



**TOWN BOARD / PARKS, RECREATION & CULTURE ADVISORY BOARD  
JOINT WORK SESSION**

February 2, 2015 – 6:00 p.m.

Windsor Community Recreation Center  
250 North 11st 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 are asked to be recognized by the Mayor before participating in any discussions of the Town Board.***

**THIS MEETING WILL NOT BE TELEVISED OR RECORDED**

**AGENDA**

Joint meeting with Town Board and Parks, Recreation & Culture Advisory Board

1. Community Recreation Center Expansion Update – Melissa Chew, Tara Fotsch and Dave Hammel, Barker Rinker Seacat Architecture
2. Show Stage Replacement/Boardwalk Park Shelter – Andrew Dunehoo, Wade Willis
3. Parks, Recreation & Culture Master Plan – Wade Willis, Tara Fotsch
4. Trails Update – Wade Willis, Melissa Chew
5. Conservation Easements – Wade Willis
6. Coyote Gulch Park – Wade Willis
7. Poudre River : Ditch Diversion Improvements – Wade Willis (*no packet materials*)

Town Board Work Session

8. Enclave discussion – Joe Plummer, Scott Ballstadt, Kelly Arnold  
*No packet materials*
9. Future Meetings Agenda





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## MEMORANDUM

**Date:** February 2, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture  
Tara Fotsch, Manager of Recreation  
**Re:** Community Recreation Center Expansion Update  
**Item #:** 1.a.

### **Background / Discussion:**

The CRC Core Team is about half way through the schematic design process. The amenities planned for the expansion have remained true to the conceptual proposal, and the team has started to delve into details in a few areas. Background work has been completed including soil sampling, utility locates, well easement investigation, and requests for waiver of administrative fees by SafeBuilt and Windsor Severance Fire Rescue.

Dave Hammel with Barker Rinker Seacat will be present to walk you through the floor plans and share a special video that gives you a dimensional view of this project.

RFQ's for the CM/GC were submitted on January 21<sup>st</sup>. Initially 12 firms submitted statements; one has withdrawn due to another award. We will update you with the 3-5 finalists on Monday evening; these firms will be asked to complete an RFP and all or some may be invited for an interview. The selection will be finalized on February 27<sup>th</sup> with the CM/GC joining the team in March as we enter the Design Development phase.

Staff has developed a draft RFQ for Fitness/Wellness operations that will likely be posted in mid-March. Based on qualifications, firms may be invited to submit a proposal for partnered operations of the Fitness/Wellness component in compliance with our adopted Partnership Guidelines, in an attempt to find the best fit for our community in providing this service. However, we have continued to consider the "tenant finish" of this area in the event that it is operated by the Town. As such, we have a Fitness Consultant who typically would be a subcontractor to Barker Rinker Seacat, but is providing design services pro bono at this time.  
**\*note that income from any partnership/sponsorship is limited by IRS rule to no more than 10% of the value of the bond over the life of the bond.**

*Sponsorships/Grants* : Staff has developed some concepts for recognition of sponsors, primarily at the corporate level. This includes potential "naming rights" form some particular rooms or areas. Once we have determined if we have a Fitness/Wellness Partnership, we can move forward with sponsors.

**\*note that income from any partnership/sponsorship is limited by IRS rule to no more than 10% of the value of the bond over the life of the bond.**

Foundations that offer potential grant funding have been identified and will be submitted this spring. Those that offer significant capital awards will be the focus, and should be submitted prior to issuing bonds. Once bonds are issued, the funding is secure and a grant award is less likely to be successful. Some foundations may already interpret the funding as secure with the election outcome.

With the CM/GC in place we anticipate the ability to refine numbers as we go and as the design is finished. It is anticipated that bonds will be issued in June.

**Financial Impact:**

N/A for this discussion

**Relationship to Strategic Plan:**

Goal 2.A.

**Recommendation:**

For discussion only.

**Attachments:**

- b. CRC Expansion Master Schedule





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## MEMORANDUM

**Date:** Feb. 2nd, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Wade Willis, CPRP, Manager of Parks and Open Space  
Andrew Dunehoo, Art & Heritage Manager  
**Re:** Show Stage Replacement/Boardwalk Park Shelter  
**Item #:** 2.a

**Background / Discussion:**

The Town of Windsor mobile show stage was scheduled and budgeted for replacement in 2015. The process of researching a suitable replacement began in 2014, however early conversations in this process suggested the creation of a new more permanent performance stage to be located at Boardwalk Park and placed on the south edge of Lake Windsor, which is equipped to accommodate and power the current mobile stage. Town Board supported this concept and research has been done on a more permanent structure as well as amending agreements with partnered events reflecting that the old stage would be available this year, but not necessarily in future years.

During this process, another location within Boardwalk Park was suggested as an alternative location for the new structure. Upon researching the new location, staff discovered several factors which might inhibit the potential change including but not limited to:

- The current orientation was completed by a landscape architect, creates an outdoor amphitheater "bowl" shape facing northeast, and there are likely considerable costs associated with earth work and shifting the entire audience space for comfort and visibility.
- There would be costs associated with rehiring landscape architectural firms to create a new master plan for the park.
- There are potential costs associated with conducting acoustic studies of the land for proper sound. The orientation of the landscaping, which currently creates an outdoor amphitheater "bowl" shape facing northeast, and the considerable costs associated with earth work and shifting the entire audience space for comfort and visibility.
- There would be relocation or construction of irrigation, electrical and possibly a retaining wall relative to a new "amphitheater" site.

Preliminarily, a landscape architect firm provided estimates of minimally \$4,000 to \$6,000 to run decibel level tests at 2-3 sites relative to relocating the permanent stage. If we simply ran decibel levels on the proposed site (site of the mobile stage) it certainly would cost less.

**Financial Impact:**

2015 Budget allocation **\$105,000**

Permanent replacement at mobile site:

\$69,493 Shelter  
\$34,740 Concrete  
\$ 3,000 Electricity  
**\$107,233 Total**

**Recommendation:**

For discussion and direction on pursuing a more permanent stage in Boardwalk Park.

**Attachments:**

- b. Sample permanent stage option



Poligon's Kokomo Amphitheaters (KMO) are four sided, amphitheater style shelters with a structural insulated panel (primary) roof for improved acoustics and a 4:12 pitch.

\*Shown with optional ornamentation

#### Primary Roof Options:

- Structural Insulated Panels

#### Secondary Roofing Options:

- Multi-Rib
- Standing Seam
- Asphalt Shingles
- Cedar Shingles (Hand Split or Milled)

#### Shelter Modifications:

Shelter can be modified by adding handrails, custom ornamentation, integrated benches, lightning protection, electrical cut-outs, or by an increase in UPB (Under Perimeter Beam) up to 14'.

#### Shelter Customizations:

Shelter can be customized by adding windscreens, walls, tile roof, special columns, or by an increase in UPB over 14'.

Size	30 x 25	40 x 25	50 x 25
UPB (Under Perimeter Beam)	12'	12'	12'
# of Columns	4	4	4
Shaded Area (sq. ft.)	581	818	1032
Center of Columns Front to Back	16	16	16
Center of Columns Back Side-to-Side	15'-6"	27'	35'-6"
Center of Columns Front Side-to-Side	25'-9"	36'	45'-9"
# Picnic Tables	10	14	18

\*See back side for line drawings and color information



Wall | Backdrop



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## MEMORANDUM

**Date:** February 2, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Wade Willis, CPRP, Manager of Parks and Open Space  
Tara Fotsch, CPRP, Manager of Recreation  
**Re:** Parks, Recreation & Culture Master Plan  
**Item #:** 3.a.

### **Background / Discussion:**

The Town adopted the last Parks, Recreation, Trails and Open Lands Master Plan in 2007. All of the goals and objectives identified in that plan are now complete or are underway. The overall scope for the 2015 plan is to provide a plan that provides a direction for future decisions regarding development, programming and services of the Parks, Recreation & Culture Department into the next 15-20 years. This is meant to be a broad based visioning document to guide operations and potential expansion of services as the Town of Windsor continues to build out... a document that is responsive to the changing pulses of the community and sets forth a "legacy". Scope includes assistance in developing guiding principles / core values, utilizing Town Board adopted vision components and detailing how Parks, Recreation and Culture dovetails into implementation of same.

The scope will include such items as evaluation of level of service standards, analysis of park land development fees, cost of maintenance and funding alternatives, an inventory of related services provided in the region including Windsor's, recommendations for natural area program development (see attached Project Scope).

Staff anticipates the RFP will be published in May to ensure scope of work can be performed utilizing data from the Town's Comprehensive Plan process. Work is anticipated to take approximately 4 months.

### **Financial Impact:**

N/A for this discussion

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

Goal 1.B.C.EG.H, 2.A., 4.B.

### **Recommendation:**

For discussion only.

**Attachments:**

- b. 2007 Goals report
- c. 2015 Project Scope

Goal		Outcome / Notes
<b>A. PARKS</b>	<b>Goal 1. Neighborhood parks</b>	
1.1.1.	Guidelines for park location	<b>DONE</b> - LOS articulated and utilizing recommendations in MP goals; develop communication tool
1.2.1.	Location of neighborhood parks	<b>DONE</b> - GRASP analysis mapping; land dedication requirements
1.2.2.	Neighborhood amenities in community parks	<b>DONE</b> - GRASP analysis applied as needed
1.2.3.	Neighborhood parks for existing subdivisions	<b>DONE</b> - ADA, upgrades and location to newer areas with parks considered
1.2.4.	Neighborhood park size	<b>DONE</b> - LOS articulated and utilizing recommendations in MP goals; develop communication tool
1.3.1.	Greenways in neighborhood parks	<b>DONE</b> - open space allowed substitute; incorporating greenways in park design when appropriate
	<b>Goal 2. Community parks</b>	
2.1.1.	Develop new facilities	<b>DONE</b> - LOS articulated; Boardwalk, Chimney, Diamond Valley (ballfields/concessions) complete
2.1.2.	Community parks in growth areas	<b>DONE</b> - Windshire and Water Valley West areas are considered for community parks
2.2.	Park impact fees reviewed and updated	<b>DONE</b> - annual CPI increase; review with next MP update
2.3.	CP impact fee - commercial (consider)	<b>DONE</b> - not supported; review with next MP update
	<b>Goal 3. Delivery of park services</b>	
3.1.	Park sign standards	<b>DONE</b> - standards being applied in all signs
3.2.	Irrigation flexibility	<b>DONE</b> - primary irrigation is non-potable; Boardwalk well pumped to lake; Covenant potable; Bison Ridge outside provider; water service agreements completed
3.3.	Natural areas land dedication	<b>DONE</b> - future require environmental assessment on natural area sites
3.4.	Funding for 10-15 acres/employee ratio	<b>DONE</b> - added position in 2013; 2014 ratio is 13.9 acres/employee
3.5.	Universal Access	<b>DONE</b> - ADA updates finished in 2014
<b>B. TRAILS</b>	<b>Goal 4. Trail development fee</b>	
4.1.1.	Trail impact fee - residential	<b>DONE</b> - not supported but development may require trail construction; review with next MP update
4.1.2.	Trail impact fee - commercial (consider)	<b>DONE</b> - not supported; review with next MP update
4.2.1.	Trail standards - paved primary	<b>DONE</b> - 10' wide standard; combination surfaces in some areas
4.3.1.	Right of way or easement width	<b>DONE</b> - easements allow for construction, shoulder and vegetation
4.3.2.	Street right of way	<b>DONE</b> - per Development Agreements
4.4.1.	Trail dedication, construction standards	<b>DONE</b> - per Development Agreements and Trails Master Plan
4.5.	Trail priority list	<b>DONE</b> - updated 2014
4.6.1.	Trail sign standards	<b>DONE</b> - utilizing park sign standards; still need to coordinate with PRTCB and PHA
4.6.2.	Trail map and website	<b>DONE</b> - map published and available on website
4.7.	Safe crossings	<b>DONE</b> - CR13 crossing to be upgraded; RR on #2; others per TMP
<b>C. OPEN LANDS</b>	<b>Goal 5. Definition</b>	
5.1.1.	Open land definition	<b>DONE</b> - per MP definition

Parks, Recreation Trails and Open Lands Master Plan Update 2007...Goal Tracking

1/15/15

5.1.2	Open lands LOS	<b>DONE</b> - per MP statement
5.2.1	Acquisitions based on values – tiered approach	<b>DONE</b> - same process as per Conservation Easement LOS Standards
5.3.1	Identify open space possible acquisition	<b>DONE</b> – using Comp Plan, DA’s, CE’s, MP - Our Lands Our Future tool; CE discussions and acquisitions
5.4	Open space dedication requirement	<b>DONE</b> – per development process
5.5.1	Funding	<b>DONE</b> – general fund and capital are sources for acquisition, maintenance and CTF, LCOS as well
5.5.2.	Regulatory techniques and incentives	<b>DONE</b> – Muni code refers to variety of developer rights, clustering, floodplain, floodways and set-backs
5.5.3.	Land dedication requirements	<b>DONE</b> – continuing same as per MP
5.5.4.	OS impact fee – commercial (consider)	<b>DONE</b> – not supported; review with next MP update
5.5.5.	Grants	<b>DONE</b> – ongoing process, participated in successful GOCO \$5M Poudre Initiative
5.6.1.	Staff for OS land maintenance	<b>DONE</b> – job descriptions re-visited and equipment obtained; future needs may require further adjustments
5.6.2.	Staff training	<b>ONGOING</b> – staff turnover requires new training of additional staff (2014 budget)
5.6.3.	OS staff leadership	<b>DONE</b> – supervisor re-instated; OS training emphasis to be pursued
5.6.4.	Parcel specific maint. / mgmt. plans	<b>ONGOING</b> – CE’s only for now; OS mgmt plan in (in-house) 2015
5.6.5.	Dog access	<b>DONE</b> – specific dog parks established, leashes required otherwise; CE’s may prohibit dogs
5.7.1.	Inventory	<b>ON GOING</b> – per WING map recreation sites of significant acreage identified
5.7.2.	Track dedicated open lands	<b>DONE</b> – would be part of overall land dedication and development agreements
5.7.3.	Collaborative planning efforts	<b>DONE</b> – good relationships with LCOS, Greeley; working with CPAW
<b>D. RECREATION</b>	<b>Goal 6. Registration</b>	
6.1.1.	Resident priority registration evaluation	<b>FUTURE CONSIDERATION WITH PROPOSED EXPANSION</b>
6.1.2.	Priority – first come first served	<b>DONE</b> – most programs operate on this registration process
6.2.1.	Staff needs based on program growth and re-org	<b>DONE</b> – re-organization and addition of RPT and PT positions
6.2.2.	Evaluate fee programs	<b>DONE</b> – though ongoing, the cost recovery model is the key to this process
6.2.3.	Facility supervisor (day to day CRC)	<b>DONE</b> - other organizational structure changes – facility division, customer service attendants
6.3.1.	Pricing philosophy	<b>DONE</b> –cost recovery model is the key to this process along with market review
6.3.2.	Scholarship program	<b>DONE</b> – annual budget process and United Way grant
	<b>Goal 7. LOS for Recreation</b>	
7.1.1	Communicate core services	<b>DONE</b> – Cost recovery started process; discussion of “social services” re: Senior Ride Program
7.1.2.	Ad Hoc committees	<b>ON GOING</b> – utilized in CRC expansion process; used as needed
7.2.1.	Preferences for CRC expansion	<b>DONE</b> – processing with TB fall 2013
7.2.2.	Consider national standards; alternative funding	<b>DONE</b> – processing with TB fall 2013
7.2.3.	Lighting HS tennis courts	<b>DONE</b> – joint project with Weld Re-4
7.2.4.	LOS for facilities; funding sources	<b>DONE</b> – funding sources for future processing with TB fall 2013 (LOS per Facilities Div.)
7.3.1.	Program life cycles	<b>ON GOING</b> – annual review and redesign as needed

Parks, Recreation Trails and Open Lands Master Plan Update 2007...Goal Tracking

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7.3.2.	Active Older Adult programs	<b>DONE</b> – opportunities and integration; special events
7.3.3.	Ad Hoc committees (see 7.1.2.)	<b>ON GOING</b> – utilized in CRC expansion process; used as needed
7.4.1.	Operational and Capital funding needs	<b>DONE</b> – re-fi on bonds; operational transfer from general fund – Expansion addressed in possible tax
7.4.2.	Cost recovery pyramid	<b>DONE</b> – cost recovery model adopted 2012
7.5	Sponsorships	<b>DONE</b> – sponsorship program adopted and developed...on line
<b>E. Culture</b>	<b>Goal 8. Division Direction</b>	
8.1.1.	Stakeholders for strategic plan process	<b>DONE</b> – strategic plan for museum draft completed 2013; process for approval fall / winter 2013
8.1.2.	Facilitate strategic plan process by whom	<b>DONE</b> – staff effort
8.1.3.	Strategic plan process and schedule	<b>DONE</b> – strategic plan draft for museum completed 2013; process for approval fall / winter 2013
8.1.4.	Complete strategic plan; implement	<b>DONE</b> – Strategic Plan adopted and being implemented; community events defined
	<b>Goal 9. Operational Plan</b>	
9.1	Operational plan with hours	<b>DONE</b> – utilizing info from strategic plan and community needs; subject to revisions
9.2	Museum maintenance needs	<b>DONE</b> – reflected in budget allocations
	<b>Goal 10. Sustainable funding</b>	
10.1	Designated tax	<b>DONE</b> – not supported at this time, but general fund financing secure
10.2	Increase cost recovery	<b>ON GOING</b> – school group charge implemented; sponsorships
10.3	Mixture of funding	<b>ON GOING</b> – staff pursues grants for projects and programs, donations and partnerships
	<b>Goal 11. Capital funding</b>	
11.1.	Grant opportunities	<b>ON GOING</b> – staff researches and pursues grants regularly
11.2.	Sponsorships	<b>ON GOING</b> – sponsorship opportunities created, continue to cultivate
11.3.	Museum improvements	<b>DONE</b> – capital funding has been allocated as needed
	<b>Goal 12. Community involvement</b>	
12.1.1.	Volunteer program	<b>DONE</b> – job descriptions developed; overall admin resides in HR
12.1.2.	Recruit and train	<b>DONE</b> – small # volunteers recruited in 2013 and utilized
12.1.3.	Volunteer supervision	<b>DONE</b> – works for small numbers; larger program would require more staff to administer
12.1.4.	Ongoing training and recognition	<b>DONE</b> – staff cultivates and recognizes efforts
12.2.1.	“Friends” group	<b>FUTURE CONSIDERATION</b>
12.2.2.	“Friends” fundraising	<b>FUTURE CONSIDERATION</b>
12.2.3	“Friends” liaison to PReCAB	<b>FUTURE CONSIDERATION</b>
	<b>Goal 13. Priority programs</b>	
13.1.1	Contractual programs	<b>DONE</b> – subject to evaluation; programs may grow in future
13.1.2.	Partnerships	<b>ON GOING</b> – partnership formed with Library district, GFR; not playhouse at this point
	<b>Goal 14. Creative marketing / communication</b>	

Parks, Recreation Trails and Open Lands Master Plan Update 2007...Goal Tracking

1/15/15

14.1.1	Consistent naming	<b>DONE</b> – Art & Heritage Division
14.1.2.	Signage plan	<b>DONE</b> – combined with landscape plan
14.2.1.	Strengthen website	<b>DONE</b> – new format late 2012
14.2.2.	Strengthen Link pages	<b>DONE</b> - updated
14.2.3.	Signage and banners	<b>DONE</b> – banners on facilities and poles
14.3	Economic benefits	<b>ON GOING</b> – TOWNetwork articles, Department Share, feature stories
	<b>Goal 15. Historic Preservation</b>	
15.1.1.	Research HPC	<b>DONE</b> – completed and moved to Planning
15.1.2.	Staff analysis HPC	<b>DONE</b> - completed and moved to Planning
15.1.3.	Re-organize if necessary	<b>DONE</b> - completed and moved to Planning; dedicated staff and support as needed from A&H staff
	<b>Goal 16. Update plan 2012</b>	
16.1.	Benchmark comparisons	<b>ON GOING</b> – utilizing NCS info, pursuing PRORAGIS, and when MP next update occurs
16.2.	Citizen survey	<b>DONE</b> – NCS in 2011 and 2013 shows improvement and public support

# ***2015 Parks, Recreation & Culture Departmental Legacy Plan...***

## ***Honoring Our Past; Celebrating Our Future***

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### ***Scope of Services***

**Any comparative data collected should be from comparable size communities along the front range as well as from nearby communities.**

**Overall scope** - provide a plan that provides a direction for future decisions regarding development, programming and services of the Parks, Recreation & Culture Department into the next 15-20 years. This is meant to be a broad based visioning document to guide operations and potential expansion of services as the Town of Windsor continues to build out... a document that is responsive to the changing pulses of the community and sets forth a "legacy". Scope includes assistance in developing guiding principles / core values. Scope of the document to also include utilizing Town Board adopted vision components and detailing how Parks, Recreation and Culture dovetails into implementation of same.

**Compatibility** - Correlation and relationship to existing plans, including drafts of such, including the Town Comprehensive Plan, Land Use Maps, Drainage Master Plan, Non-Potable Water Master Plan, Town of Windsor Museum Strategic Plan, Town of Windsor Strategic Plan, Downtown Development Authority Strategic Plan, Northern Colorado Regional Planning Study, Northern Colorado Community Separators Study, Colorado State Recreational Trails Master Plan, Poudre Heritage Alliance Management Plan, Larimer County Open Lands, Great Western Trail Authority, Poudre River Trail Corridor, Home Owner's Associations (HOAs), Metro districts, and other applicable documents. This is not an all inclusive list.

**Inventory** - all public services and facilities including our own; where is there duplication and overlap; assist with answering the question, "is there a need for both?"

**Level of Service Standards** - provide review of existing standards and provide comparative data to aid in development of standards for recreational programs, recreation center, special events programming and art & heritage programming. Summarize the comparison with further analysis of target changes including pros and cons. Standards should be consistent with PRORAGIS.

**Operational Plans** - provide comparisons and outline for development of operational plans relative to recreation center, recreation programs, museum and art & heritage center. This may include historic property designation within the ability of the art & heritage staff to assist the HPC. Methodologies should be consistent with PRORAGIS.

**Fee Analysis** - provide comparisons and use of impact fees relative to development of both neighborhood and community parks. Provide comparisons of other fees related to trails, recreation programs and facilities. Recommend fees and funding for sustainable maintenance and level of service standards. Prioritize funding efforts.

**Natural Areas Program Development** - provide comparisons of natural areas/open space level of service standards or management plans; recommendations for funding. Utilize Our Lands Our Future (Larimer County) for program development, including types of land acquisition and Poudre River Heritage Alliance information for development of the Poudre River as “open space spine” in community... including active, passive and natural components along the river.

**Trails** - provide comparatives of trail standards and connections, include on street, off street and separated. Evaluate updated master plan of trail system and generate recommendations for funding development and maintenance. Provide direction for integration into Transportation Plan.

**Public Involvement** – Provide opportunity for Town Board and Parks, Recreation & Culture Advisory Board to discuss and evaluate current policies and procedures (Level of Service Standards) via early joint work session. It is not anticipated that a public survey will be required, however it is expected that recent public involvement documents will be utilized such as the 2011 and 2013 National Citizen’s Survey, 2011 Recreational Needs Assessment, 2014 Active Voter Survey, etc. This is not an all inclusive list.

Provide opportunity for public review of findings via transparency, public hearing presentation at Parks, Recreation & Culture Advisory Board and presentation at Town Board for adoption.



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## MEMORANDUM

**Date:** February 2, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Melissa Chew, CPRP, Director of Parks, Recreation & Culture  
Wade Willis, CPRP, Manager of Parks & Open Space  
**Re:** Trails Update  
**Item #:** 4.a.

### **Background / Discussion:**

The Trails Master Plan was presented last year to the Parks, Recreation & Culture Advisory Board who recommended adoption. Town Board requested additional information regarding anticipated costs of certain improvements to the trail system and how those might be paid for (development agreements, Town, etc.) The attached spreadsheet outlines potential costs in today's dollars. In some cases partnerships might be possible to effect the improvements, and can be considered in a case by case basis.

Staff has continued to explore options for affecting a connection from the area west of County Road 3 down to the Poudre Trail, reaching out to different property owners regarding potential easements. Staff has met with one homeowners association, but there was not a consensus from the ownership group; however they agreed to continue to discuss. Another property owner indicated a willingness to provide an easement, however the alignment would be very challenging. Staff will continue discussions with these two property owners and reaching out to other property holders in the area.

Greeley is negotiating a separated grade crossing on the Poudre River Trail relative to Great Western Railroad improvements. Ft. Collins has met with a challenge in trying to design an overpass for the trail at I-25. CDOT has restrictions for the width, and with future plans to widen this section of interstate, Ft. Collins will propose an alternate route and eventually consider an underpass when a new bridge is constructed during widening.

The Great Western Trail Authority (GWTA) was awarded a TAP grant for \$550,000 from CDOT. The funding will be allocated as follows:

FY 2016 - \$0  
FY 2017 - \$50,000 (Match - \$13,000)  
FY 2018 - \$250,000 (Match - \$63,000)  
FY 2019 - \$250,000 (Match - \$63,000)

GWTA has applied for a Colorado State Trails grant for \$200,000, they should hear in March if their application is selected. The funds will be used to construct a crusher fines trail from Severance to Eaton as well as install decking on an existing trestle.

### **Financial Impact:**

N/A for this discussion

**Relationship to Strategic Plan:**

Goal 1.C.E.G.H., 2.A., 4.B.

**Recommendation:**

For discussion only.

**Attachments:**

- b. Trails MP Cost Breakdown and Priority

Trail Master Planning Committee  
Cost Breakdown and in Order of Priority

1/28/15

Top Priority Each  
Category

\$85 per lineal foot of 10' wide trail  
based on 2014 7th Street Trail  
Construction Actual Costs

CLASSIFICATION CHANGE		Who Builds	Dist	Unit Cost	Total	
CL3-Jacoby Rd #2 Ditch to River Bluffs as detached	1	TOW	5106	\$85	\$434,010	
CL-6 392 from CR 13 to 17th Street as detached	2	DEV/TOW	2700	\$85	\$229,500	Some portions may occur through development process, unknown at this time
CL-9 Crossroads Change to Detached	3	DEV			\$0	
CL-12 Fair Grounds Ave, Colonial to Crossrds Detached	4	DEV			\$0	
CL-10 7th, New Liberty to Crossroads to Detached	5	DEV			\$0	
CL1- WCR 15 N Main to Jacoby as detached	6	TOW	2550	\$85	\$216,750	
CL-7 CR 13 from Poudre Trail to Jacoby Road Detached	7	DEV/TOW	4800	\$85	\$408,000	Some portions may occur through development process, unknown at this time
CL-11 1st Street from Walnut to Windsor Lake add as on S	8	TOW	1250	\$85	\$106,250	
CL-4 392 from S. 257 to #2 Ditch as detached	9	DEV	6100	\$85	\$518,500	
CL2-WCR 74 Harmony Rd as detached	10	DEV		\$85	\$0	
CL-5 Intentionally Left Blank				\$85	\$0	
CL-8 Moved to Easement Category					\$0	
<b>CROSSING IMPROVEMENTS</b>						
CR-5 257 @ Grasslands	1	TOW			\$19,000	Budgeted for 2015
CR-7 CR 19 and #2 Ditch	2	TOW			\$19,000	Flashing signal and crosswalk
CR-10 392 at Cemetery	3	TOW			\$7,100	Add to existing infrastructure
CR-6 Cross Roads at 257	4	TOW			\$8,000	Add to future lighted intersection
CR-1 CR21 392 Crossing	5	TOW			\$8,000	Add to future lighted intersection
CR-2 Jacoby Rd #2 Ditch Xing	6	TOW			\$19,000	Flashing signal and crosswalk
CR-3 Harmony Rd & CR15 Xing	7	DEV			\$0	
CR-8 257 and Tacinca	8	TOW			\$0	Necessary once developed
CR-9 Crossroads at Eaton Ditch	9	DEV			\$0	
CR-11 392 at 1st Street	10	TOW			\$19,000	Flashing signal and crosswalk
CR-12 392 Between Law Ditch and #2 Ditch	11				\$0	
CR-4 Grassland Rail Xing		Complete			\$0	
<b>EASEMENT NEEDED</b>						
Costs unknown, too many variables based on alignment distance and property val						
EA9- Covenant Park to Poudre Trail	1	TOW			\$0	Working with CPW to acquire CE
EA7- Highland to Poudre Trail	2	TOW			\$0	
EA6- Jacoby Road CR 13 East to 17th Street	3	TOW			\$0	
EA14- Corridor along 257 between Crossroads and Poudre River	4	DEV			\$0	
EA11- Detached along CR 13 south of 392	5	DEV			\$0	
EA12- County Road 5 from 392 to North	6	DEV			\$0	
EA13- Corridor along Great Western Rail Way	7	DEV			\$0	
EA15- Corridor along CR 19 from Ditch to Harmony	8	DEV/TOW			\$0	
EA8- Crossroads to Belmont Ridge Sub.	9	TOW			\$0	
EA1-Law Ditch	10	DEV			\$0	
EA2-North Ventanna	11	TOW			\$0	
EA10- Connection to southern communities	12	DEV			\$0	
EA3-High Pointe Soft Surface	13	TOW			\$0	
EA4-Chalgren Ditch Completion	14	DEV			\$0	
EA5-7th St, Eastman Park to New Liberty		Complete			\$0	
<b>GRADE SEPERATION DESIRED</b>						
To be evaluated as part of transportation master plan						
GS 4- Poudre Trail at CR 13	1	TOW			\$0	Anticipated as part of bridge replacement, timing unknown
GS 2- 257 between Broe and Water Valley	2	DEV			\$0	In DA Timing unknown
GS 1- CR 13 and Harmony Road	3	SPLIT			\$0	Timing and cost unknown
GS 3- Poudre Trail at 392 complete		Complete			NA	
<b>BRIDGE WIDTH RIDER CONSTRAINT</b>						
To be evaluated as part of transportation master plan						
BW 3- 7th Street at Poudre River	1				\$0	
BW 2- County Road 13 at Poudre River	2				\$0	
BW 1- 392 and Poudre River	3				\$0	
BW 5- Jacoby Road at #2 Ditch	4				\$0	
BW 4- 257 at Poudre River	5				\$0	
<b>EXISTING ON STREET LANE FACILITIES</b>						
To be evaluated as part of transportation master plan						
EOSL 1- 7th Street	1				\$0	
EOSL 2- Main Street	2				\$0	
EOSL 4- Eastman Park	3				\$0	
EOSL 3- Garden	4				\$0	
EOSL 6- 11th Street	5				\$0	
EOSL 9- Overall	6				\$0	
EOSL 7- 15th Street	7				\$0	
EOSL 8- Walnut	8				\$0	
EOSL 5- 10th Street	9				\$0	

CL: Reclassification is necessary to update map such as changing from off street to on street or adding a trail in an undeveloped area.  
CR: Crossing is needed or improvements seem necessary  
EA: An easement is needed  
GS: Grade separation desired  
BW: Bridge Width inadequate for both auto and pedestrian or bike users  
EOSL: Existing On Street Lane, does it feel adequate as a user?



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## MEMORANDUM

**Date:** February 2, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Wade Willis, CPRP, Manager of Parks and Open Space  
**Re:** Conservation Easements Memo  
**Item #:** 5.a.

### **Background / Discussion:**

Staff continues to work with Colorado Parks and Wildlife on the transfer of easements that make up the Frank State Wildlife Area (FSWA). Per the Town's Conservation Easement Level of Service Standards, we have generated a notification letter to all of the underlying property owners regarding the transfer of the easement and next steps, which includes completing a baseline study, management plan, and an environmental report. As a reminder these items are being funded by the Poudre Heritage Alliance with a Planning Grant for \$10,000. The baseline study RFP will be posted in May.

Greeley, Ft. Collins and Larimer County have all encountered difficulties with certain portions of the original Poudre River Initiative Grant application. Greeley is proposing to substitute some acquisitions of property closer to the river in exchange for those originally identified. Since the proposed acquisition actually enhances the immediate river corridor, initial reaction from Great Outdoors Colorado (GOCO) is favorable. As intended in the grant, Larimer County would co-hold conservation easements with Windsor on properties acquired by Greeley. This change may require an amendment to the IGA which sets forth the co-holding of the easements. This grant closes in June, unless an extension is requested, so information will be forthcoming this spring.

In May of 2014 the Town was notified by the Division of Real Estate that we were not successful in becoming certified to hold conservation easements. However, we could reapply within 1 year without having to pay further application fees. Staff has worked diligently on implementation of the Conservation Easement Stewardship Level of Service Standards to bring the Town into good standing over the last 12 months. With the acquisition of the Sheep Draw conservation easement as well closing out the Whiting Farm conservation easement and working through the FSWA transfer, the Town hopes to show due diligence in implementation of our standards. By the end of February we will resubmit an updated application.

### **Financial Impact:**

N/A for this discussion

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

Goal 1.E 2.A.

**Recommendation:**

For discussion only.

**Attachments:**



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## MEMORANDUM

**Date:** February 2, 2015  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Wade Willis, CPRP, Manager of Parks and Open Space  
**Re:** Coyote Gulch Park Memo  
**Item #:** 6.a.

### **Background / Discussion:**

One of the larger capital projects in our department this year is the construction of Coyote Gulch Park. As you may recall, this neighborhood park was designed in 2014 by TB Group. The design process included a significant public process, with a master plan for the site reviewed by the Parks, Recreation & Culture Advisory Board and ultimately adopted by Town Board.

Construction will occur in 2015 with oversight provided by the Engineering Department. A timeline is attached. The approved master plan that will be utilized in the bid process is also attached.

### **Financial Impact:**

2014 Design	\$40,000
2015 Estimated construction	\$1,222,000 (project will be competitively bid this spring)

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

Goal 1.C 2.A.

### **Recommendation:**

For discussion only.

### **Attachments:**

- b. Coyote Gulch Park Timeline
- c. Coyote Park Gulch Master Plan

\$1,222,000 PIF Neighborhood

Project Manager -- ENG: Desa Blair

# Coyote Gulch Park Development



Notes: 2014 design, 2015 construct. (Total project est. \$1,262,000)  
1/1/15 (0% complete)  
2/1/15 (

# Coyote Gulch Park

Windsor, Colorado



**APPROVED MASTER PLAN**

Summer 2014



## FUTURE TOWN BOARD MEETINGS

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

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February 9, 2015 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
February 9, 2015 7:00 p.m.	Town Board Meeting
February 16, 2015	Town Board Work Session – Cancelled/President’s Day
February 23, 2015 6:00 p.m.	Town Board Work Session Oil & Gas - Royalty Funds Lassy Project – J. Michaels
February 23, 2015 7:00 p.m.	Town Board Meeting
March 2, 2015 6:00 p.m.	Town Board Work Session Metropolitan District Policy Discussion
March 9, 2015 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
March 9, 2015 7:00 p.m.	Town Board Meeting Kern Board Meeting
March 16, 2015 6:00 p.m.	Town Board Work Session Joint meeting with Fire District, School District & Library District
March 23, 2015 6:00 p.m.	Town Board Work Session
March 23, 2015 7:00 p.m.	Town Board Meeting
March 30, 2015	Fifth Monday
April 6, 2015 6:00 p.m.	Town Board Work Session
April 13, 2015 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
April 13, 2015 7:00 p.m.	Town Board Meeting
April 20, 2015 6:00 p.m.	Town Board Work Session
April 27, 2015 6:00 p.m.	Town Board Work Session

April 27, 2015                      Town Board Meeting  
7:00 p.m.

**Additional Events**

February 12, 2015                      CML Legislative Workshop - attending: Ivan Adams, Kristie Melendez

**Future Work Session Topics**

Town Board Compensation  
Road Impact Fee for Oil and Gas Wells