



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

April 27, 2015 – 5:30 P.M. Town Board Chambers  
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**

1. Community Recreation Center
  - a. Administrative Site Plan Review & Meet Pinkard Team (Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture and Dave Hammel, Barker Rinker Seacat Architecture)
  - b. Update on Bonds (Michael Persichitte, George K. Baum)
  - c. Update on RFP for Wellness Center Operations (Tara Fotsch, CPRP, Manager of Recreation)
2. Boardwalk Park
  - a. Master Plan Update (Wade Willis, CPRP, Manager of Parks and Open Space and Bob Walsh, Root House Studio and Jim Borzym, Borzym Acoustics)
3. Future meetings agenda



## MEMORANDUM

**Date:** April 27, 2022  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture  
**Re:** CRC – Administrative Site Plan Review/Meet Pinkard Team  
**Item #:** 1.a.

### **Background / Discussion:**

The applicant, the Town of Windsor Parks, Recreation, and Culture Department, represented by Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture and is proposing to construct a 39,280 square foot addition to the Community Recreation Center in the Recreation and Open Space (O) zoning district.

Site Characteristics after renovation include:

- 8.4 acre site
- 79,260 square foot building
- 285 off-street parking spaces
- 15% landscaped area

During the Planning Commission determination on parking for the facility, questions were raised about screening of vehicle headlights in the parking lot from residential properties. The Town Forester has reviewed the landscape plans and indicated the landscaping material meets the Town standards for screening parking lots. He will also be requesting that the existing large hedge running the entire length of the trail along the ditch be preserved to the best of the applicant's ability.

Another concern arose during that meeting about the amount of impervious surfaces on the lot. The Engineering Department has indicated the detention pond by the police station is expected to be large enough to accommodate the expansion, but the applicant will be required to demonstrate drainage is adequately addressed through their design prior to approval.

The current presentation is intended for information only. Please refer comments to staff during the presentation so that they may be addressed during staff's review of the project. The site plan will be reviewed and approved administratively by staff, however, if the project review process reveals issues that cannot be resolved between the applicant and staff, the site plan will be brought back to the Planning Commission for review.

The proposed parking and forthcoming site plan are consistent with the Parks and Recreation Goals and Policies of the Comprehensive Plan, as outlined below:

Goal 7: "Assure a high quality recreation program that meets the needs of a growing Town."

Policy 7: “Continue to improve and expand park and recreation facilities and services for recreation activities, cultural events, educational programs, meeting facilities and special events, in relation to population growth, population composition and user demand.”

Additionally, the application is consistent with Vision 2025 Social, Cultural, and Recreational Character Goal 3: “Continue Windsor’s excellent recreational programs and pursue enhancement of opportunities to meet the needs of a growing community.”

The Municipal Code does not require public notification as this item is for presentation purposes.

The basic “program” of the building has not changed from the concept shared in March. However, Dave Hammel, Architect, BRS will be present to give a brief update. Members of the construction team from Pinkard Construction will also be present. Noted significant dates are the same:

- Commencement of Construction date: **July 15, 2015**
- Substantial completion: **August 11, 2016**

**Relationship to Strategic Plan:**

Goal 2.A.

**Financial Impact:**

N/A at this time. The next estimate will be produced by Pinkard at 100% Design Development, in mid to late May.

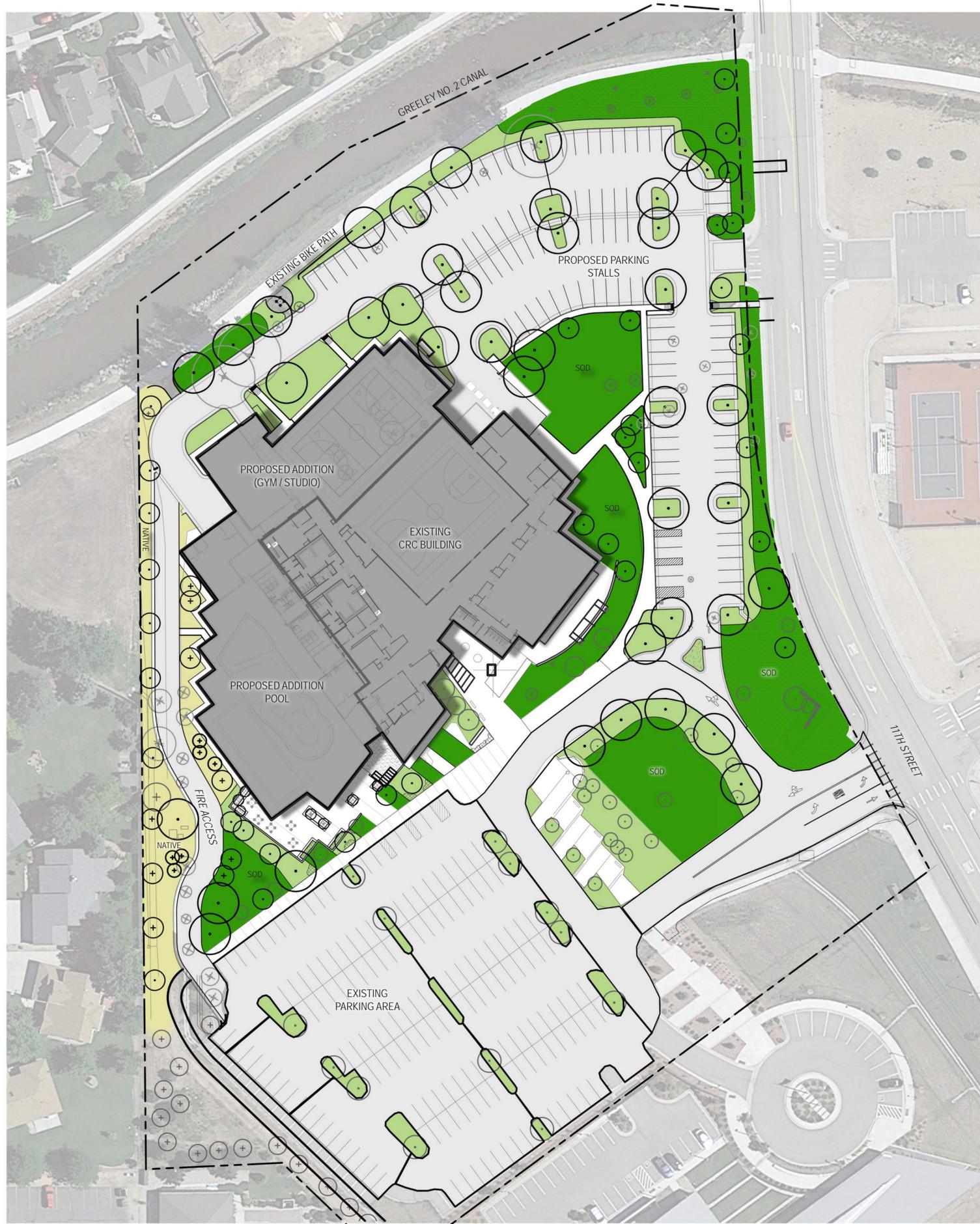
**Recommendation:**

No recommendation as this item is for presentation purposes.

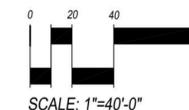
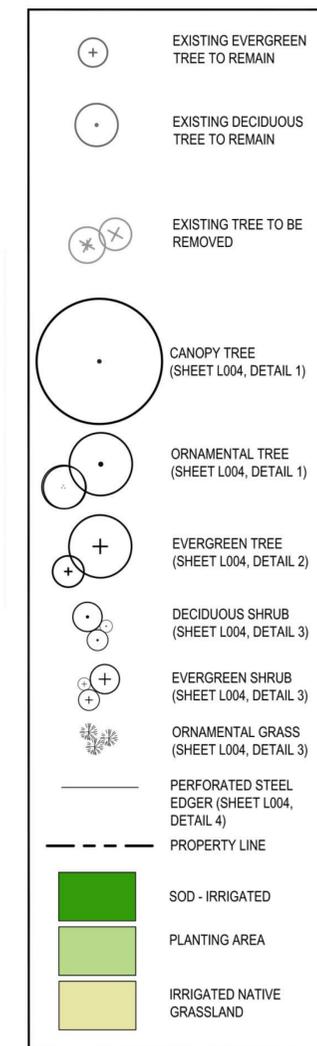
**Attachments:**

- ii. Site Plan

LANDSCAPE REFERENCE PLAN



LEGEND



NOT FOR CONSTRUCTION



Project Number:	2014.041.01
Issue:	50% DD
Date:	April 10, 2015
Drawn By:	PH
Checked By:	JB
Revisions:	
No.	Date:

Sheet title:  
LANDSCAPE REFERENCE PLAN  
**L001**  
2015 Barker Rinker Seacat Architecture

**WINDSOR CRC EXPANSION**  
250 11TH ST WINDSOR, CO 80550

**NORRIS DESIGN**  
Planning | Landscape Architecture  
1101 Bannock Street  
Denver, Colorado 80204  
P 303.892.1166  
F 303.892.1186  
www.norris-design.com

**BARKER RINKER SEACAT ARCHITECTURE**  
3457 Ringaby Court, Unit 200  
Broomfield, Colorado 80020  
P 303.455.8800  
F 303.455.7457  
http://www.bsarch.com



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## MEMORANDUM

**Date:** April 27, 2015  
**To:** Town Board  
**From:** Dean Moyer, Director of Finance  
**Re:** Update on CRC Bonds  
**Item #:** 1.b.

**Background / Discussion:**

We are planning to issue bonds to pay for the construction of our Recreation Center expansion. The sales and use tax became effective on January 1, 2015. We are in the process of bringing our bond issue to market. This evening representatives from GK Baum will give us an update on the schedule and progress of how this process will unfold.

Also tonight will include an update on the financial markets in general and two options we can use to structure the bonds when they reach the market. Also included is a draft advertisement for the sale of the bonds.

**Financial impact:**

There is not a financial impact for this evening's discussion per se, but when the bonds are sold we will see a large cash infusion. Of course as the construction begins we will see large cash expenditures to match.

	<b>Budget</b>	<b>Proposed</b>	<b>Note</b>
<b>Revenue</b>	\$0	\$16,100,000	Bond Proceeds
<b>Expense</b>	\$0	\$0	
<b>Net</b>		\$16,100,000	

**Recommendation:**

No recommendations at this time.

**Attachments:**

Sales Tax Revenue Bond, Series 2015 Proposed Timetable  
Memo from GK Baum  
Draft Bond Sale Advertisement

# Town of Windsor, Colorado

## Sales Tax Revenue Bond, Series 2015

### Proposed Timetable

4/21/2015

Apr-15							May-15							Jun-15						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

Target Date	Action	Lead
Tuesday, April 21, 2015	Distribute Questionnaire	BC
Monday, April 27, 2015	Return Questionnaire	TOW
Monday, April 27, 2015	Town Board Meeting, Bond Sale Review and Update	TOW / GKB
Friday, May 01, 2015	Distribute 1st Draft of POS and Bond Documents	TOW / GKB / BC
Wednesday, May 06, 2015	Document Review Call	TOW / GKB / BC
Monday, May 11, 2015	1st Reading of Bond Ordinance for Parameters	TOW / GKB / BC
Monday, May 11, 2015	Distribute 2nd Draft of POS and Bond Documents	BC
Wednesday, May 13, 2015	Comments due on 2nd Draft of POS and Bond Documents	TOW / GKB / BC
Friday, May 15, 2015	Send Documents to Rating Agency	GKB
Friday, May 15, 2015	Distribute Draft Rating Presentation	GKB
Monday, May 18, 2015	Comments Due on Rating Presentation	TOW / GKB / BC
Wednesday, May 20, 2015	Send Rating Presentation to S&P	GKB
<b>Monday, May 25, 2015</b>	<b>Memorial Day Holiday</b>	<b>All</b>
Tuesday, May 26, 2015	Rating Call with S&P	GKB / TOW / RA
Tuesday, May 26, 2015	2nd Reading of Bond Ordinance for Parameters	TOW / GKB / BC
Tuesday, June 02, 2015	Receive Rating	TOW / GKB
Thursday, June 04, 2015	Post POS	BC / GKB
Friday, June 05, 2015	10 Day Referendum Period Ends - Ordinance Effective	TOW
<b>Wednesday, June 10, 2015</b>	<b>Bond Pricing</b>	<b>GKB / TOW</b>
Wednesday, June 10, 2015	Sign Bond Purchase Agreement	TOW / GKB
Monday, June 15, 2015	Post Final OS	BC / GKB
Thursday, June 18, 2015	Sign Closing Documents	TOW / GKB
<b>Tuesday, June 23, 2015</b>	<b>Bond Closing - Transfer Funds</b>	<b>TOW / BC / GKB</b>
TOW - Town of Windsor   BC - Bond Counsel - Butler Snow RA - Standard & Poor's   GKB - George K. Baum & Company		
GKB Conference Call-In Number (All Conference Calls)	Dial-In: 1-866-740-1260, Access Code: 3915422#	All

# GEORGE K. BAUM & COMPANY

## Update of Series 2015 Sales Tax Revenue Bonds:

This memo provides an update to GKB's analysis of the two options for the Town of Windsor's Series 2015 Sales Tax Revenue Bond Issue in the amount of \$16,100,000. The two options pertain to the call option of the bonds, which can be the traditional ten year option or a five year call option.

# \$16,100,000\*

Total Par Amount

\* Dated date of June 23, 2015.

## Overview of Financing Opportunities

- Series 2015 Sales Tax Revenue Bonds (\$16,100,000 in Par).
- Plan 5H-12: bonds are callable December 1, 2020.
- Plan 5H-13: bonds are callable December 1, 2025.
- **The true interest cost of the 'short' 5 year call option is 10 basis points higher than the standard 10 year call option.**
- In terms of average annual debt service payments, the 5 year call option will increase total payments by \$3,700 per year.

## Financing Option Considerations

- A typical fixed rate call option is ten years in the municipal market. Given the low interest rates investors are willing to accept a shorter call without much of an interest rate penalty, and also provides for prepayment flexibility.
- Offsetting this is that the Town will be subject to a slightly higher true interest cost associated with a shorter call option
- Depending on the final project costs, the Town will be able to produce additional proceeds through generating premium.

## Current Market Conditions

- Equities fell around the world last week as concerns surrounding Greece leaving the euro were recycled. After a flat and quiet week, stocks dropped precipitously on Friday. The DJIA closed at 17,826, down 279 points on Friday and 231 points for the week.
- Treasury yields moved down as a Fed tightening in June seems less likely. The 10 YR Treasury ended the week at 1.87%, down 8 basis points in yield. Fixed rate municipal bonds failed to keep pace with the Treasury rally. The 10 YR AAA MMD was down only 3 basis points.
- **The 10 Year "AAA" MMD (our benchmark index) is currently at 1.94% as of April 17.** The average historical 10 Year "AAA" MMD is 3.64% for the last 20 years.

If you have any questions about these refunding opportunities, please feel free to contact us.

Sincerely,



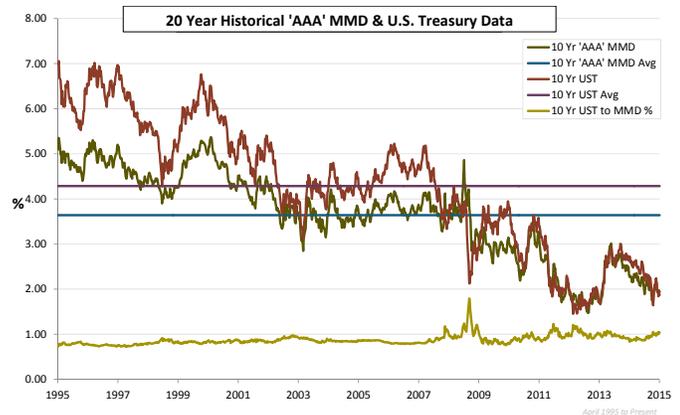
Don Diones  
Senior Vice President  
303.391.5422  
diones@gkbaum.com



Michael Persichitte  
Vice President  
303.391.5467  
persichitte@gkbaum.com

### Town of Windsor, Colorado Comparison of Financing Options\*

Scenario	Par Amount	Project Fund Amount	True Interest Cost	Total Repayment	Average Annual Repayment
Plan 5H-12 - Series 2015 Sales Tax Bond Issue (5-Year Call Option)	\$16,100,000	\$16,945,683	3.25%	\$23,299,946	\$1,213,106
Plan 5H-13 - Series 2015 Sales Tax Bond Issue (10-Year Call Option)	\$16,100,000	\$17,041,735	3.15%	\$23,226,997	\$1,209,389



~ New Issue ~

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**Town of Windsor**  
*(Larimer & Weld Counties, Colorado)*

**\$16,100,000\***

**Sales Tax Revenue Bonds, Series 2015**

**S&P Rating Applied For**

**Pricing expected week of June 8, 2015. \*Subject to change.**

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*These bonds are exempt from federal and Colorado state income taxes (state tax exemption is valid for in-state residents only).*

**For a Preliminary Official Statement for this new issue, please contact: Sherry Hansen, George K. Baum & Company, 800.722.1670.**

**Bonds will be sold in minimum denominations of \$5,000.**

*This advertisement does not constitute a solicitation to purchase or an offer to sell the bonds.  
The offer to sell the bonds will only be made by means of the Preliminary Official Statement.*



**George K. Baum & Company**  
INVESTMENT BANKERS SINCE 1924

Member FINRA 

**George K. Baum & Company**



## MEMORANDUM

**Date:** April 27, 2022  
**To:** Mayor and Town Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Tara Fotsch, CPRP, Manager of Recreation  
Melissa M. Chew, CPRP, Director of Parks, Recreation & Culture  
**Re:** CRC – Update on RFP for Wellness Center Operations  
**Item #:** 1.c.

### **Background / Discussion:**

The Town solicited Requests for Qualifications to operate the Wellness Center (fitness programming and equipment) in March. Two of the three companies, L'Orange, LLC and Miramont Lifestyle Fitness, were invited to participate further by submitting a Request for Proposal. The RFP was posted on 4/2/15 and had a deadline of 4/22/15 at 12 noon. No RFP's were submitted by the deadline.

Staff will now work to develop an equipment list and staffing plan for operation by the Town. These costs (both revenue and expense) were NOT included in the supported Scenario 5e that was utilized to generate the cost estimate and sales tax increase.

Additionally, as we now know there will be no outside income from the Wellness Center Operations we can move forward with pursuing private Sponsorships. As you may recall, IRS Revenue Procedure 97-13 which limits the amount of private revenue an entity can receive from a building that was funded with tax free bonds.

Once Sponsorships are secured and closed out, we will pursue any grant opportunities.

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

Goal 2.A.

### **Financial Impact:**

N/A at this time.

### **Recommendation:**

No recommendation – for update and discussion purposes.

### **Attachments:**

N/A



## MEMORANDUM

**Date:** April 27, 2015  
**To:** Mayor, Town Board & Parks, Recreation & Culture Advisory Board  
**Via:** Kelly Arnold, Town Manager  
**From:** Wade Willis, CPRP, Parks and Open Space Manager  
Andrew Dunehoo, Art & Heritage Manager  
**Re:** Boardwalk Park Master Plan Update  
**Item #:** 2.a.

### **Background / Discussion:**

Staff has commissioned Root House Studio (RHS), who has partnered with Borzym Acoustics to evaluate and explore modifications to Boardwalk Park. Staff directed RHS to develop recommendations to improve Boardwalk Park as a concert venue while maintaining or improving the aspects that make it a good special event venue. After meeting with staff on site, RHS has explored 3 potential stage locations and has developed pros and cons for each location based on their own insights as well as feedback from staff. Staff also requested that concepts are developed for the old fire museum pad, as the master plan is updated.

Tonight the consultant will present: what makes a good venue from an acoustic and aesthetic perspective, share their findings and make recommendations.

### **Financial Impact:**

N/A at this time

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

Goal 2.A.

### **Recommendation:**

For discussion and provide direction to staff.

### **Attachments:**

- b. BP Stage Locations
- c. BP Pros Cons Chart



**STAGE LOCATION  
ALTERNATIVES**



SCALE: 1" = 40'-0"



NORTH

*Boardwalk Park  
Master Plan Revisions*

Windsor, CO

April 22, 2015



# Boardwalk Park Performance Stage Location Pros & Cons

STAGE LOCATION	AUDIENCE VIEWING	CAPACITY (20 SF/PERSON)	EXISTING PARK COMPATIBILITY	ACCESS & CIRCULATION	VEWS & SIGHTLINES	SOLAR ANGLES	SITE ACOUSTICS	VENDER/WHEEL-CHAIR ACCESS	CONSTRUCTION COSTS & SETUP
<p><b>1. Existing Showmobile Location</b></p> <p>Located along the east side of the central park open space.</p> 	<p><b>PROS</b> Provides a large audience viewing zone near the stage.</p> <p><b>CONS</b></p>	<p><b>PROS</b> Seating capacity in the primary audience viewing zone 3,000 people, secondary audience viewing zone 1,500 people.</p> <p><b>CONS</b></p>	<p><b>PROS</b> The stage is front and center in the park.  Berm and landscaping were configured with this orientation.  A good location for corporate rental structure.</p> <p><b>CONS</b> Performers park adjacent to the stage.  Conflicts with beach use during concerts.</p>	<p><b>PROS</b> Equidistant from on-site and off-site parking areas.  <b>CONS</b> The stage blocks access along the beach promenade.</p>	<p><b>PROS</b> Provides nice views to the lake.  Adequate sightlines to restrooms and the playground.</p> <p><b>CONS</b> The stage blocks views to the lake.  Fireworks viewing is somewhat obstructed.</p>	<p><b>PROS</b> Comfortable evening sun angles for performance attendees.</p> <p><b>CONS</b> Afternoon and evening sun necessitates some type of screening structure for the performers.  No easy opportunity for improvement of sun impact on performers.</p>	<p><b>PROS</b> Maximum area for audience close to stage. Best use of existing berm.</p> <p><b>CONS</b> Music is amplified to a large part of the community including the CRC.</p>	<p><b>PROS</b> Provides ample park space near parking and access drives for vendors.  Allows easy access and viewing from the berm for attendees in wheelchairs.</p> <p><b>CONS</b> Wheelchair seating areas are quite a distance from the stage.</p>	<p><b>PROS</b> Requires the fewest changes to the park layout and design therefore it's the least expensive option.</p> <p><b>CONS</b> Somewhat removed from park access drives increasing setup breakdown time.</p>
<p><b>2. Northeast Corner of the Central Open Space</b></p> <p>Located at the northeast corner of the central park open space.</p> 	<p><b>PROS</b> The linear configuration of the central park space pushes the remaining seating areas further from the stage.</p> <p><b>CONS</b> Provides a smaller audience viewing zone near the stage.</p>	<p><b>PROS</b> Seating capacity in the primary audience viewing zone 2,250 people, secondary audience viewing zone 2,250 people.</p> <p><b>CONS</b> The overall seating capacity would remain the same with fewer seating areas near the stage.</p>	<p><b>PROS</b> Works with existing park berm and landscape.  Some berm viewing areas are closer to the stage.  A good location for a corporate rental structure.</p> <p><b>CONS</b> May require relocation of the vendor staging area.</p>	<p><b>PROS</b> Allows for unobstructed views to the lake with some mountain views.  Provides an opportunity to screen the main parking lot.  <b>CONS</b> Obstructed views to restrooms for parental supervision.  Public access around stage could be distracting.</p>	<p><b>PROS</b> Evening sun would be to the side of both performers and the audience.  Best opportunity to shade performers using a stage structure or existing showmobile.</p> <p><b>CONS</b> Obstructed views to restrooms for parental supervision.  Sound would amplify to new areas south of the park.</p>	<p><b>PROS</b> Distance from the stage for wheelchair seating would not change.  <b>CONS</b> Potentially a more congested vendor area. May need to look at an alternative site.</p>	<p><b>PROS</b> Requires minimal changes to existing park layout and design.  Moderate construction costs.  Existing utilities are located in close proximity to stage area.  Slightly better access for setup.</p> <p><b>CONS</b></p>		
<p><b>3. South End of the Central Open Space</b></p> <p>Located along the south end of the central park open space.</p> 	<p><b>PROS</b> Provides a large audience viewing zone near the stage.</p> <p><b>CONS</b> The performance stage would be located in a more remote area of the park.</p>	<p><b>PROS</b> Seating capacity in the primary audience viewing zone 3,000 people, secondary audience viewing zone 1,500 people.</p> <p><b>CONS</b></p>	<p><b>PROS</b> Opportunity to program an underutilized area of the park.  Allows performance viewing from the beach.</p> <p><b>CONS</b> Little opportunity to incorporate existing berm.  Remote location for a corporate rental.</p>	<p><b>PROS</b> Allows for unobstructed views to the lake.  Provides an opportunity to screen railroad corridor.  <b>CONS</b> Impacts views from downtown businesses.  Views to the restroom, playground and beach would be behind the audience.</p>	<p><b>PROS</b> Most of the summer the evening sun would be to the side of both performers and the audience.  <b>CONS</b> Sun shines into stage near sunset especially in early summer.</p>	<p><b>PROS</b> Least music impact to residences northwest of park.  <b>CONS</b> Least use of existing berm for audience.  Most distant attendees will have less sound intensity  Potential for train noise from adjacent rail line. Sound obstructions in the downtown.</p>	<p><b>PROS</b> Least music impact to residences northwest of park.  <b>CONS</b> Least use of existing berm for audience.  Most distant attendees will have less sound intensity  Potential for train noise from adjacent rail line. Sound obstructions in the downtown.</p>	<p><b>PROS</b> Least music impact to residences northwest of park.  <b>CONS</b> Least use of existing berm for audience.  Most distant attendees will have less sound intensity  Potential for train noise from adjacent rail line. Sound obstructions in the downtown.</p>	<p><b>PROS</b> Requires the fewest changes to the existing park layout.  Higher construction and earth work costs.  More remote location would increase setup time.</p>



## FUTURE TOWN BOARD MEETINGS

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

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May 4, 2015 6:00 p.m.	Town Board Work Session Weld County Cooperative Planning Agreement discussion Water Conservation Plan Update 7 <sup>th</sup> and Crossroads Restriping Project Proposal
May 11, 2015 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
May 11, 2015 7:00 p.m.	Town Board Meeting Kern Board Meeting
May 18, 2015 6:00 p.m.	Town Board Work Session NISP update – Brian Werner, Northern Colorado Water Conservancy District Continuation of Metro District discussion
May 25, 2015	Memorial Day
June 1, 2015 6:00 p.m.	Town Board Work Session Update on RTA projects and meeting with development representatives of PeliGrande
June 8, 2015 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
June 8, 2015 7:00 p.m.	Town Board Meeting
June 15, 2015 6:00 p.m.	Town Board Work Session Parking Code Amendments
June 22, 2015 6:00 p.m.	Town Board Work Session
June 22, 2015 7:00 p.m.	Town Board Meeting
June 29, 2015	5th Monday
July 6, 2015 6:00 p.m.	Town Board Work Session
July 13, 2015 5:30 p.m./1 <sup>st</sup> floor conference room	Board/Manager/Attorney Monthly Meeting
July 13, 2015 7:00 p.m.	Town Board Meeting Kern Board Meeting

July 20, 2015  
6:00 p.m.                      Town Board Work Session

July 27, 2015  
6:00 p.m.                      Town Board Work Session

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

**Additional Events**

May 1, 2015                      Joint meeting with Larimer County Commissioners; CRC – attending  
Vazquez, Baker, Melendez, Adams, Morgan, Arnold

May 18, 2015                      CML District Meeting; Fort Collins - Adams

June 16-19                      Colorado Municipal League; Breckenridge – attending Vazquez, Baker,  
Melendez, Adams, Morgan, Rose, Arnold

**Future Work Session Topics**

Development Review Discussion of Commercial/Industrial Preference vs. Residential  
Traffic Study Report