



**TOWN BOARD WORK SESSION**  
April 22, 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.

---

**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**

1. Teresa Ablao, Liquor licensing authority discussion  
*No packet materials included*
2. CRC Expansion Public Outreach – M. Chew
3. Future Meetings Agenda



## MEMORANDUM

**Date:** April 22, 2013  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture  
**Re:** CRC Expansion Public Outreach  
**Item #:**

### Background / Discussion:

At the April 1<sup>st</sup> work session, Town Board determined that it could be beneficial to gain community input on the feasibility of expanding the Community Recreation Center (CRC). Also the Town Board expressed an interest in starting their District meetings with this issue as the focal point. Staff consulted with Barker, Rinker, Seacat representatives on the best method and materials needed at community meetings. The following is the proposal for the community meetings.

### Proposed Meeting Schedule

Below is a proposed meeting schedule. All sites and dates have been confirmed for availability. There may be a \$50 fee at Grandview for staff to unlock the facility (this is after the end of school year). If these dates work, then they will be finalized.

Date	District	Board Member	Location
May 9, 6-7:30	District 4	Kristie Melendez	Mountain View cafeteria
May 16, 6-7:30	District 5	Robert Bishop-Cotner	Town Hall
May 23, 6-7:30	District 1	Myles Baker	Highland Meadows clubhouse
May 30, 6-7:30	District 3	Jeremy Rose	Grandview cafeteria
June 6, 6-7:30	District 6	Ivan Adams	Good Samaritan
June 13, 6-7:30	District 2	Don Thompson	CRC
May 16, 4-5:30	CRC	General	CRC
May 23, 4-5:30	CRC	General	CRC

### Format of Meetings

Staff believes it will be beneficial to have each Town Board member lead the meeting. There would be four primary resources available during each meeting. They are:

- Representative of Barker, Rinker, Seacat (BRS) to present the expanded options and answer technical questions.
- Recreation staff member (Chew or Fotch)
- Financial staff member (Moyer or Arnold)

- Parks, Recreation, and Culture Board member

Agenda for each hour and a half meeting would be:

Welcome	Town Board Member/PReCAB host
Background./Actions to date	Recreation staff
Amenities/Options	BRS staff
Financial implications	Financial staff
Questions and Weighing options	Public
District Items/Issues	Town Board Member

At each meeting would be visual “boards”, approximately 24x36 with a schematic of the conceptual design for four (4) scenarios, and sample photographs of that type of amenity. Scenario 1 is aquatics and fitness, scenario 2 is aquatics and scenario 3 is fitness. A fourth scenario is to do nothing. Each scenario would have updated construction costs, operational (cost recovery) estimates and tax implications for bonding based on the construction cost.

After each scenario is reviewed and the public has asked questions, they may peruse each scenario. Then each participant gets to have one vote on their preferred option. Attendance will be monitored at each session so we gain a sense of how many repeat public participants attend.

**Financial Impact:**

The total estimate for assisting in public outreach is \$13,950. The attached sheet breaks it down by task. Although the public meetings are the highest priced item on the proposal, they are perhaps the most important, lending a neutral air to the presentation rather than have staff present the concepts. Also, it is certainly their work that produced the conceptual design, construction estimates and operational numbers. The tax implication numbers will be produced by our Finance Department with assistance from a bonding company.

**Relationship to Strategic Plan:**

Goal 1.F.

**Recommendation:**

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

**Attachments:**

- b. BRS Additional Services Proposal

## Additional Services Proposal #2



**To:** Melissa Chew  
Director of Parks and Recreation  
Town of Windsor, CO

**From:** Dave Hammel, Principal

**Project Name:** Windsor Community Recreation Center - Public Meetings Assistance

**Date:** April 17, 2013

**Copy to:** Steve Blackburn  
Carol Snyder

**Project Number:** 2012.008.01

### Professional Services Requested:

This additional service proposal is submitted by BRS to document services and additional costs to be incurred by

BRS for updating the capital cost estimates, creating a new option for Fitness only, updating the Operations estimate for Fitness only, creating display boards for public meetings and attending 6-8 public meetings.

### Professional Fees:

The following identifies Additional Services of the BRS design team:

No.	Item	Total
1.0	Update capital cost estimates (4 hours x \$205)	\$ 820.00
2.0	Create new graphic for Fitness only Option (4 hours x \$180)	\$ 720.00
3.0	Create new graphic for "Do Nothing" Option (4 hours x \$180)	\$ 720.00
4.0	Greenplay to update O&M est. for Fitness only Option (w/markup)	\$ 770.00
5.0	Create graphic display boards for each option (3x3 hours x \$180)	\$ 1,620.00
6.0	6-8 Public Meetings in Windsor (8 x 5 hours x \$205)	\$ 8,200.00
Total Additional Services Fee		\$ 12,850.00

### Expenses anticipated for this ASP:

Expenses are shown below and shall be invoiced at actual expense plus 10% based on the following estimate:

No.	Item	Total
1.0	Mileage to Windsor	8 Trips \$ 75.00 \$ 600.00
2.0	Misc. (Electronic comm, printing, meals, etc.)	1 Lump sum \$ 400.00 \$ 400.00
3.0	Expenses x 10%	\$ 100.00
Total Additional Expenses		\$ 1,100.00

### Total Work Authorization

**\$ 13,950.00**

### Schedule:

This ASP authorizes services for the period of April 10 - June 30, 2013.

### Submitted by:

Signature  
Dave Hammel, AIA, Principal, Barker Rinker Seacat

4/10/2013

### Agreed:

Signature  
Town of Windsor

Date

Please sign, scan and email to Dave Hammel's attention at: davehammel@brsarch.com . Thank you.