



TOWN BOARD WORK SESSION

June 10, 2019 - 5:30 PM

1st 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. Broadband Update
2. Request to Expand CRC Second Floor Fitness Space
3. Future Meetings Agenda

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.



MEMORANDUM

Date: June 10, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Jessica Humphries, Administrative Services Director and Corinne Millington, IT Manager
Re: Broadband Update
Item #: 1.

Background / Discussion:

The broadband study began in the fall of 2017 and included several activities: a survey for residents and businesses on current broadband services and pricing, outreach meetings to key community stakeholders, meetings with the incumbent providers, and an assessment of best practices and levels of community investment.

In the summer of 2018, the consulting firm Neo Connect reviewed the initial findings of the broadband feasibility study reviewed the financial implications and considerations if the Town wanted to pursue a Gigabit broadband strategy. Town Board had the opportunity to discuss the various options for improving the availability, redundancy and affordability of broadband internet services for residents and businesses.

At the time, direction was given to staff to explore opportunities to partner with City of Greeley to conduct a statistically valid survey to determine the needs of the community and if residents would support the Town's effort to improve broadband services. As well, a draft of a broadband friendly ordinance or an "Open Trench/Dig Once Policy" had been circulated for comments.

This spring, staff began preliminary discussions and exploration of a public-private partnership with Allo, a telecommunications company. An initial meeting was held to better understand Allo's offerings, purpose and resources.

Findings and Status

- Through multiple discussions with the City of Greeley, it was found that partnering together for a statistically valid survey had very minimal cost savings and was not in the best interest of good financial stewardship. Therefore staff is recommending to not participate with the City of Greeley. However, time staff remains in contact with City of Greeley staff to be informed of how they are approaching public input and surveying in order to learn more on best practices. In addition to remaining in constant connection with the City of Greeley, staff continues to participate in the monthly regional broadband collaboration group with the Loveland, Greeley, Longmont, Wellington, Estes Park, Fort Collins, and Larimer County.
- The broadband friendly ordinance has not been moved forward since the work session in fall of 2018. Staff is continuing the broadband friendly ordinance discussion to seek final comments and analysis in preparation for possible presentation to the Town Board for approval.
- The exploration of the public-private partnership with Allo is on-going. Currently we are working with both Xcel and PVREA to obtain pole data to provide to Allo. This will help Allo evaluate and identify opportunities, as well as draft a network design. We have submitted the necessary paperwork with Xcel and are finalizing a non-disclosure agreement with PVREA.

Financial Impact:

NA

Relationship to Strategic Plan:

Infrastructure



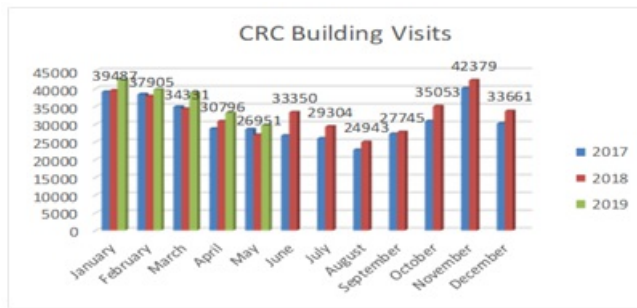
MEMORANDUM

Date: June 10, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Eric Lucas, Director of Parks, Recreation & Culture
Re: Request to Expand CRC Second Floor Fitness Space
Item #: 2.

Background / Discussion:

The purpose of this memo is to request permission to make a needed improvement on the second floor of the Community Recreation Center (CRC), during shutdown week that was not budgeted for in 2019. As you are aware, the Community Recreation Center has seen overwhelming support from the community since opening in late fall of 2016. In 2018, we had just over 397,000 building visits in and are on pace to grow by an additional 6% or 24,000 visits in fiscal year 2019. The charts below show the increase in memberships over the past 3 years as well as the increased building traffic over the same period.

	CRC Members	Silver Sneaker Members	Total	% Increase
2019	5192	2354	7546	18%
2018	4436	1736	6172	18%
2017	4126	893	5019	



While continual growth is good in terms of revenue, it is causing issues in terms of capacity in a variety of areas (classes, childcare and fitness workout area). While we are working to solve several of these issues, our number one issue is occurring in the 2nd floor common area with different user groups. Shortly after opening, the fitness area usage began to spread into the common areas on the 2nd floor. Given the demand, in 2017 we added some small free weights in this area, and trainers began utilizing the space for personal training sessions. Since then growth has continued and with the increasing facility usage we are now having conflicts with user groups and capacity issues. In fact we have had to put a stanchion outside our office door due to people using the space to exercise. Additionally, our personal trainers are struggling to find space to train their clients and since we opened we have had 73 members cancel admitting it was because of club restrictions.

Financial Impact:

In our 2019 budget we saved \$25,105 on the replacement of our rooftop unit project. In an effort to ease our capacity issue in the fitness (2nd floor) area, we are proposing to remove much of the existing carpet on the 2nd floor and replace it with the flooring material currently in the fitness room, as well as add spin bikes, a stretching machine, a rower and gym racks for storage. All of which would happen during shutdown week in late August. The cost to do this is \$23,000, resulting in no change in the approved capital budget in the community recreation center fund.

Recommendation:

Given the need for this project, and the savings realized from the rooftop unit project which resulted in a significant savings in the CRC budget, I am recommending, that Town Board approve this project as presented.



MEMORANDUM

Date: June 10, 2019
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From:
Re:
Item #: 3.

ATTACHMENTS:

- ▢ Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

June 17, 2019 6:00 p.m.	Town Board Work Session – CANCELLED
June 24, 2019 6:00 p.m.	Town Board Work Session Bright Futures Presentation Trails and Open Space Update
June 24, 2019 7:00 p.m.	Town Board Regular Meeting
July 1, 2019 6:00 p.m.	Town Board Work Session New Employee Introductions Proposed Employee Benefit Update
July 8, 2019 5:30	Board/Manager/Attorney Monthly Meeting
July 8, 2019 7:00 p.m.	Town Board Regular Meeting Kern Board
July 15, 2019 6:00 p.m.	Town Board Work Session
July 22, 2019 6:00 p.m.	Town Board Work Session Preliminary Transportation Master Plan Information – Fehr & Peers Presentation for CIP Budget Discussion
July 22, 2019 7:00 p.m.	Town Board Regular Meeting
July 29, 2019	Fifth Monday – No Meeting
August 5, 2019 6:00 p.m.	Town Board Work Session Senate Bill 181 Disucssion
August 12, 2019 5:00 p.m.	Board/Manager/Attorney Monthly Meeting Parks, Recreation and Culture Strategic Plan Update
August 12, 2019 7:00 p.m.	Town Board Regular Meeting
August 19, 2019 6:00 p.m.	Town Board Work Session
August 26, 2019 6:00 p.m.	Town Board Work Session

August 26, 2019 Town Board Regular Meeting
7:00 p.m.

Additional Events

June 11, 2019 Town of Windsor Transportation Master Plan Open House, WSFR Station #1, Windsor, CO from 4:00-7:00 p.m. – attending: Baker, Rennemeyer, Wilson, Jones, Bennett, Sislowski, Melendez

June 15, 2019 Coffee with the Mayor, Raff’s Tavern, Windsor, CO 7:30-9:00 a.m. – attending: Melendez, Rennemeyer, Wilson, Baker, Sislowski, Bennett

June 18-21, 2019 Colorado Municipal League Annual Conference, Breckenridge, CO – attending: Melendez, Bennett, Baker, Rennemeyer, Jones, Sislowski, Wilson

June 24, 2019 Parks Maintenance and Museum Groundbreaking, Public Works Facility, Windsor, CO – attending: Sislowski, Rennemeyer, Jones

July 20, 2019 Coffee with the Mayor, Colorado Cherry Company, Windsor, CO 7:30-9:00 a.m. – attending: Melendez, Rennemeyer, Wilson, Baker, Sislowski, Bennett

Future Work Session Topics

- Investment Strategy Discussion
- Land Use Code Update meeting with Planning Commission (next code section in series) – Planning
- Economic development/retail needs at 60,000 population