



**TOWN BOARD WORK SESSION**  
January 7, 2013 – 6:00 P.M.  
301 Walnut Street, Windsor, CO 80550

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.

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**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 who have a question related to an agenda item are requested to allow the Town Board to discuss the topic and then be recognized by the Mayor prior to asking their question.**

**AGENDA**

- 6:00        1. Woodward Governor Incentive Agreement – S. Johnson
- 6:30        2. Fine Arts Festival presentation – J. Rose
- 7:00        3. Community Recreation Center Expansion discussion
- 7:25        4. Future Meetings Agenda
- 5. Adjourn

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## M E M O R A N D U M

**Date:** January 7, 2012  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Stacy Johnson, Economic Development Manager  
**Re:** Woodward Infrastructure Agreement  
**Item #:** 1

### **Background / Discussion:**

In July of 2012 Rocky Scott on behalf of Woodward made an initial inquiry to request infrastructure incentives to help offset the cost of installing data (fiber) and power to 871 Champion Drive in Windsor. Woodward has currently signed a four year lease with an option to purchase the property and will relocate 100-150 employees to the site.

To operate their office and research and development (R&D) facility Woodward will need to expand the infrastructure at their Windsor site and invest approximately \$410,000 in fiber and \$130,000 in power upgrades. I have confirmed with Woodward that these upgrades in fiber and power to the area will not only benefit their site directly but will also be available for other sites in the surrounding vicinity to utilize as well.

Woodward has asked that the Town consider economic incentive reimbursements of the Town's administrative portion of the building permit fees for their internal tenant finish and reimbursement of a portion of personal property taxes paid by Woodward during a fixed period of time, not to exceed 10 years.

### **Financial Impact:**

Waiver of the administrative portion of the building permit fees, approximately \$1,484.00 as well as a 50% personal property tax rebate ranging from \$2,965.00 - \$3,488.00 annually. See attachments for details.

### **Relationship to Strategic Plan:**

Diversify, Grow & Strengthen the Local Retail and Industrial Economy

### **Recommendations:**

Approval from Town Board for Economic Development Manager to work with Town Attorney to finalize incentive agreement between Town of Windsor and Woodward, to be presented and formally requested at January 14, 2013 regular Town Board meeting.

### **Attachments:**

Revenue & Incentive estimates

Site map

**Windsor Incentive Guidelines:**

Development Fees, Sales & Use Taxes: The following fees and/or taxes may be waived, deferred or reimbursed in full or in part upon approval of the Town Board. These Include:

1. Construction materials use tax
2. Raw water charge
3. Water/sewer tap fees
4. Storm water drainage fee
5. Town administrative portion of the building permit fee

Proposed Interior Construction Project  
(information submitted by Woodward)

- Construction Valuation                    \$566,000 (revised & submitted by Heath Const. 12.17.12)
- Electrical Valuation                        \$296,000 (revised & submitted by Heath Const. 12.17.12)

**Development Fees, Sales & Use Taxes:**

– Construction materials use tax	\$0 charge
– Raw water charge	\$0 charge
– Water/sewer tap fees	\$0
– Storm water drainage fee	\$ ?
– Town administrative portion of the building permit fee	\$1,484.04
<b>TOTAL</b>	<b>\$1,484.04</b>

**Personal Property Tax Rebate (Town of Windsor Mill rate - 50% up to 10 years)**

**\$1,700,000 - \$2,000,000 (Provided by Woodward)**

The Assessor multiplies the actual value of the personal property by the assessment rate of 29% to arrive at an assessed value. The assessed value is then multiplied by a tax rate (mill levy) to calculate the taxes for the property.

**\$1,700,000** (Actual Value) x 29% (Assessment Rate) = \$493,000 (Assessed Value)

\$493,000 (Assessed Value) x .01203 (Town of Windsor Mill Rate 12.030) = \$5,930.79 Estimated Taxes Due

- **Year 1: 50% of \$5930.79 = \$2,965.40 (1.7 million)**

\* years 2-10 would depend on depreciation schedule

**\$2,000,000** (Actual Value) x 29% (Assessment Rate) = \$580,000 (Assessed Value)

\$580,000 (Assessed Value) x .01203 (Town of Windsor Mill Rate 12.030) = \$6,977.40 Estimated Taxes Due

- **Year 1: 50% of \$6977.40 = \$3,488.70 (2.0 million)**

\* years 2-10 would depend on depreciation schedule

# Town of Windsor

GIS MAP



Woodward Facility  
871 Champion Drive





## MEMORANDUM

**Date:** January 7, 2013  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture  
**Re:** Community Recreation Center expansion discussion  
**Item #:** 3

### **Background / Discussion:**

Last fall, an Ad Hoc Committee recommended to Town Board that \$30,000 be allocated in 2013 to finding some educational materials related to the CRC expansion, specifically for models and conceptual designs. Town Manager Kelly Arnold has indicated that you do have some time to continue to discuss this. Below is a summary of actions to date, and answers to some questions posed during the Ad Hoc presentation.

- March 2011 – Survey in partnership with YMCA
- April 2012 – Feasibility Study completed
- June 2012 – Ad Hoc Committee appointed by Town Board (“The mission of the ad hoc CRC *Expansion Financial Feasibility Committee is to recommend a sound financial package for the construction and subsequent operation of recreational amenities that will build community, provide affordable aquatics and wellness opportunities for families and transform the center to become an intergenerational destination for Windsor residents.*”)
- October 2012 – Ad Hoc Committee presentation to Town Board

Ad Hoc Committee recommendations:

- Funding should be a collaboration of efforts and sources
- Raise funds through alternate sources
- Grants (DOLA, CDBG, Health Initiatives)
- Sponsorships (Corporate or Private, possible naming or themeing)
- Partnerships (per Guidelines, LOI in 2013)
- Balance up to \$14 million in bonds via tax
- Sales Tax question on April 2014 ballot
- Include funding for capital replacement program
- Allocate \$30,000 in 2013 Budget for conceptual plans / models for use in public education

Town Board asked for a comparison of the existing Chimney Park Pool and the proposed CRC Natatorium. We don't know fine details of the depths of each pool, etc. in order to be able to determine gallons of the proposed CRC natatorium. But below is some basic information.

Chimney Park Pool details:

- Main Pool – 5100 square feet
- Kiddie Pool – 800 square feet

- Slide Pool – 300 square feet
- All three pools are on one system and it takes 220,000 gallons of water to fill the pool.

According to the Feasibility Study here are the numbers for the proposed aquatics features:

- Leisure Pool – 3475 square feet
- Spa Area – 245 square feet
- Lap Pool – 1625 square feet
- Natatorium – (includes all pools, deck space, water slide, pool storage, office space, wet classroom, etc.) 15,219 square footage (net area)

Additionally, in December CRC front desk staff kept a simple tally of people asking questions about amenities at the CRC. These individuals may or may not have been aware of recent discussion prior their inquiry, but since December 11<sup>th</sup>, 62 individuals have made inquiries.

Lastly, I inquired from our two local Community Foundations about assistance with projects:

Greeley and Weld County Community Foundation is primarily a pass-through whereby someone sets up an account with either grant or donor funds. They do not have non-designated funds to request for assistance. However, they will meet with individuals to discuss how they operate and to offer assistance in setting up funds. They are not a fund raising foundation themselves.

The Community Foundation of Northern Colorado does sometimes have non-designated funds that assistance can be requested from – but these funds are municipality specific, and there is not a Windsor fund. They also act as a pass-through whereby someone sets up an account with either grant or donor funds.

Both of these foundations provided funds during the Re-Create campaign that were pass-through or grant/donor accounts. They did not add any of their own dollars to the funds.

**Financial Impact:**

At this time \$30,000 would create educational materials such as models and conceptual drawings for public information.

**Relationship to Strategic Plan:**

Goal 1F

**Recommendation:**

**For discussion and provide direction to staff.**

**Attachments:**

N/A



## FUTURE TOWN BOARD MEETINGS

Work Sessions & Regular Meetings will be held in the Board Chambers unless otherwise noted.

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January 14, 2013 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
January 14, 2013 7:00 p.m.	Town Board Meeting Kern Board Meeting
January 21, 2013 6:00 p.m.	Town Board Work Session NFRMPO regional bike plan – Aaron Fodge, NFRMPO Amendment 64 discussion
January 28, 2013 5:30 p.m.	Town Board Work Session Dinner with SALT and INTERACT
January 28, 2013 7:00 p.m.	Town Board Meeting
February 4, 2013 6:00 p.m.	Town Board Work Session Town of Severance Joint Work Session I-25 study update – Myron Hora, CDOT
February 11, 2013 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
February 11, 2013 7:00 p.m.	Town Board Meeting
February 18, 2013 6:00 p.m.	Town Board Work Session CIP unfunded project discussion Future park development policy discussion
February 25, 2013 6:00 p.m.	Town Board Work Session
February 25, 2013 7:00 p.m.	Town Board Meeting
March 4, 2013 6:00 p.m.	Town Board Work Session
March 11, 2013 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
March 11, 2013 7:00 p.m.	Town Board Meeting Kern Board Meeting
March 18, 2013 6:00 p.m.	Town Board Work Session
March 25, 2013 6:00 p.m.	Town Board Work Session
March 25, 2013 7:00 p.m.	Town Board Meeting

### **Additional Events**

March 9-13, 2013 National League of Cities Congressional City Conference

**Future Work Session Topics**

Golf carts follow up  
Davis Seepage Pipe Drain and Law Basin West Tributary Channel follow up  
Liquor licensing authority discussion  
Special event liquor licensing follow up  
Park regulations follow up  
Speed limit discussion follow up