



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

May 3, 2016 7:00pm 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 24 hours prior to the meeting to make arrangements.

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
3. Liaison Reports
 - Town Board Liaison
 - Weld RE-4 School District
4. Public Invited to be Heard

B. ADOPTION OF MINUTES

1. Minutes from April 5, 2016

C. BOARD ACTION

1. Election of Board President (E. Lucas)
2. 15th / Walnut Conceptual Master Plan (W. Willis)

D. BOARD REVIEW

1. Monthly Financial Report (E. Lucas)
2. Monthly Participation Report (E. Lucas)
3. Boardwalk Park Bandshell Scrim (E. Lucas)
4. Board Goals Discussion (E. Lucas)
5. Board Role / Process Discussion (E. Lucas)

E. COMMUNICATIONS

1. Staff
2. Board

F. ADJOURN

FUTURE MEETINGS

June 7, 2016
July 5, 2016

Regular Parks, Recreation & Culture Advisory Board Meeting
Regular Parks, Recreation & Culture Advisory Board Meeting

The Windsor Parks, Recreation & Culture Department oversees the provision of services related to recreation and cultural opportunities for the entire community through quality programs, facilities, service and management of natural resources.



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

April 5, 2016, 7:00 P.M. Town Board Chambers

301 Walnut Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Chair Ken Bennett called the meeting to order at 7:02 P.M.

1. Roll Call

The following PReCAB members were present:

Ken Bennett
Regan Price
John Nuspl
Sandy Brug

Absent:

Kelly Hall (excused)
Patrick Lightfoot (excused)
Rebecca Holder-Otte (excused)

Staff present

Parks & Recreation Director	Eric Lucas
Parks & Open Space Manager	Wade Willis
Art & Heritage Manager	Andrew Dunehoo
Receptionist/Utility Billing Clerk	Kim Johnson

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

The board moved to modify the agenda for the addition of the peace pole to the board action items. **Ms. Price moved to approve the Agenda as presented. Mr. Nuspl seconded the motion. All members present voted Aye. Motion carried.**

The board moved to change the order of discussion under board reviews moving project updates to the first discussion for attendance purposes.

Ms. Price moved to approve the Agenda as modified. Ms. Brug seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

a. Town Board Liaison – Christian Morgan

Mr. Morgan reiterated in the last meeting a lot of time was spent on design standards for the I-25 and 392 interchange saying nonetheless it is a very important issue and needs to consume a lot of time. He declared Town Hall had a special work session that was opened to the public for comment and the house was full. They discussed the illuminating studies along with the barriers and buffer zones for the neighborhoods adjacent. Essentially the process will involve the Town Board coming to a consensus whether to amend and allow different uses in the area.

b. Weld RE-4 School District – Regan Price

Ms. Price referenced the school year is coming to an end however it is still a very busy time for the school board with budget reviews and employee meetings. They are hopeful that the joint budget committee at the capital keeps the negative factor where it is for the same pupil funding in previous years. This will help with teacher's raises and other items they need. Bonds have been a topic of discussion and the design advisory committee is almost ready to present to the board. She acknowledged a new principal at Range View Elementary who knows a lot about the international baccalaureate program already in place at the school. Currently they are working on a new schedule for the high school

concerning personal development days which could be taken either by a full day off or an early release program similar to the elementary schools.

4. Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

1. Approval of Minutes from March 1, 2016
Ms. Price moved to approve March 1, 2016 minutes as presented. Mr. Nuspl seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION

1. Master Plan Adoption Recommendation (E. Lucas)
Mr. Lucas presented an overview for the adoption of the master plan making a few comments of first and foremost we must continue to evaluate the fees as we grow for development. Second making sure those developers that come in with their own HOA's to maintain the HOA parks, continue to keep the standards at the level of the Town's holding them accountable to the national playground standards regardless of how many years pass by.

Similarly he spoke about the need to continue to develop and upgrade park amenities testifying we are at the top of the threshold that over 90% of residents are within a 10 minute walk of a park.

To conclude the need of a prioritization list or ranking scale without the human element to determine which parks receive funding whether it be a new park, an active park or an open space.

Ms. Price moved to approve the Master Plan as presented. Ms. Brug seconded the motion. All members present voted Aye. Motion carried.

2. 15th Walnut Conceptual Master Plan (W. Willis)
Mr. Willis said they received great feedback on the public meeting held earlier in regards to the one acre parcel of land located south of Safeway dedicated to the Town of Windsor by the developers. The Town Board requested site improvements for the lot in 2016. This one acre section is the gateway into the community and attendees were enthusiastic about the concepts presented. Guests present requested a walking path with some lighting and a few benches to sit on along the way. With water conservation being so important the idea of using natural grasses and incorporating trees is a good strategy for this space. A final drawing will be offered to the board at the next month meeting for review.
3. Town of Windsor Museum Accessions (A. Dunehoo)
Mr. Dunehoo addressed the board stating the accessions were given by a current Town employee who worked at one point with the Great Western Railroad. The items included jump suits, maps and a journal box key which is a device for reading levels of brake pads on cars.

Ms. Brug moved to approve Resolution no. 2015-PRC19. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

4. Accepting Donation of Peace Pole in Eastman Park South (A. Dunehoo)
Mr. Dunehoo explained this is the second reading of the public art plan for the peace pole installation and it will go to Town Board for final approval.

Ms. Price moved to approve Resolution no. 2016-PRC20. Ms. Brug seconded the motion. All members present voted Aye. Motion carried.

D. BOARD REVIEW

1. Projects Updates (W. Willis / E. Lucas / A. Dunehoo)

Mr. Lucas updated the board with several capital projects and the progress of them to date mentioning Diamond Valley and Chimney Park restrooms were to be heated. Diamond Valley was completed and Chimney Park restrooms were not based on cost conveying optimistically it will be done in 2017.

The Community Recreation Center was closed for the week of April 4th through the 8th from 7 AM to 4 PM due to construction. The gym is now closed until completion in September.

Mr. Lucas reminded the board that in April 2015 they were approached by pickleball players to convert one of the outdoor hockey rinks in Main Park into pickleball courts. The Town board agreed to accept this development and build the courts in 2016 if they could get a goco grant for twenty thousand dollars towards the project. Recently the grant was denied. The pickleball players reached out to the parks and recreation department asking if the town would still build the project without the assistance. The question was posed saying should we build it the way it was presented and approach Town Board without the grant or take a step back and re-evaluate the bigger picture. Infrastructure is already in place at Diamond Valley and this site would be much better spot for the growth and future of the sport. If a different location was identified being best for the long term and the cost was greater than money already set aside, the courts could be built in stages over years. The consensus of the board was to look at an improved plan and consider addressing the immediate needs of the community.

Mr. Dunehoo added the master plan is under way for the Eaton House stating twenty thousand was funded by Poudre Heritage Alliance grant. The master plan gives drawings and schematics to move forward with the Eaton house concerning the specifics of what will be done to the property. This project is scheduled to be completed in June.

Additionally he said the Historic Structure Assessment through the state historic fund has given a grant of ten thousand dollars which is happening simultaneously with the master plan that gives the feasibility of the actual structural assessment or integrity of the building that will help shape the master plan.

He pointed out the second half of the year the depot will receive necessary repairs to strengthen the life of the building concluding with the museum landscape design is an ongoing project at Boardwalk Park.

Mr. Willis opened by identifying three trail projects expressing the closest connection to down town would be by way of the Poudre trail that requires joining off of highway 392. Consulting groups are evaluating and trying to figure the best route since this hill is very steep and has many challenges. Cost will be the determining factor if Town board would allow the design plans to move forward.

He went on to say number 2 ditch trail system ends at 17th street north of I-hops brewery. This section of the trail at the moment is a long range goal that requires easements and presently no activity on it.

Furthermore the project called Westwood Village is the connection from Covenant Park over to County Road 13 and is on hold until mining is complete.

In closing the shelter replacements are under way for Main and Chimney Park and should be functioning by the end of May.

2. Monthly Financial Report (E. Lucas)
Financial Reports for January and February were shown to the board.
Once again they the numbers surpassed estimated budget amounts.
3. Monthly Participation Report (E. Lucas)
The Monthly Participation Report was presented to the Board.
These reports are one month behind in order to allow complete accounting.
4. Disc Golf Course Update (W. Willis)
Mr. Willis shared primarily this site is a natural area and the disc golf course was added around it.
Overall the course is in good shape but in need a few minor improvements affirming staff will take a more active role in the maintenance of it.
5. Board Goal Discussion (E. Lucas)
Mr. Lucas showed a slide demonstration of the goals received from the board members and staff commenting similarities between the two and how close they were to the recommended master plan. Pulling the information from their answers, he established the highest themes for the exercise which were to improve marketing communication in regional visibility, Customer service internally (administrative support or staff), Fiscal responsibility, Diversification of programs and facilities and the Community recreation center. Over the next month, he would like to create three to five specific areas or objectives under each goal to measure and track the success of them. Correspondingly he asked the board if following proposed goals were acceptable to them for the parks and recreation department for the remainder of the year through 2017. Response was good from the board however they would be given time to ponder the results and discuss them in the next meeting.

E. COMMUNICATIONS

1. Communications from Town Staff
Mr. Lucas wanted to give a quick update on eco data information from February and March showing Eastman Park had someone pass the counter 11,561 times while Boardwalk Park reported 12,700.

Sticking with the data driven information, Mr. Lucas said 40% of users visiting the Town's website are park recreation and culture related voicing the department has a very dynamic role and a need to keep current on the Town's website.

Mr. Dunehoo relayed the speaker program is getting started on April 15th.
The library book sale is being hosted at the Art & Heritage Center from May 4th through the 14th.
An educator position is open and hopes to fill this position quickly.
2. Communications from Chairperson and Board
There was no further communication from the Board.

F. ADJOURN

Ms. Price moved to adjourn the meeting. Mr. Bennett seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 9:00 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the _____ day of _____, 20____

Regan Price, Secretary
Parks, Recreation & Culture Advisory Board

Submitted by:
Kim Johnson, Receptionist, Utility Billing Clerk



MEMORANDUM

Date: May 3, 2016
To: Parks, Recreation & Culture Advisory Board
From: Parks, Recreation & Culture Department
Re: Election of Board President
Item #: C.1

Background / Discussion:

With the recent election of President Ken Bennett to the Town Board, the Parks, Recreation & Culture Board is without a current President. Per the adopted Town By-Laws governing the Advisory Board, the Board must vote to elect a new Board President to fill Mr. Bennett's term as President.

Financial impact:

N/A

Recommendation:

Discussion and election of Board President

Attachments:

N/A



MEMORANDUM

Date: May 3, 2016
To: Parks, Recreation & Culture Advisory Board
From: Parks, Recreation & Culture Department
Re: 15th and Walnut Master Plan
Item #: C.2.a.

Background / Discussion:

During the 2015 Budget process, Town Board requested that staff improve a parcel owned by the Town in the area of 15th and Walnut Streets. Staff requested \$100,000 be allocated for improvement of the site.

Staff hired The Birdsell Group to develop concepts for this property. In April, staff along with The Birdsell Group hosted a public hearing and sent special invitations to the surrounding neighborhood. From that meeting a desired concept was chosen along with some public recommendations for improvement.

Modifications were made to the plan and the plan has been posted on the Town's website for review and comment. Staff will be presenting the plan for final recommendation.

Financial impact:

\$100,000 in previously approved funding for this project/

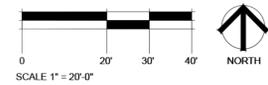
Recommendation:

Recommend staff take Master Plan to Town Board for adoption.

Attachments:

- b. Rendering of proposed 15th and Walnut Park

15th AND WALNUT





MEMORANDUM

Date: May 3, 2016
To: Parks, Recreation & Culture Advisory Board
From: Parks, Recreation & Culture Department
Re: Monthly Financial Report
Item #: D.1.a.

Background / Discussion:

The Monthly Financial Report is attached.

Financial impact:

N/A

Recommendation:

For review and discussion.

Attachments:

- b. Monthly Financial Report – March 2016



March 2016
Volume 4, Issue 3

2016 PARKS RECREATION & CULTURE MONTHLY REPORT

Special points of interest:

- CRC expansion sales tax collections surpass budget requirement for February.
- Single Family Residential (SFR) building permits total 77 through February 2016. This is up from the February 2015 number of 53.
- 38 business licenses were issued in February, of which 23 were sales tax vendors.

Highlights and Comments

- * Sales tax collections of the 3.2% sales tax for March was a record \$667,824, bolstered by a one time collection of \$141,537.
- * March 2016 sales tax was up \$75,644 over March 2015. An increase of 12.77%.
- * Construction use tax through March is at 49.01% of the annual budget at \$864,132.



Arbor Day 2016
Tozer Primary School



Arbor Day 2016 Celebration

Arbor Day was celebrated at Tozer Primary School on April 15, 2016 with students taking the *Junior Tree Board Pledge*: "I give my pledge as a Junior Tree Board Member to use my eyes to see the beauty of the trees, to help beautify our community, and to respect our town parks and school grounds." There was a proclamation by Mayor Melendez, the US Tree City Award by the Colorado State Forest Service, followed by a tree planting on school grounds.

Inside this issue:

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Year-to-Date Revenues	3
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Visit www.windsorgov.com for live streaming of Town Board and Planning Commission meetings. Also www.windsorgov.com/crcexpand contains a full history of the Community Recreation Center expansion feasibility process.

Parks, Recreation & Culture (PR&C)

Ideally at the end of the third month of the year one would want to see 25% collection rate on the annual budget number. The Town has exceeded that benchmark in all three tax categories. Windsor is considerably ahead of the pace of collections as compared to March 2015 in all sales and use taxes and property tax.

Building Permit Chart

March 2016

	SFR	Commercial	Industrial	Total
Through March 2016	158	1	2	161
Through March 2015	77	2	0	79
% change from prior year				103.80%
2016 Budget Permit Total				262
% of 2016 Budget				61.45%

- Windsor is showing a 103.8% increase in number of permits as compared to March 2015. The Town issued 158 SFR permits through March 2016 as compared to 77 through March of 2015.
- March 2016 total construction use tax is above the required monthly collection.
- The .75% construction use tax for the CRC expansion is at 70.71% of the annual budget.

General Fund Revenue Chart - for Park Recreation & Culture

Division	Current	2016		
	Month	YTD Actual	Budget	% of Budget
Cemetery	\$6,510	\$17,835	\$50,987	35.0%
Swimming Pool	\$2,501	\$7,976	\$181,600	4.4%
Recreation	\$79,934	\$191,083	\$725,472	26.3%
Museum	\$0	\$21	\$1,500	1.4%
Community Events	\$900	\$900	\$12,750	7.1%
Parks	\$960	\$2,826	\$15,000	18.8%
Forestry	\$2,490	\$3,035	\$5,000	60.7%
Total General Func	\$93,295	\$223,676	\$992,309	22.5%

- General Fund Revenues are at 22.5% for the third month of the year, just below the 25% rule.

General Fund Expense Chart - for Park Recreation & Culture only

Department	Current	2016		
	Month	YTD Actual	Budget	% of Budget
432 Cemetery	\$8,375	\$29,699	\$129,108	23.0%
433 Community Events	\$345	\$1,934	\$136,215	1.4%
450 Forestry	\$20,476	\$81,409	\$338,963	24.0%
451 Recreation Programs*	\$107,520	\$393,655	\$1,712,976	23.0%
452 Pool/Aquatics	\$2,102	\$20,712	\$186,332	11.1%
454 Parks	\$94,398	\$334,269	\$1,297,222	25.8%
456 Art & Heritage	\$19,437	\$75,004	\$279,437	26.8%
Total General Fund Op	\$252,653	\$936,682	\$4,080,253	23.0%

*plus transfers to CRC for operational expenses

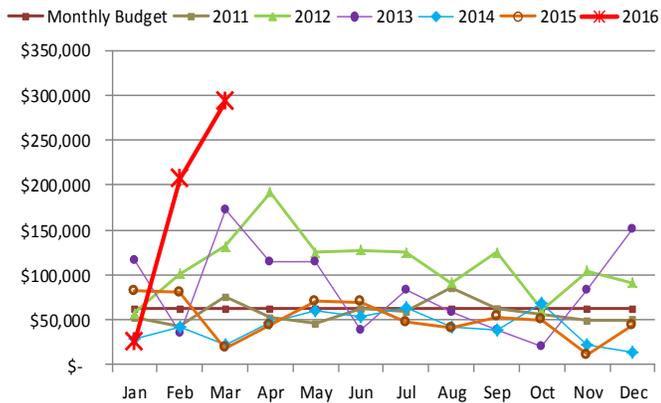
- The General Fund operations are at 23.0% close to the benchmark 25% rule.

Items of Interest

- Spring is here and construction season has begun. Our website has a mapping function to show where projects are in progress as well as parks and amenities to enjoy the spring weather.
- Visit us at www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

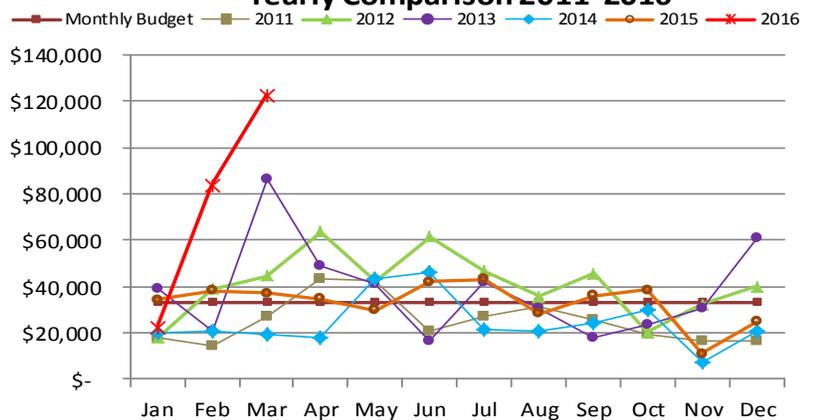
Neighborhood Park Fees (PIF)

Yearly Comparison 2011-2016



Community Park Fees (PIF)

Yearly Comparison 2011-2016

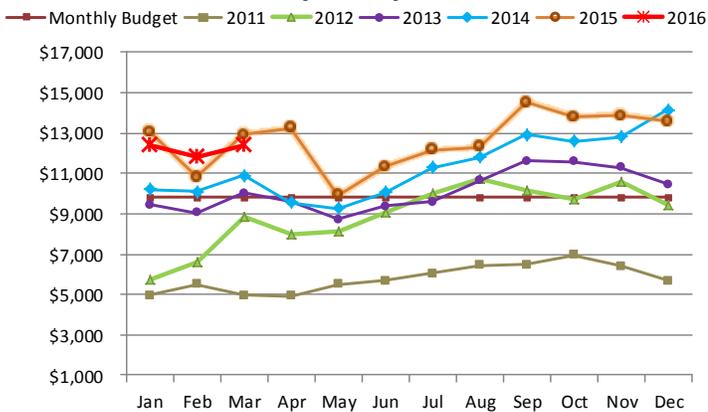


Neighborhood Park Fees and Community Park Fees are the direct result of fees paid on building permits. Historically the first few months of the year are lower due to slow winter construction but come back during spring and summer months. March of 2015 had 77 building permits issued compared to 158 for 2016. These funds are utilized for park development projects as identified in the CIP and approved by PReCAB.

LCOS represents Larimer County Open Space tax disbursements. These funds are utilized for parks, trails and open space projects in the Larimer County portion of Windsor as identified in the CIP.

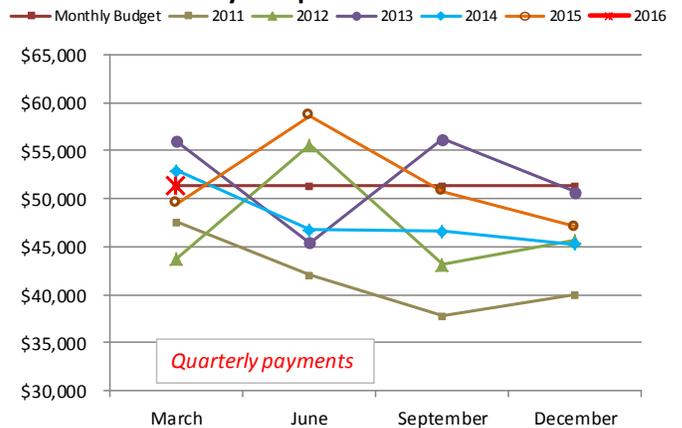
Lottery Funds (also called Conservation Trust Fund) are disbursed on a per capita ration of lottery sales and are primarily utilized for trails and open space projects as identified in the CIP. The Town has not yet received the September Lotter revenue.

LCOS Yearly Comparison (PIF)



Lottery Funds (CTF)

Yearly Comparison 2011-2016



Looking Forward

3.2% Collections

The Town budgeted \$7.7M in sales tax for 2016, making the average monthly collection requirement \$647,047. March collections were above this mark at \$667,824. It is too early in the year to project the annual total but we are off to a strong start.

75% Collections

This begins the second year of collecting this portion of the tax. The monthly budget requirement is \$142,570. The Town collected \$154,208 in March. Since the inception of this tax, there has not been a month where we did not reach the monthly collection requirement.

LCOS is directly tied to sales tax success in Larimer County. This was "re-authorized" by voters on November 4, 2014 at the same rate.

All PR&C Funds Expense Chart

March 2016

Benchmark = 25%

	Current Month	YTD Actual	2016 Budget	% of Budget
Operations				
General Fund (PR & C)*	\$252,653	\$936,682	\$4,080,253	23%
Community Recreation Center**	\$68,023	\$146,169	\$749,420	20%
Operations Total	\$320,676	\$1,082,851	\$4,829,673	22%
Capital Projects				
Park Improvement Fund`	\$2,264	\$34,857	\$281,322	12%
Conservation Trust Fund	\$0	\$9,000	\$477,107	2%
Capital Improvement (PR & C)	\$36,226	\$46,304	\$1,230,945	4%
Community Rec. Center Expansion	\$2,358,792	\$3,656,414	\$9,965,358	37%
Capital Total	\$2,397,283	\$3,746,575	\$11,954,732	31%
Total Budget	\$2,717,958	\$4,829,425	\$16,784,405	29%

*plus transfer from PIF to GF for Administration

**plus transfers to CRC for loan

- Operating expenditures are at 29% of the annual budget through February.
- The first three months included a number of one time annual payments that put us a little ahead of the pace. This should even out later in the year.
- Construction on the CRC Expansion continues and will increase the pace of capital spending as the weather gets warmer.

2016 Major Projects	2016 Budget	Spent YTD	Dept.	Multi- Yr	Est. Start Process	Actual Start	% Complete	Est. Complete	Actual Complete
Trail Cross 257/Grasslands; CR 19/# 2 Ditch; CR 13	108,107	-	Eng CT	2016	Apr 1	Apr 1	40%	Jul 1	
Main Park Shelter Replace (2)	53,190	9,038	Eng OH	2015-2016	Nov 2015	1-Nov	30%	May 1	
Chimney Park south parking lot slurry/stripe	15,000	-	Eng CT	2016	Aug 1		5%	Oct 1	
Chimney Park N. Shelter Replace	27,310	4,287	Eng OH	2015-2016	Nov 2015	1-Nov	30%	May 1	
Cemetery streetscape sidewalk	247,500	-	Eng CT	2015-2016	Jun 1		45%	Oct 1	
Boardwalk Trash Enclosure	40,150	-	Pks/WW	2016	Mar 1		0%	Jun 1	
Poudre Trail From Westwood Village /w grant	250,000	-	Pks/WW	2015-2016	Feb 1		0%	Aug 1	
Windsor Tr Jacoby easement 13 to New Cache Ditch	10,000	-	Pks/WW	2016	Feb 1		0%	Aug 1	
Windsor Tr 392 @ Highlands Design & Underpass	185,000	-	Pks/WW	2016	Feb 1	1-Feb	10%	mid Nov	
15th & Walnut Open Space Develop	100,000	190	Pks/WW	2016	Jun 1	Jan	5%	Nov 1	
Poudre River Diversion design w/grant	-	-	Pks/WW	2016	Oct 7		10%	EOY	
Main Park Irrigation design	9,000	-	Pks/WW	2016-2017	Mar 1		0%	Aug 1	
Main Park Pickle Ball Ct w/grant	45,100	-	Pks/WW	2016	May 1		0%	Jul 1	
Boardwalk Performance Venue	500,000	5,000	Pks/WW	2016	Mar 1		15%	May 1	
Eaton House Structural Assess w/grant	15,000	-	Pks/AD	2015-2016	Jan	Feb	50%	Jun 1	
Museums-Phase 3 Landscape documents	37,645	-	Pks/AD	2016	Aug 1		0%	Nov 1	
Museums - Depot siding	45,000	-	Pks/AD	2016	Aug 1		0%	Dec 1	
Eaton House Master Plan w/grant	25,000	-	Pks/AD	2016	Jan	Jan	30%	Jul 1	
Chimney Pk North change to Non-portable	99,000	-	Pks/WW	2016	Mid Apr		0%	mid Jun	
Automate splitter box E of Chimney Pk design	33,000	-	Pks/WW	2016-2017	Aug 1		0%	mid Nov	
CRC Expansion	7,215,695	3,568,831	Pks/EL	2014-2016	2015	2015	55%	Aug 30	

Color key for funds =

PIF	CTF	CIF	WF	NPWF	SF	SDF	FF	ITF
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Town of Windsor Parks, Recreation & Culture
 301 Walnut Street
 Windsor, CO 80550
 Phone: 970.674.2400 Fax: 970.674.2456



Community Recreation Center
 250 North 11th Street
 Windsor, CO 80550
 Phone: 970.674.3500 Fax:



MEMORANDUM

Date: May 3, 2016
To: Parks, Recreation & Culture Advisory Board
From: Parks, Recreation & Culture Department
Re: Monthly Participation Report
Item #: D.2.a.

Background / Discussion:

The Monthly Participation Report is attached. These reports are one month behind in order to allow complete accounting.

Financial impact:

Recommendation:

For review and discussion.

Attachments:

- b. Monthly Participation Report

2016 MONTHLY PARTICIPATION REPORT

<i>Participants Served</i>	<i>Jan-16</i>	<i>Feb-16</i>	<i>Mar-16</i>	<i>2016 To Date</i>	<i>2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>
Senior Activities								
Classes	-	0	0	0	-	-	-	-
Drop-in Activities	714	855	724	2293	5482	6552	6810	7396
Lunch Program	362	329	413	1104	4364	4227	4330	5135
Patio Picnic	56	55	71	182	-	-	-	-
Rides	30	29	11	70	411	481	444	593
Travel	72	74	75	221	707	846	592	805
Subtotal	1234	1342	1294	3870	10964	12106	12176	13929
Youth Activities								
Baseball/Softball	-	-	125	125	849	761	647	629
Basketball	604	-	-	604	620	1233	1088	1254
Football	-	0	155	155	341	360	438	255
Kidz Club	-	-	-	0	0	0	203	466
Preschool Activities	559	481	587	1627	2947	3109	2780	2904
Soccer	-	-	-	0	1121	1127	1017	1058
Sports Camps	-	-	-	0	104	194	67	163
Start Smart	-	15	-	15	47	30	102	146
Teen Nights	550	553	566	1669	3913	4357	4433	4130
Tennis	-	-	-	0	52	108	66	92
Track	-	-	-	0	74	63	52	45
Volleyball	-	-	-	0	338	363	357	296
Subtotal	1713	1049	1433	4195	10406	11705	11250	11231
Adult Activities (Teams)								
Basketball	18	-	-	18	0	22	23	21
Softball	-	-	-	0	88	89	60	57
Volleyball	-	-	-	0	0	0	0	0
Subtotal	18	0	0	18	88	111	83	78
Recreation Classes & Activities								
Adaptive Recreation	67	84	63	214	494	1127	976	760
Adventure Trips	-	-	-	0	60	56	20	59
Climbing Wall	32	20	19	71	315	352	393	510
CRC Rentals	23	25	30	78	386	435	356	-
Drop-in Gym	1007	704	747	2458	6150	5511	6772	7144
Fitness Passes Sold	190	166	174	530	1922	1877	1926	1323
Fitness / Wellness Participants	1525	1131	1256	3912	14636	14315	13555	13105
General classes adult (Y 07-11)	0	4	12	16	207	214	161	288
Martial Arts	57	61	76	194	531	557	580	659
Special Events	-	171	199	370	1265	2097	1445	2037
Subtotal	2901	232	275	7843	25472	25414	25208	24547
Aquatics Program Activities								
Admissions (cash, PC, pass, masters swim)	82	55	47	184	12025	15121	17552	18299
Boat Permits/Rentals (added in 2012)	-	-	8	8	4470	417	433	615
Lesson participants	-	-	-	0	882	1447	1424	1386
Swim & Dive Teams	31	-	4	35	69	109	125	98
Subtotal	113	55	59	227	17446	17094	19534	20398
Cultural Historical Activities								
Classes	-	-	-	0	50	29	30	1144
Concerts / Community Events*	-	-	120	120	50950	57125	35900	24915
Museum/AHC Visitors	58	135	238	431	4222	745	1655	2052
School Visits/Tours	-	-	49	49	724	385	727	0
Subtotal	58	135	407	600	55896	58255	38282	28111
Parks & Forestry Services								
Forestry Consultations	-	2	-	2	136	39	32	74
Landscape Permits	3	4	12	19	58	22	19	19
Subtotal	3	6	12	21	194	61	51	93

* Numbers are estimates.



MEMORANDUM

Date: May 3, 2016
To: Parks, Recreation & Culture Advisory Board
From: Parks, Recreation & Culture Department
Re: Boardwalk Park Bandshell Scrim
Item #: D.3.a

Background / Discussion:

Staff has been working on a design for the scrim and would like the Advisory Boards opinion prior to ordering the scrim.

Financial impact:

N/A

Recommendation:

For review and discussion.

Attachments:

PDF of current scrim options attached in Item # D.3.b

OPTIONAL PULL-DOWN SOLAR SHADE(S) - SEE BELOW

QUANTITY: 1 (OPTION FOR 3 SIDES) MANUFACTURE AND INSTALL

END VIEW

SCALE: 1"=1'



CONCEPTUAL PLACEMENT DETAIL

SCALE: 1/4"=1'-0"

OPTIONAL PULL-DOWN SOLAR SHADE(S) - SEE BELOW

END VIEW

SCALE: 1"=1'

QUANTITY: 1 (OPTION FOR 3 SIDES) MANUFACTURE AND INSTALL



PTUAL PLACEMENT DETAIL

SCALE: 1/4"=1'-0"

OPTIONAL PULL-DOWN SOLAR SHADE(S) - SEE BELOW

END VIEW

SCALE: 1"=1'

QUANTITY: 1 (OPTION FOR 3 SIDES) MANUFACTURE AND INSTALL



ACTUAL PLACEMENT DETAIL

SCALE: 1/4"=1'-0"

BOARDWALK PARK



A
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BOARDWALK PARK

TOWN OF
WINDSOR
COLORADO



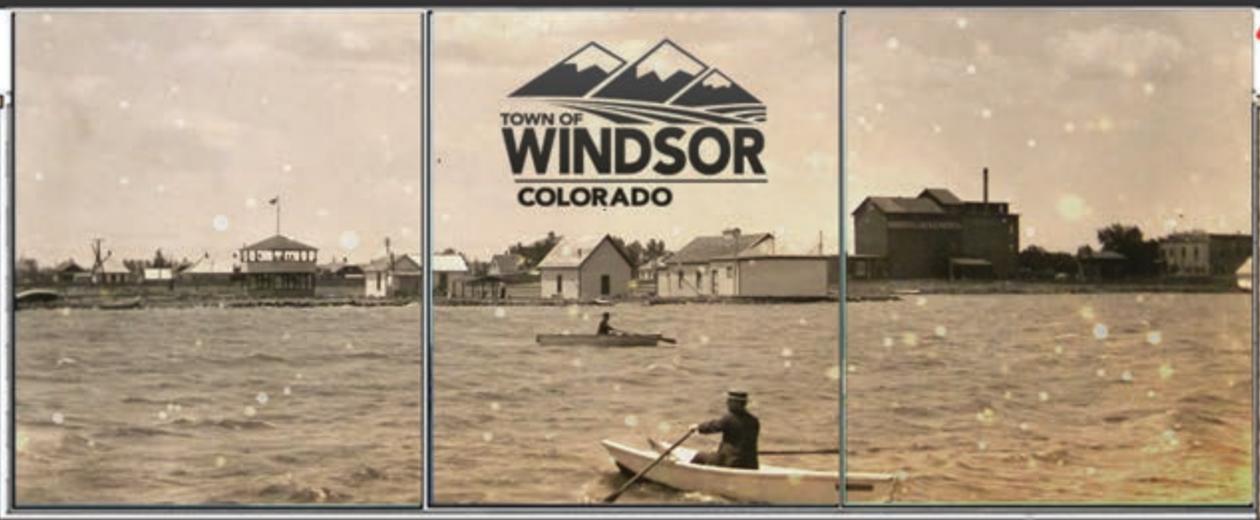
BOARDWALK PARK

TOWN OF
WINDSOR
COLORADO



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BOARDWALK PARK



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BOARDWALK PARK



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MEMORANDUM

Date: May 3, 2016
To: Parks, Recreation & Culture Advisory Board
From: Parks, Recreation & Culture Department
Re: Board Goals Discussion
Item #: D.4

Background / Discussion:

Continued discussion around Board goals and objectives for 2016 -2018.

Financial impact:

N/A

Recommendation:

For review and discussion.

Attachments:

N/A



MEMORANDUM

Date: May 3, 2016
To: Parks, Recreation & Culture Advisory Board
From: Eric Lucas, Director of Parks, Recreation and Culture
Re: Board Role and Process Discussion
Item #: D.5

Background / Discussion:

Having participated and observed the interaction of Town staff and the Parks, Recreation and Advisory Board for the past 6 months, I would like to present those observations and engage in a conversation around the role and processes related to the Parks, Recreation and Culture Advisory Board. It is my belief that with some minor modifications around procedures that the Board and staff can engage in more meaningful dialogue which will result in an improved working relationship that will better serve the community.

Financial impact:

N/A

Recommendation:

For review and discussion.

Attachments:

N/A



MEMORANDUM

Date: May 3, 2016
To: Parks, Recreation & Culture Advisory Board
From: Parks, Recreation & Culture Department
Re: Staff Communications Report
Item #: E.1.a.

Background / Discussion:

The Monthly Staff Communications Report is attached.

Financial impact:

N/A

Recommendation:

For review and discussion.

Attachments:

N/A

MONTHLY REPORT APRIL 2016

March has been proven to be a significantly busier month with construction projects, programs and events taking up the bulk of staff time. We expect this trend to continue from now throughout the rest of the year. The remainder of this report is a compilation of highlights from staff activities in April.

PARKS & OPEN SPACE

- Forestry Staff completed a very successful Arbor Day Celebration. On Thursday and Friday the Tree Board held Arbor Day celebrations at Mountain View Elementary School and Tozer Elementary School, the Board presented awards to the poster contest winners, Mayor Melendez read the Arbor Day proclamation and Trustee Adams swore in about 800 new Junior Tree Board Members and gave out 1200 spruce seedlings.
- The Tree Board was recognized by the Colorado State Forest Service for 35 years as a Tree City USA. On Saturday with inclement weather we had 90 participants in the Arbor Day Race. We had pre-registered 110 runners and walkers and had 30 people register the day of. Later in the day 54 trees were distributed to Windsor property owners.
- Turf maintenance operations started in May. Sites were fertilized, sprayed for weeds, aerated, top dressed and mowing operations started.
- Staff completed new timber steps at Windsor Highlands Park, this will help eliminate an ongoing erosion issue and create safer access to the castle turret playground element.
- Irrigation systems were inspected and charged up in preparation for the season. Regular irrigating will start in mid to late may depending on how much natural moisture we receive.



Arbor Day 5K



Tree City USA: 35 Years

PARKS & OPEN SPACE CONTINUED

- Staff completed the annual practice of burning the kern ditch along the east side of Chimney Park. This helps with flow of irrigation supply to Chimney Park, Folkstone Tree Nursery, Diamond Valley as well as many other properties that are irrigated from Windsor Lake including farm land located southeast of Eastman Park Drive and HWY 257.
- Work is underway on the Boardwalk Band Shell, the structure is on order and is scheduled for delivery the 2nd week of May. The project is currently on schedule with anticipated completion at the end of May in preparation for the first concert of the year.
- Staff did a presentation about the Town of Windsor Park Development process to 100 Range View Elementary 4th Graders.
- Staff attended a tour of the proposed outdoor classroom at Skyview Elementary School. This is a project that the Town of Windsor was the Grant Sponsor for a Great Outdoors Colorado Grant which was awarded for the project. Construction is anticipated to start this year. This will be beneficial to the Town in that it will help better connect children to nature and ultimately help them be good stewards of the land including our Parks, Open Spaces and Trails.
- We recently had several volunteer events with folks working to improve our newly constructed archery range at Diamond Valley and students from Skyview Elementary organized a cleanup of the Belmont Ridge Open Space. Additionally, we had members of the Windsor High School Key Club participate in a cleanup along the Poudre River Trail.



Chimney Park ditch burning



Poudre River Trail Cleanup



Belmont Ridge Cleanup

ARTS & HERITAGE

- Culture Division staff have been hard at work increasing visibility for our programming in the community. Staff has attended soccer practices at Eastman Park, as well as Saturday games, with artifacts and games in tow from our education collection. Visitor reaction has been very positive, and we have generated two new guided tours from groups who received our new handouts from staff.
- The third annual Windsor Highschool Senior Art Show is now open at the AHC. The show runs from April 20th through May 28th.
- From June 15th through July 16th the AHC is hosting The Paths We Take, a show made possible by the Windsor Boardwalk Gallery and hosted by the Town. The special reception for the Paths We Take will be held Friday June 17th, from 6:00 to 7:30 pm. Again, all are welcome. The exhibit is a juried art show coordinated by Suzette McIntire of the Boardwalk Gallery, and hosted at the AHC. The show will feature artists from across the Colorado Front Range, and up into Wyoming, and centers on the theme of various "paths," traveled by individuals.
- In honor of Arbor Day 2016 Culture and Parks staff went up and down Main Street to place over 100 hand knitted and donated scarves to our first Pop-Up Art exhibition for the Public Arts Program. We decided to produce what's known as a "Yarn Bomb," which is a form of folk art or non-invasive 'graffiti', often done by surprise, produced in public spaces for many to enjoy. More information will be available after the event.
- Staff is working on conceptual plans for the Eaton House Master Plan at Boardwalk Park and will share the plans with the Advisory Board in June.



Yarn Bomb Project



Senior Art Show

RECREATION

CRC Progress:

- Front Desk is under major construction (new desk and tile in the front lobby area)
- Running track is being installed.
- Pools are all poured.
- Construction is moving along!

Programming

- Soccer, Football, Baseball are in full swing
- Eastman Park Drive and 7th Street will be under construction late Spring and Summer but we will continue to have Tball and Baseball at Eastman Park, there will be a detour through the Catholic Church parking lot.
- Summer Hiring is wrapping up and the summer seasonal staff will start orientations and trainings in the next month.

Special Events

- We hosted 3 events in April at Boardwalk Park
- Johnny's Community Run brought in close to 400 people with 340 participating in the 5K.
- We have 5 events slated for May at Boardwalk Park.
- On May 21st we will host our very first fishing derby at Eastman Park
- Summer Concerts begin June 2nd.



New Tile at Windsor CRC

MARKETING

Projects & Signage

- Established weekly meetings with Windsor Communications Manager Katie to develop cohesive Communications Plan and Brand Guide.
- Creation of multiple teams for CRC Expansion Grand Opening plan, with further plans for signage and interior decoration.
- Monthly school backpack flyer for May covering summer events.
- Monthly video calendar series continues into May.
- Illustrative video highlighting the benefits of Windsor PRC/CRC completed, still considering best distribution strategy.
- Streetlight banner design for summer 2016 approved and submitted for final print, with matching designs prepared for four seasons.
- Windsor Lake Stage Scrim & Signage currently in approval process, second draft.
- Concession Stand Signage Design currently in approval process, third draft.
- Museum signage currently in approval process, first draft.
- Display cases and signs for Aaron Cook Field, Chimney Park, and Windsor Lake is in design phase

Campaigns & Events:

- Hotel Guest Directory Ad for CRC Opening
- Started campaigns *Mother/Son Night* May 6th, *Fishing Derby* May 21st, *Jedi Engineering Camp* May 31st – June 3rd, *"The Paths We Take" Exhibit* at Windsor Art & Heritage Center June 15 – July 16
- Upcoming Activities: Swim season begins May 28, StartSmart Baseball May 22, May Youth Activities include Fencing, Archery and Karate.
- Competition Cheer Team & Tumbling Begins in May, as well as assorted dance and climbing classes and Adaptive Recreation.
- Additional campaigns include Movies in the Park, Food for Life Class, Family Campout and Water Carnival.
- Record high website hits for the month of March in 2016: 29,243
- 2nd highest reach in Facebook post history at 2,172 reach, 121 reactions

Actions on Page March 28 - April 24 6 Total Actions on Page ▲ 50% 	People March 28 - April 24 Women 25-34 Largest Audience (31%) Mobile Devices Most Common Device (74%)	Page Views March 28 - April 24 414 Total Page Views ▲ 58%
Page Likes March 28 - April 24 131 Page Likes ▲ 9% 	Reach March 28 - April 24 7,162 People Reached ▼ 18% 2,975 Post Engagement ▲ 36%	Videos March 28 - April 24 1,020 Total Video Views ▲ 127%



Total Page Likes as of Today: 1,404



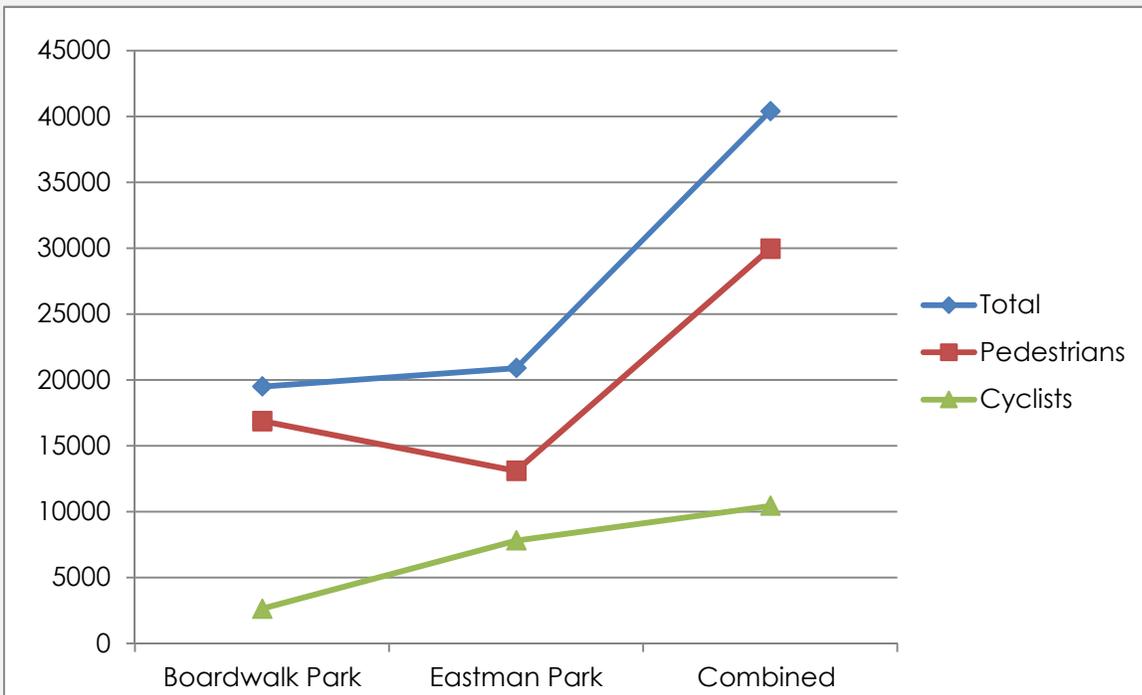
All Posts Published

■ Reach: Organic / Paid
 ■ Post Clicks
 ■ Reactions, Comments & Shares

Published	Post	Type	Targeting	Reach	Engagement	Promote
02/22/2016 8:38 am	Great Pay, Even better experiences! Come join our team and en	Image	Global	9.5K ■	957 259 ■	Boost Post
04/21/2016 2:54 pm	Ladies and gentlemen, we have stairs! #progress	Image	Global	2.2K ■	117 121 ■	Boost Post
04/14/2016 1:54 pm	The Windsor Arbor Day 5K is still on this Saturday, April 16th at	Image	Global	1.9K ■	34 42 ■	Boost Post
03/31/2016 4:33 pm	April kicks off a season of growth for Windsor PRC! For any qu	Image	Global	1.6K ■	38 13 ■	Boost Post

ECO COUNTERS

Two Eco-Counters were installed on February 5, 2016. One is located at Eastman Park on the Poudre Trail and the other is on the Windsor Lake Trail at Boardwalk Park. The analysis period for this report is 84 Days (Feb 5-April 28) for Eastman Park and 73 days for Boardwalk Park. Boardwalk park eco counter is having a reporting issue and staff is investigating. Once we have 3 complete months of data we will begin reporting comparisons via months, quarters and year to date.



Windsor Lake Trail Averages 375 users per day / Poudre Trail @ Eastman Park Averages 402 users per day

As you can see, in the first 73 days of tracking, we had a total of 19,497 users at Boardwalk Park. 86% of those users were pedestrians. In comparison, Eastman Park saw 20,903 users over 84 days. 63% of those users were pedestrians. It will be interesting to see if this trend continues as the weather warms and summer approaches.

DIRECTOR'S UPDATES

- I am working with the School District on discussions surrounding replacement of their pool at the high school. It is in dire need of replacement.
- Orientation for the new Advisory Board Members is scheduled for May 24th. I will be working with them to coordinate this date.
- Adoption of the Master Plan is scheduled to go to Town Board for adoption on May 23rd. Upon adoption staff will begin working on prioritizing parts of the plan followed by implementation.
- I plan to update you on pickleball discussions at our meeting. Staff has researched some options and held a meeting with representatives from the pickleball group. This item is not on the agenda as it is currently being worked on by staff. I will add ask that we add it at the meeting.
- Reminder that we will meet at the Community Recreation Center at 7p.m. and will need to select a Board President. If you have interest please contact me as well as your fellow Advisory Board Members.
- We have a new Town Board Liason. Town Board Member Myles Baker will be in attendance and is replacing Christian Morgan who was placed on several new boards as part of the Town Boards re-alignment.