



TOWN BOARD WORK SESSION

November 26, 2018 // 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. Budget Wrap Up Discussion
2. RO Plant Update – Rick Adcock
3. Future Meetings Agenda



MEMORANDUM

Date: November 26, 2018
To: Mayor and Town Board
From: Shane Hale, Town Manager

Re: Budget Items Wrap Up
Item #: Work Session Item 1

Background / Discussion

The Board met on November 5th to discuss the draft budget and to identify any concerns and questions about the proposal. I met with Mayor Melendez following your discussion; this memo is meant to briefly address those questions. Key Staff will be in attendance during the worksession to add any additional details to questions that you may have.

SH 392 Widening (LCR 5 to 17th St)

The intent of this \$750,000 project is to design a 4 lane highway from LCR5 to 17th St. This section was identified by the Roadway Improvement Plan Prioritization team as a significant corridor to the Town. The Roadway Master Plan identified this section of roadway with the highest capacity needs. The study and design of this corridor would identify phasing possibilities and associated cost, and will give the Town the benefit of having a shovel ready project if/when funds become available. However, Staff agrees that the likelihood of monies being available for this stretch in the short term are pretty low (especially given the failure of both transportation measures on the 2018 ballot). With Board direction, this project can be removed from the 2019 capital plan.

Widen SH392 at LCR5

Staff understands that the Board would like the design of these improvements completed quickly so actual intersection improvements can be constructed in 2019. In March 2018, FHU engineers wrote a memorandum pertaining to existing traffic operations and potential improvements at this intersection. The intersection is nearing its capacity and will require improvements to adequately serve vehicles in the future. Four alternatives that included adding certain lanes were studied, along with the combination of all four lane alternatives. The combination will provide the best and longest lasting benefit to level-of-service (LOS) to the intersection and include the following new lanes:

- Westbound lane that would provide for through movement and right-turns. The lane would start east of and continue through the intersection far enough west so there would be two west bound lanes to Westgate Drive.
- Eastbound right turn pocket so the existing right turn lane could be solely for through movements.
- Southbound right turn pocket on LCR 5 so existing lane could be solely for through movements. This lane has also been included with the LCR 5 improvements associated with the proposed Ptarmigan development.

Staff has asked FHU for estimates on the construction, which they've gauged at \$1,500,000. After adding in engineering and right of way acquisition, Staff believes that \$1,750,000 is a safe number to place in the budget at this point. Staff is meeting with representatives from CDOT on November 21st and will be able to give the Board a verbal update on the substance of that conversation. This project can be added to the capital plan for 2019 with direction from the Board.

Convert WCR 19 to a State Highway north of Highway 392

Dennis asked Elliot at FHU to provide a concept scope of work to study the benefits and costs associated with trading existing SH 257 north of SH 392 with WCR 19. At the writing of this memo, we do not have a budget estimate for this scope of work. Staff intends to have a verbal update for this meeting. Elliot is putting together the details of the scope but is recommending an initial study with 3 main tasks:

- Travel Patterns: Use vehicle origin/destination (O/D) data, traffic count data, and the NFR travel model to analyze travel patterns.
- Potential Diversion: Collect general data on the WCR 17 and WCR 19 corridors north of SH 392 and identify a set of roadway changes that, coupled with the change in state highway designation, would encourage use of WCR 19, and based on that and the O/D information estimate the potential diversion and traffic reduction on SH 392.
- Process: Research the process required to make a state highway designation shift like this by looking at similar examples in Colorado and talking to CDOT representatives about the process.

Based on the above information FHU would prepare a report and the Town could weigh the benefits versus costs/requirements to determine whether to proceed with more detailed planning, including interagency coordination with Timnath, Weld Co & CDOT, and public outreach. As noted above, Staff will be meeting with CDOT on November 21st (after this memo goes out). A verbal update to the Board will be given at the meeting.

Cemetery

The cemetery project for 2018 was phase 3 of a multi-year phased construction of the cemetery master plan completed in September 2013. The Town has taken an every other year approach to buildout of this project. Significant investments were made in 2014 (Irrigation), and 2016 (Streetscape/Arch). The 2018 project, which was delayed due to high bids, included improvements to the east entry, as well as defined and overflow parking. Staff understands that the Board would like more detail about the design, and would also like to have a discussion and refresher about the 2013 master plan. At this point, Staff requests that the Board include the delayed 2018 project in the 2019 budget; Staff will present a complete overview of the project and remaining items of the master plan early in 2019, and will not expend any monies on this project prior to Board concurrence.

Museum Collections Facility:

The current collections preservation facility, located on the second floor of the Art & Heritage Center is 1,600 sq. ft. and is not adequate for the current or future needs of the collection. We are at capacity and have turned away the following items YTD in 2018:

- 1880s organ from local collection
- historic farm implements
- local historic tools and equipment

- hose cart from inside Creamery building (taken by fire museum for decoration in a fire house)
- private local history collection of Sandy Brug
- objects for education collection including books, historic clothing, etc.

Due to limited space, large artifacts are stored in the Eaton House, which like the Art & Heritage Center is not a safe, clean environment designed to prevent damage to the collections. Things such as improper lighting, poor climate control, pests and the lack of fire suppression all contribute to the need for a proper storage facility. Additionally, the lack of workspace makes the Curator's work on artifacts difficult at best. Building of the proposed storage facility will address all of these issues and provide for a storage facility within close proximity (2.2 miles), of the Art & Heritage Center as well as the Boardwalk Park Museums.

Regarding the estimated costs, Staff is very sensitive to the fact that \$1.75M is a lot of money to expend on this facility, and continues to meet with the design team in order to bring maximum value to the community with an eye to reducing the costs of the overall project and the museum storage specifically. As the Board is aware, Staff is working to enable other important priorities to occur, all within the total requested project budget of \$8.2M (Parks maintenance building: \$6.5M/ Museum: \$1.75M). These priorities include but are not limited to: Public Works unheated storage, public works office space, controlled access to the conference room after hours, relocating Parks to the administrative building, and the relocation of the IT and HR departments to the administrative building. Significant progress has already been made towards this effort, and staff anticipates being able to achieve all objectives of this major Town project within the total budgeted amount. Staff requests that the Board include the original budget requests in the 2019 budget; a project update will occur early in 2019, and the Board will be given a better understanding of all of the cost drivers of this project. Following this presentation, the Board will still have the option of directing Staff to change the plan/delete aspects of the overall project.

Eaton House Master Plan

The objective of Eaton House Master Plan is to hire a firm to do a complete structural and environmental analysis of the building and recommend what needs done to return the home to a usable space that would accommodate the Town's vision of using the space as a business incubator. The analysis would include cost estimates and concept drawings. If funding allows we will seek to begin construction documents.

The vision for the business incubator is to provide a space to support the development of start-ups by providing them a space and built in audience (Boardwalk Park), for low-cost rent for one year. If after one year the business moves into a space located in Windsor and remains viable, the Town would return the rent.

Creamery

The Creamery project cost was determined by an estimate provided by Saunders Heath, the same company doing the work on The Mill. The project and estimate (see below), is based upon the 1,050 sq ft building footprint and the proposed maker space design. This design came from extensive public feedback completed by the cultural staff in May 2018. 547 respondents to a survey provided feedback and staff also held two focus groups to learn what residents would like to see the building ultimately used as. In the end we learned that respondents would like the space to be a multi-purpose maker space for both facilitated and un-facilitated programming.

Saunders/Heath Estimate:

General Conditions:	\$45,107
Sitework:	\$55,540
Concrete:	\$9,168

Masonry:	\$13,722
Steel:	\$3,000
Wood Carpentry:	\$2,134
Thermal & Moisture:	\$25,344
Doors & Windows:	\$36,602
Framing & Drywall:	\$11,423
Ceiling Finishes:	\$5,586
Floor Finishes:	\$1,023
Wall Finishes:	\$3,089
Specialties:	\$540
HVAC:	\$18,250
Plumbing:	\$18,450
Electrical:	\$14,350
Other items:	\$44,917
Total:	\$308,245

Note: Staff rounded project to \$320,000 to include contingency. It is our goal that costs can be reduced to allow some FFE to be purchased prior to the end of 2019. Staff hopes to open the space for public use in late 2019 or early 2020.

Wibit:

Expanded programming of Windsor Lake is an effort to continue to utilize this amenity as well as Boardwalk Park as the catalyst for making a vibrant downtown. Additionally, we believe our business model will enable the aquatics operations located in the general fund to become self-sufficient. This can occur because the lake and park experience healthy user visits during the peak summer months. The Wibit represents an opportunity among others (rentals, Eaton House), to capitalize on this audience.

Security is not a major concern however, we did consult our police department and our budget includes additional security for after hours. Staff is not aware of any additionally security concerns with the programming or operations of Windsor Lake or programs and events that occur at Boardwalk Park.



FUTURE TOWN BOARD MEETINGS

December 3, 2018 6:00 p.m.	Town Board Work Session Adoption of 2018 International Fire Code and Land for Station #4 – Sandi Friedrichsen Recycling Center Discussion
December 10, 2018 6:00 p.m.	Board/Manager/Attorney Monthly Meeting Windsor Housing Authority Discussion
December 10, 2018 7:00 p.m.	Town Board Regular Meeting
December 17, 2018 6:00 p.m.	Town Board Work Session – CANCELLED
December 24, 2018	Meeting Cancelled Town Hall Closed at Noon – Christmas Eve
December 31, 2018	Meeting Cancelled Town Hall Closed at Noon – New Year's Eve
January 7, 2019 6:00 p.m.	Town Board Work Session Discuss Xcel Energy Future MOU Water Financing Plan Update
January 14, 2019 5:30 p.m.	Board/Manager/Attorney Monthly Meeting Pay Study Presentation – Candy Siderius
January 14, 2019 7:00 p.m.	Town Board Regular Meeting Kern Board Meeting
January 21, 2019 6:00 p.m.	Town Board Work Session
January 28, 2019 6:00 p.m.	Town Board Work Session
January 28, 2019 7:00 p.m.	Town Board Regular Meeting
February 4, 2019 6:00 p.m.	Town Board Work Session
February 11, 2019 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
February 11, 2019 7:00 p.m.	Town Board Regular Meeting

February 18, 2019 6:00 p.m.	Meeting Cancelled – President’s Day
February 25, 2019 6:00 p.m.	Town Board Work Session
February 25, 2019 7:00 p.m.	Town Board Regular Meeting

Additional Events

December 5, 2018	4 th Quarter Regional Elected Officials Meeting
December 7, 2018	Town of Windsor – End of Year Banquet
December 10, 2018	Julie Cozad – Farewell Event
December 14, 2018	Chili Cook off and Ugly Sweater Contest

Future Work Session Topics

- Investment Strategy Discussion
- Economic Development/business incentive review
- Sign Code Update meeting with Planning Commission (next code section in series) – Planning
- Residential buildout at 60,000 population
- Economic development/retail needs at 60,000 population
- Transportation—20 year projection
- Contractor licensing
- Advisory Boards Review
- MS4 Permit Ordinance