, they recognize that space for both parks and public works maintenance teams was at a premium and in order for these teams to grow with the community, decisions regarding their future were needed. Within the needs assessment completed in 2014, 3 sites were examined as future locations. The first was Diamond Valley Park (deemed too small for a joint facility), Town owned property adjacent to CR 15 and a generic 10 acre site that would have to be acquired.

As you know, the Town decided to build a public works site on CR 15 on 24.2 acres. While the initial thinking was that this site could expand to include Parks, Facilities, Engineering and Museum storage (as recommended in the 2015 plan). It's important to note, that the Facilities Division was not included in the first phase of the building but moved in after opening to improve department operations. Following completion, the Public Works campus is home to the following:

- o Public Works Administration
- o Public Works General Shop Space
- o Public Works Mechanics Shop
- o Heated Vehicle Storage Building
- o Covered Vehicle Storage
- o Covered Bulk Material Storage
- o Fueling Station (gas, diesel, CNG and electric)
- o Bulk-Water Retail Delivery System
- o Utilities Division
- o Streets Division
- o Fleet Division
- o Facilities Division

<u>BUILDING INFORMATION</u>	
TOTAL SQUARE FOOTAGE:	52,965 SF
OFFICE:	9,099 SF
FLEET:	15,078 SF
SHOP/STORAGE:	10,088 SF
COVERED STORAGE (3,750 EA):	7,500 SF
HEATED STORAGE:	7,900 SF
DE-ICING BUILDING:	3,300 SF
TOTAL SITE SQUARE FOOTAGE:	1,054,899.3 SF (24.2 AC)

Despite this new facility, the Public Works staff is already experiencing a need to expand. Given the site constraints, expected growth of the Public Works Department (staffing and fleet), current and future needs of the parks department I do not believe that adding the parks

maintenance team and their equipment at this location is prudent or feasible. Additionally, I do not believe that acquiring land for a new maintenance site is in the best interest of the Town due to cost and time constraints.

Therefore, I examined property that we currently own within as either parkland or open space. While the list is short (see below), each property has positive traits as well as limitations.

- *Kyger Property:* (lack acreage, flood prone, somewhat centrally located)
- *Eastman Park South:* (high visibility, flood prone, #1 central location)
- *Kodak Property:* (flood prone, lacks adequate access to Hwy 257)
- *Labue Farm:* (high visibility, lacks water, sewer and adequate acreage)
- *Diamond Valley Park:* (See Below)

Ultimately, I believe we should build a new park maintenance facility and museum storage facility at Diamond Valley Park. This site was chosen because the positives significantly outweigh the negatives. I have listed them below:

Positives:

- Town owned property
- Diamond Valley Master Plan identifies park maintenance facility on the site
- Previous Town Assessments identified park maintenance facility on this site
- When build out occurs, the park will need a stand-alone maintenance facility given that it will be our largest park at 100 developed acres.
- Access to utilities such as fiber, water, sewer and other infrastructure
- The Town has approved a \$3.6 million expansion of Diamond Valley in 2018. By combining the athletic expansion with the park maintenance facility we should be able to capitalize on economies of scale.

Negatives:

- Drive time to western portion of Town is inefficient
- Train tracks running north/south could delay response time

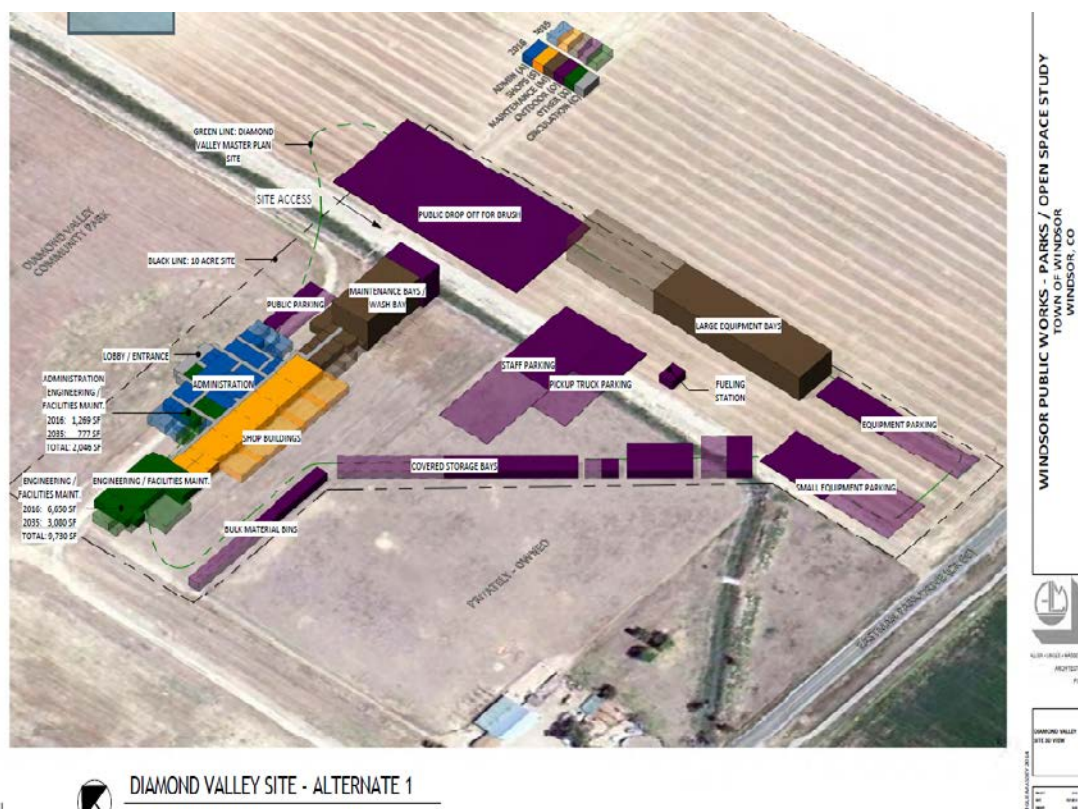
Building / Site Needs

The 2015 Facility Master Plan identified the following in regard to space need for Full Time Staffing:

Department / Division	Right Size 2017	Master Plan Identified 2035
Parks & Open Space	14	19
Museum	1	1

Additionally, the plan looked at office and shop areas as well as parking, circulation and visitor access. Interestingly, the 2014 Needs Analysis looked at the Diamond Valley Site as did the Diamond Valley Park Master Plan. I have included the design from this plan as it shows how the site fits in the 4 acre southeast portion of the property. You should note two things of importance in the picture below:

- What is shown is a joint Park/Public Works Site. We would build significantly smaller. I show this as a visual to put the location in perspective.
- This location included the brush site. While not ideal, this may very well be the best known location for this service as we do not at this time have anywhere to move it. Please note it is significantly smaller in this rendering that what we currently utilize.



The current park maintenance facility is 14,695 sq ft of offices and shop space. That does not include the shared meeting space with the School District. We are currently at capacity in that facility in regard to office space and over-capacity in regard to shop storage. For example we keep our bucket truck outside under the old Public Works salt bin due to the inability to store it inside. Given the future growth of the community and the department I am estimating that we will need to build a facility around 18,370 sq. ft., not including yard space.

Additionally, we face a serious museum collections issue at the Arts & Heritage Center. We are at 96% capacity, the facility is not climate controlled and does not contain a fire suppression system. We are very limited in regard to adding historical artifacts, having turned down over 50 objects in 2017 due to space constraints and are at serious risk when it comes to losing our collection if we were to have a fire.



*Town of Windsor Museum Collection Storage Area, Second Floor at Art & Heritage Center
September, 2017*

Knowing this, staff reached out to Heather Thorwald, registrar and collections manager at the City of Longmont Museum. Heather has recently completed a museum collections space assessment, storage facility planning and construction, and collections move at the Longmont Museum. She spent two years planning and executing the project. In addition, during her tenure at the Denver Museum of Nature and Science, Heather also assessed, planned, and moved that collection to a new storage facility. Heather visited the Windsor museum and collections on May 2nd and based on the assessment of the Town of Windsor Museum collection, the following recommendations were made:

- The current footprint of the Art & Heritage Center at 1,600 sq. ft. is no longer sufficient for storage. The calculations conducted by the TOWM curator are accurate, in that the boxed artifacts require a minimum of 65% more space to safely store the objects. A minimum of 5,000 sq. ft. would be needed to house the entirety of collection.
- The current collection area layout is efficient with very little room for improvement. The weight limit for the second floor is likely at capacity, eliminating the possibility of using compact storage.
- To properly store the currently collection and allow for future development of the collection, it is suggested that a minimum of 10,000 sq. ft. be obtained. A new facility would allow for more efficient storage furniture to be used such as compact storage and art racks.

- If a new facility is not feasible, it is suggested that a large deaccession occur; which is to formally remove and dispose of artifacts from the collection, to create adequate space for proper storage. In addition, discontinuing of further acquisition of objects would need to occur.

Therefore, I am recommending that we include an additional 5,000 sq. ft. building for museum collections with the ability to expand to at least 10,000 sq. ft. Given these estimates (Parks Maintenance & Collections Facility), I feel confident that we have the capacity to fit this new facility in the aforementioned location at Diamond Valley Park.

In an effort to provide an estimate of what this may cost, I reached out to a local construction firm to acquire a ballpark sq. ft. estimate of a new facility build. At \$180 per sq. ft. if we built a maintenance facility of 18,370 sq. ft. and a 5,000 sq. ft. museum storage facility we would be in the range of \$4,206,600. Less the school payment of \$998,559 we would need to pay or finance approximately \$3.2 million.

Recommendation

It is my recommendation that the Town consider adding the park maintenance facility and museum collections facility as part of the previously approved Diamond Valley Park Project. If approved, I will spend the next month working to develop a Request for Proposal (RFP) for a design/build for both projects in one. While this will undoubtedly delay the anticipated opening of the Diamond Valley Park expansion, I believe it is in the best interest of the Town and Department to combine the projects. Additionally, this will provide me time to determine an accurate building cost for the 2019 Capital Investment Plan (CIP) and subsequent 2019 budget.

Park Maintenance & Museum Collections Facility



Town Board Work Session

May 7, 2018

Background

- Shared facility with Public Works / Parks & Weld Re4 Maintenance (20 years)
- Public Works new campus 2017
- Weld RE4 issued 2 year notice Feb 15, 2018





Needs

Parks Maintenance

- 14,695 sq ft (current)
- 25% for growth (3,675 sq ft)
- Yard space
- Total need: 4 acres

Museum Collections

- At 96% capacity
- Currently lacks controlled environment
- Lacks fire suppression
- Limited ability to add to collections



Analysis

Location Options

- ***Kyger Property:*** (lack acreage, flood prone, somewhat centrally located)
- ***Eastman Park South:*** (high visibility, flood prone, #1 central location)
- ***Kodak Property:***(flood prone, lacks adequate access to Hwy 257)
- ***Labue Farm:*** (high visibility, site has not been master planned)
- ***Diamond Valley Park:*** Best Option

Diamond Valley

- **Positives:**
 - Town owned property
 - Diamond Valley Master Plan identifies park maintenance facility on the site
 - Previous Town Assessments identified park maintenance facility on this site
 - When build out occurs, the park will need a stand-alone maintenance facility given that it will be our largest park at 100 developed acres.
 - Access to utilities such as fiber, water, sewer and other infrastructure
 - The Town has approved a \$3.6 million expansion of Diamond Valley in 2018. By combining the athletic expansion with the park maintenance facility we should be able to capitalize on economies of scale.
- **Negatives:**
 - Drive time to western portion of Town is inefficient
 - Train tracks running north/south could delay response time

Diamond Valley Master Plan



Analysis



DIAMOND VALLEY SITE - ALTERNATE 1

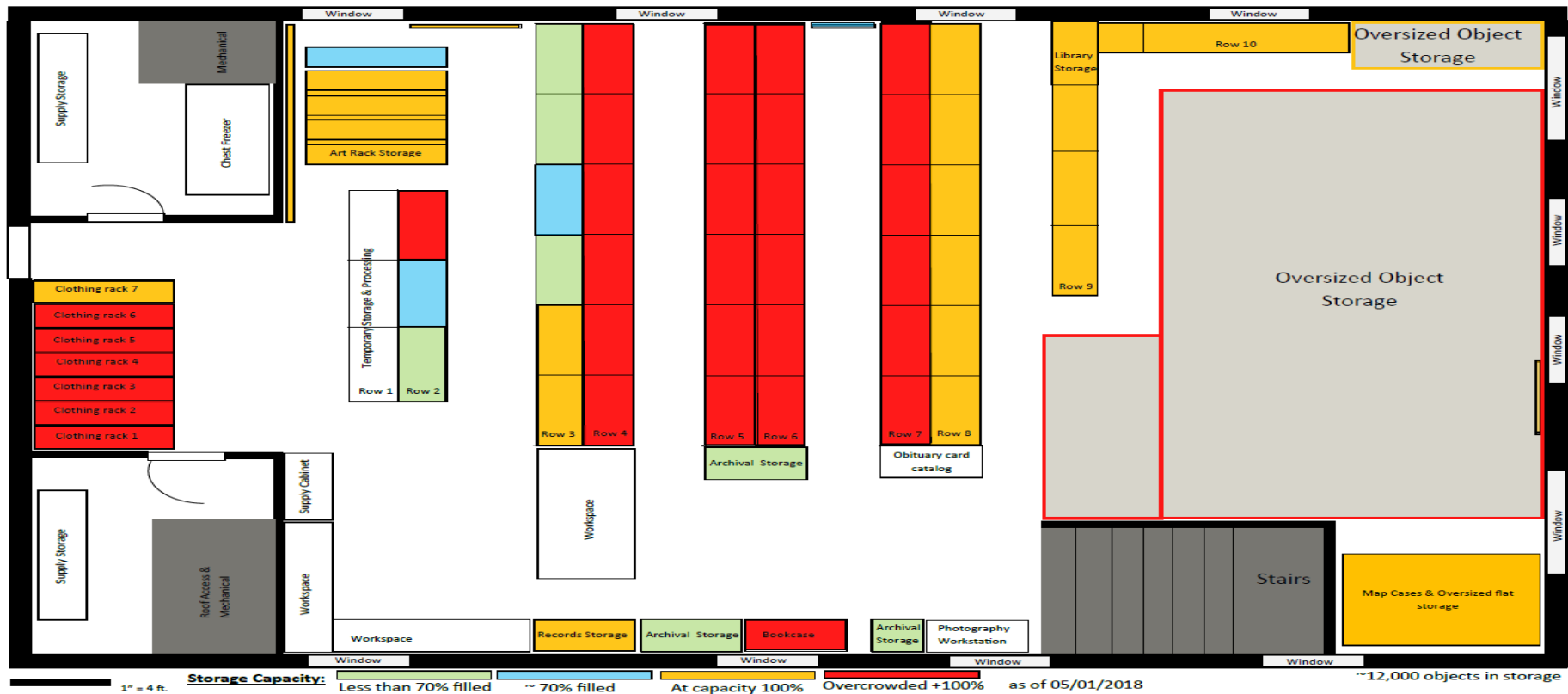
SCALE:



Example Layout



Current Museum Collections





Recommendation

- Location of facility
 - Diamond Valley
- Combine projects enabling the advantage of economy of scale
- Enable staff to seek accurate cost estimates for budgeting purposes while simultaneously proceeding with the combined project.



FUTURE TOWN BOARD MEETINGS

May 7, 2018 6:00 p.m.	Town Board Work Session Retail study overview Future Parks Maintenance Location
May 14, 2018 6:00 p.m.	Commemorating the 10 th Anniversary of the Windsor Tornado
May 14, 2018 7:00 p.m.	Town Board Meeting Kern Board Meeting
May 21, 2018 6:00 p.m.	Town Board Work Session Park Impact Fees
May 28, 2018 7:00 p.m.	Town Board Meeting - Cancelled Memorial Day – Offices Closed
June 4, 2018 6:00 p.m.	Town Board Work Session Joint Work Session with Planning Commission to discuss (1) Land Use Code Amendments and (2) Building Department Requirements
June 11, 2018 5:30 p.m.	Board/Manager/Attorney Monthly Meeting Broadband Update
June 11, 2018 7:00 p.m.	Town Board Meeting
June 18, 2018 6:00 p.m.	Town Board Work Session
June 25, 2018 5:30 p.m.	Tree Board Grove Dedication - Outgoing Board Members
June 25, 2018 6:00 p.m.	Town Board Work Session
June 25, 2018 7:00 p.m.	Town Board Meeting

Additional Events

May 22, 2018	Public Safety Fair & Awareness Day – Boardwalk Park
May 24, 2018	CML Spring Outreach Meeting – Windsor
May 24-25, 2018	Strategic Planning
June 19-22, 2018	CML Annual Conference – Vail
August 7, 2018	Dinner meeting with Weld County Commissioners

Future Work Session Topics

- Code Update meeting with Planning Commission (next code section in series) - Planning
- CDOT/Johnny Olson presentation
- Car Dealerships in CAC (Mr. Downing)