



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

December 6, 2016 7:00pm
Community Recreation Center
250 N 11th St, 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. CONSENT CALENDAR

1. Minutes from November 1, 2016

C. BOARD REVIEW / DISCUSSION

1. Windsor Sugar Beet Historic Marker
2. Museum Accession Items
3. Master Plan Follow Up

D. COMMUNICATION

1. Staff
 - a. Communications Report
 - b. Financial Report October 2016
 - c. Community Recreation Center Report
2. Board

E. ADJOURN

FUTURE MEETINGS

January 3, 2016
February 7, 2017

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

November 1, 2016, 7:00 P.M.

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Chair John Nuspl called the meeting to order at 7:03 P.M

1. Roll Call

The following PReCAB members were present:

Sandy Brug
Jennifer Dionne
Rebecca Holder-Otte
John Nuspl
Regan Price

Absent:

Patrick Lightfoot
Matt Morgan

Staff present

Parks & Recreation Director	Eric Lucas
Parks & Open Space Manager	Wade Willis
Recreation Manager	Tara Fotsch
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

Ms. Price moved to approve the Agenda as presented. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

a. Town Board Liaison – Myles Baker

Town Board Liaison Mr. Baker was not present

b. Weld RE-4 School District – Regan Price

Ms. Price stated recently they had a meeting on business services. The reports studied were extensive and included transportation maintenance, employee services among many other areas. She specified it disclosed everything is growing and busting at the seams and they needed more support. She spoke about the importance of the count per pupil which this year was tallied on October 5th. There were 6035 students showing growth was up 9.9%.

She identified several upcoming events mentioning many activities are happening at the schools on Veterans Day, the American Education Week is November 14th thru the 18th and the marching band will be featured on 9 News in December for the 75th Anniversary of Pearl Harbor.

4. Public Invited to be Heard

There was no public comment

B. CONSENT CALENDAR

1. Minutes from October 4, 2016

Ms. Holder-Otte moved to approve October 4, 2016 minutes as presented. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Museum Accession Item

Mr. Nuspl requested Ms. Brug give some background on the accession item since it was presented on behalf of the Historical Society. The sign was originally on the depot back in 1975. She described how a member of the society many years past came across this item and held on to it until they rescued and re-gifted it back.

Ms. Price moved to approve the museum accession as presented. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

2. Community Recreation Center Update

Mr. Lucas briefly reviewed the opening numbers since the ribbon cutting on October 8th. The eco counter revealed there were 22,041 visits to the building in the last 24 days averaging 918 people passing through daily in the month of October. To date, the current numbers of memberships are 1900. They are anticipating a jump in the numbers once the silver sneakers program becomes available. The goal is four thousand members by the end of next year.

Ms. Fotsch discussed the scholarships designed for Windsor residents on reduced membership fees saying on average the dollars used each year is around six thousand.

3.

Mr. Lucas opened the topic of discussion if animals should be permitted at Town events such as movies in the park, concerts and the 4th of July. He acknowledged Mr. Willis sent a survey out to five communities in the area that responded back they had no regulations and many left it up to the special event organizer or partnered organization. Upon researching, they found Lafayette Colorado has an ordinance that prohibits animals at special events and some surrounding areas don't allow them on sport fields or at big events like the 4th of July. The conclusion of the conversation remained that Mr. Lucas would proceed forward with trying to get an approval for a survey from Town Board to send to the residents for feedback on the subject.

4. Master Plan Follow Up

Mr. Lucas reminded the board that the master plan was adopted last summer by Town Board and he wanted to converse with them on one question that dealt with how to develop a system for prioritized growth and funding allocations. Windsor is experiencing a 9% growth rate when the national average for planners is 3%. He commented that the planning department projected Windsor will double in size over the next twenty years. Ultimately how do you determine one project over the other, our growth, future parks and funding for specific trails that in the end raises the question should the standards be changed to meet the needs of the future? Mr. Lucas will meet with Town Board on the 28th of November to go over this very matter to help define a path for moving forward.

D. COMMUNICATION

1. Communications from Town Staff

Mr. Lucas informed the board there was a portion of the Poudre trail that had washed into the river. Maintenance is split along a 21 mile stretch between Loveland, Greeley and Windsor. The three entities' applied for a tap grant and was awarded the one hundred and twenty thousand dollars to repair this section. He indicated they are working on long term solutions to fund maintenance and begin to set aside money for upcoming repairs.

2. Financial Report September 2016
The Monthly Financial Report was available to the board.
3. Communications from Chairperson and Board
Mr. Nuspl pointed out the ribbon cutting held earlier in the day for the pickelball courts was very nice and a lot of people were present including the Mayor and many Board members.

E. ADJOURN

Ms. Price moved to adjourn the meeting. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 8:39 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



Town of Windsor
Department of Parks, Recreation, and Culture
Culture Division
250 N. 11th Street * Windsor, CO 80550

Potential Acquisition Form

Source:

- Donation
 Staff Acquired
 Transfer / Exchange
 Purchase
-

Name: Town of Windsor, Culture Department Staff Date: 10/25/16
Address: 250 N. 11th Street
City: Windsor State: CO Zip Code: 80550
Phone: 970-674-3524 Email: _____

Price: not assessed Estimated Value (for donation or transfer/exchange)

Description and Provenance of Object(s):

(27) black and white photographs of Windsor, circa 1905-1930 (See Attached)

Museum Staff Recommendation:

Date: 10/11/2016

Accept into Museum Permanent Collection: Accept Decline

Accept into Museum Education Collection: Accept Decline

Reason for Decision:

- Aligns with mission
- Has established provenance/story
- Good Condition
- Has exhibit potential
- Fills gap in collection
- Space to store
- Other: _____

Parks, Recreation, and Culture Advisory Board (PReCAB) Decision:

Date: _____

Accept into Museum Permanent Collection: Accept Decline

Accept into Museum Education Collection: Accept Decline

Reason for Decision: _____

Town Board Decision:

Date: _____

Accept into Museum Permanent Collection: Accept Decline

Accept into Museum Education Collection: Accept Decline

Reason for Decision: _____

Signatures:

Art & Heritage Manager or Director of Parks, Recreation, and Culture Department

Date

Mayor, Town of Windsor

Date

Potential Acquisition
Staff Purchase
Photograph Descriptions

1. Alamo Hotel with crowd in front. Circa 1899. Man standing on makeshift stage, crowd around with three horse and buggies. Large American flag in center of photo. Left of photo, pharmacy store partially visible. Homes to right in background. 431 Main Street, Windsor. Reproduction photo.
2. Street view of 431 and 429 Main Street, Windsor. Alamo hotel on right side of the building and barber to left side of building. Man (presumably Bert Clouds) in white jacket standing in front of barber shop, post with white and perhaps red stripes on sidewalk in front of barber shop doors. To left is Porter Pharmacy. Wood plank sidewalk with wood horse posts in front of pharmacy. Reproduction photo.
3. Scene of burned business, 429 Main Street. Hallow building with left (east) brick wall still standing. Building to left (east) has dark burn marks and broken window. Small group of people on left and right side of the photograph. Alamo hotel on right has broken window. on the evening of Saturday, March 9, 1901, the building caught fire and burned to the ground, damaging Bert Cloud's barbershop, immediately east (no longer extant), and the Alamo Hotel (431 Main Street), immediately west. It was the third time a fire had started in the store. Dr. Porter built the first story of the present building later that year. Reproduction photo.
4. Two rows of firefighters in front of white fire engine. First row is kneeling, back row is standing. Men are wearing matching hats, ties, and uniforms. Circa 1946. Reproduction photo.
5. Firetruck going down Main Street Windsor two men sitting on hood, three men standing on side, one driving and two standing on back. Likely a parade. Truck is a dark color with bell on side. Circa 1925. Reproduction photo.
6. White firetruck with group of firemen standing and sitting on truck. Man in military uniform in driver's seat. (18) men in matching uniforms standing and sitting on truck. Circa 1946.
7. Seven men in matching uniform (casual shirts and slacks) sitting on fire truck; some men have ribbons pinned to their chest. Location unknown. Perhaps firefight competition. Interior of Alex Lorenz Tailor shop. Man standing in center of photo next to large open book on table, likely Alex Lorenz circa 1922 "about 1922" written in black pen on back. Shop located at 508 Main Street, center unit. Reproduction photo.
8. Three men standing in interior of Alex Lorenz Tailor Shop. Alex Lorenz on left leaning against table wearing white striped shirt and tie. Two unidentified men in center and on right. Written on back in blue pen, "Grandad Lorenz, 1919, Tailor shop Windsor, CO. 2 unident(?) people 2 Russians)". Man with mustache in center is wearing long coat with fur hat. Man on right wearing suit with hand on table. Rack of clothing in back of room on right. Original Photo.
9. Interior of Alex Lorenz Tailor Shop, circa 1927. Alex Lorenz leaning against table on left side of photo, wearing vest and tie and glasses. Sewing machine table on back wall with clock above. Wood hanging closet along right wall filled with coats and jackets. Coal stove on left in foreground. Calendar on wall reads April 1927. Original Photo.
10. Interior of Alex Lorenz Tailor Shop, circa 1919. Lorenz standing on left behind table with hand resting on shelf. No coal stove, stove whole at top of ceiling is visible. Press in main room, clothing racks in back right corner, tables with fabric samples on right include "Bruner Woolens" box. Boxes are open. Original Photo.
11. Image of four store fronts with awnings. Exterior of Alex Lorenz Tailor & Cleaner shop in center of building. Windsor Lunch Room located on right. Building located at 508 Main Street. Paved sidewalk and street. Date unknown. Original Photo.
12. Exterior of home located possibly at 601 Main Street. Showing two sides of home with porch. Neighboring out building located in background behind board fence.
13. Exterior of home possibly at 530 Main Street. There are three men and one woman in the front yard with two dogs. There are two women on the porch of the house. A tree is located on each side of photo in foreground with a bush also on the front left along with an open fence in the foreground. House has appears to be of a Victorian style.

14. Photo of brick building with a year marker of 1902 on top of building. Sign on front right of building is "The Racket Store." Awning across front of first floor is light colored and says "Bakery" on the center. There are also two horses on the street level center right. Two wooden wheels are seen to the left of the horses. There is a staircase leading to the second floor on the right side of the building. The second story of the building has three pairs of windows while the left side of the building has two pairs of windows. Possibly located at 205 4th Street.
15. Photo of store front along Main Street. Four stores possibly 426 Main, 424 Main, 422 Main, and 418 Main Street. Photo is labeled 30th, 1914. There is large crowd of men and women in front of stores. A carriage with horse and an automobile are clearly visible at left of photo. Additional autos and carriages are intermingled with the crowd. Storefront on far left has a small white sign labeled "pool" on two sides. Store second from right has a sign stating "Cable Bro's & Co Cash Store." All four store fronts have awnings on their first story. Only the first store front on the right has a second story.
16. Storefront of the Cable Brothers and Company Cash Store. Possibly at 422 Main Street. Store name is on top of the building. Awning also has Cables in center. Window at left also has Cables stenciled or etched on window. There are four men standing on sidewalk in front of store. Formal attire (men and women) can be seen on display in windows on front right of store.
17. Ice cutting on Windsor Lake. Eleven men working lake with two teams of horses. Building in background of photo has a conveyer system taking in ice blocks from lake. It is labeled "The Rocky Mountain" on its right side. Additional building can be seen in background of photo along with telegraph poles. Reflection of building and men can be seen on the lake.
18. Man in overalls and cap standing in front of vehicle on street in front of storefront windows. Man identified as Henry Brunner. Vehicle is unusual auto with oversized, tractor like rear tires. There is no rear end to the vehicle and entry for the cab must be through the rear as there are no side doors. There is a man with his back to the vehicle on the sidewalk on the left center of the photo.
19. Photo of Main Street in Windsor, Colorado taken from an elevated position. The Conoco gas station is on the front left corner of the photo. Street is paved and cars and trucks are parked perpendicular to the store fronts along both sides of the street. Two blocks of buildings are evident in the photo on the right as there is a side street visible on the center back of photo. A tower is visible in back right of photo protruding above trees. There is one automobile driving into the picture on Main Street.
20. Pick-up truck on street in front of two buildings. Truck is driven by man in brimmed hat. A small boy is in back of truck with two appliances. A uniformed man in a cap is on street behind the front of the truck. Two women in dresses are on the sidewalk at the right rear of truck in the background. Truck has a logo on door that includes "M M".
21. Photo of the Windsor Band. Photo labeled Windsor First Prize 2nd Class of Mano P." Three row of men in uniforms with primarily brass instruments. Large drum on ground in center of first row embossed with Windsor Band. First row has two men on each side of drum sitting. Second row has two men kneeling or sitting on each side of drum. Back row (third row) has seven men standing behind drum. Uniform includes a cap with a logo on the front of cap.
22. Photo of firetruck in parade down Main street. Fire truck is light colored, possibly white. Has open back with ladders on each side. Four men are in back of truck with one standing on sideboard on right of truck. One man is driving and another standing in the cab. Background shows a packed street of men, women and children. Storefront in background is three buildings. A smaller two story building is partially visible on left rear. A taller two story brick building dominates center of background. It has three storefronts. Center is signed as Roy's Market and has CocaCola signs on each side of main signage. Storefront to its right is labeled Gamblers. A smaller one story building is partially visible to the far right of photo and is signed "Ols" People are watching parade on the roof of this building. Truck is moving left to right. (Parade #1)
23. Photo of fire truck in parade along Main Street Second of three parade photos of fire trucks. This is second firetruck. This truck has a closed cab. Door of truck is labeled Windsor Severance Fir Dept. Three men are in the back of truck and one man is standing on the right side rail of truck. Two men appear to be in cab of truck. There is a large crowd of men, women, and children watching parade on sidewalk in background of photo. Truck is at an intersection and cars can be seen parked along both sides of side street. A partially visible two story brick building is at far left of side street. Opposite side is a street lamp in front of a barber shop. The

barber pool is visible on the small building. Next to it is a two story brick building with Club Café in the storefront window. A larger two story building is partially seen to the far right of the background. Large trees are seen above the buildings in the top of the photo. Truck is moving left to right. This is the section of the street to the left of the previous photo. (Parade #2)

24. Photo of firetruck in parade along Main Street. Truck is heading right to left. Third in the series. Five men are in open back of truck and two men are seated in the open cab. Ladders hang on the side of the truck. Truck says "Windsor Colo Fire Dept" on its side. Large crowd of men, women, and children on sidewalk. Barber shop is small building on left. Center building is the Club Café. A boy is watching parade from open second story window. A third brick building is partially seen on right background of building. It is taller than the Club Café building to its left.(Parade #3)
25. Photo labeled Windsor High School 1930. Photo is of students and teachers in four rows. First row is seated, second row is kneeling and on chairs with third and fourth rows standing. There are 39 men and boys in the seated row. There are 46 men, women, and girls in the second row. There are forty-seven women & girls and one man in the third row. There are forty men & boys and two women in the fourth row.
26. Photo of farm operations. Center of photo is horse pulling a flatbed wagon with man standing at its rear. There are additional wagons and men standing in the background on both sides of the photo. The foreground shows a vegetable, possibly sugar beets in a field. Photo appears to be an original due to its coloration.
27. Man standing on an early tractor. Man is in jacket and hat and is looking back at the photographer. Tractor appears to be tilling a field.



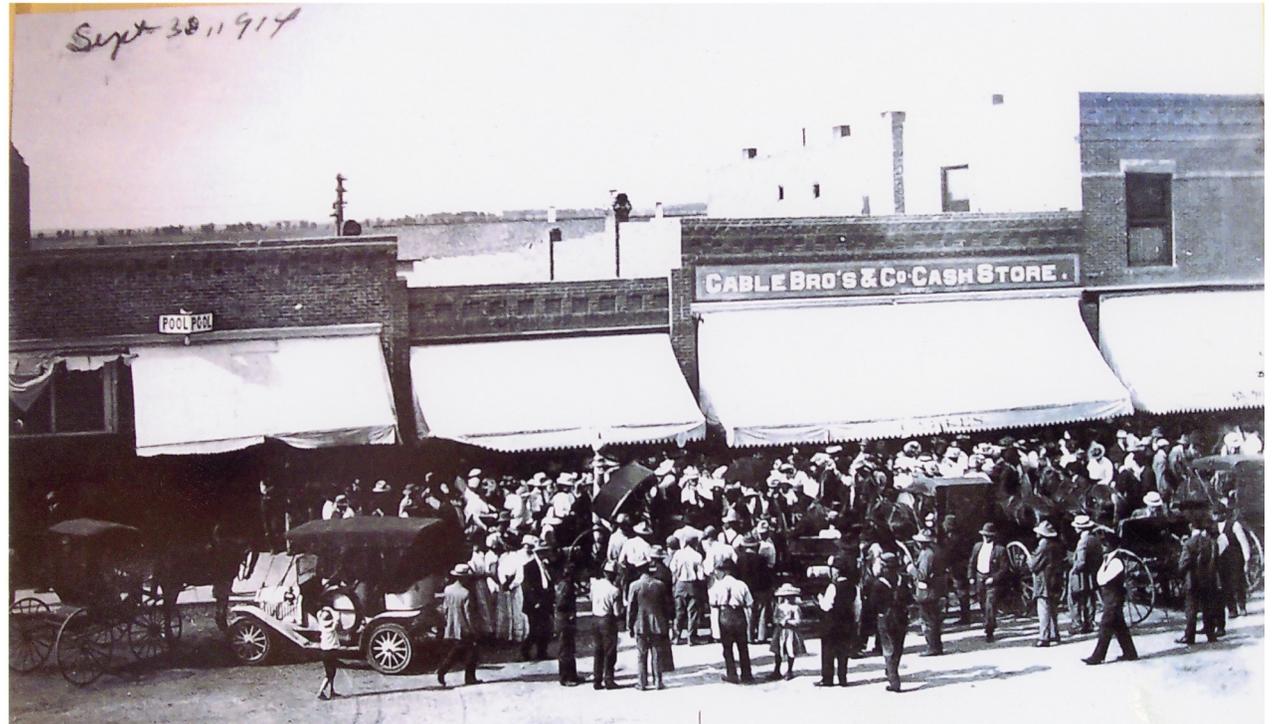




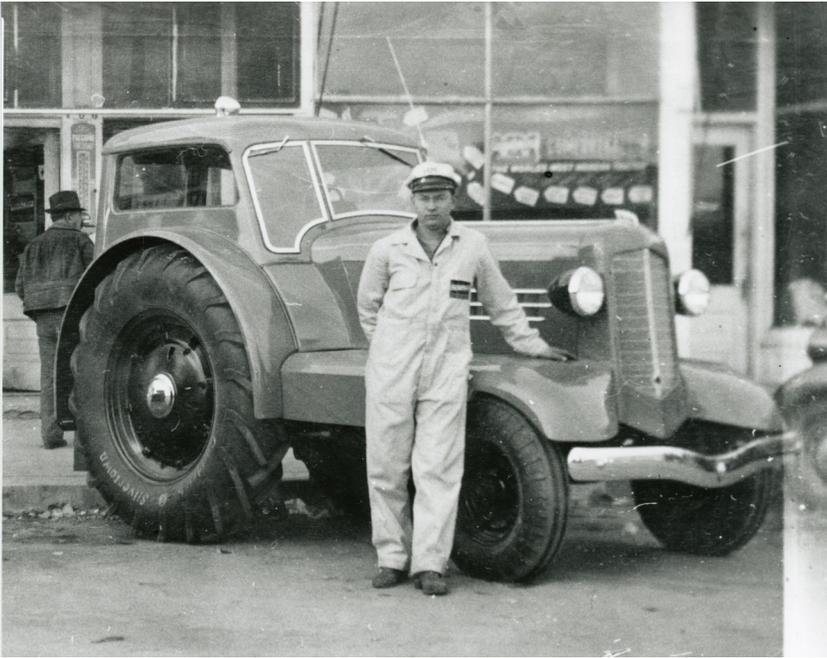




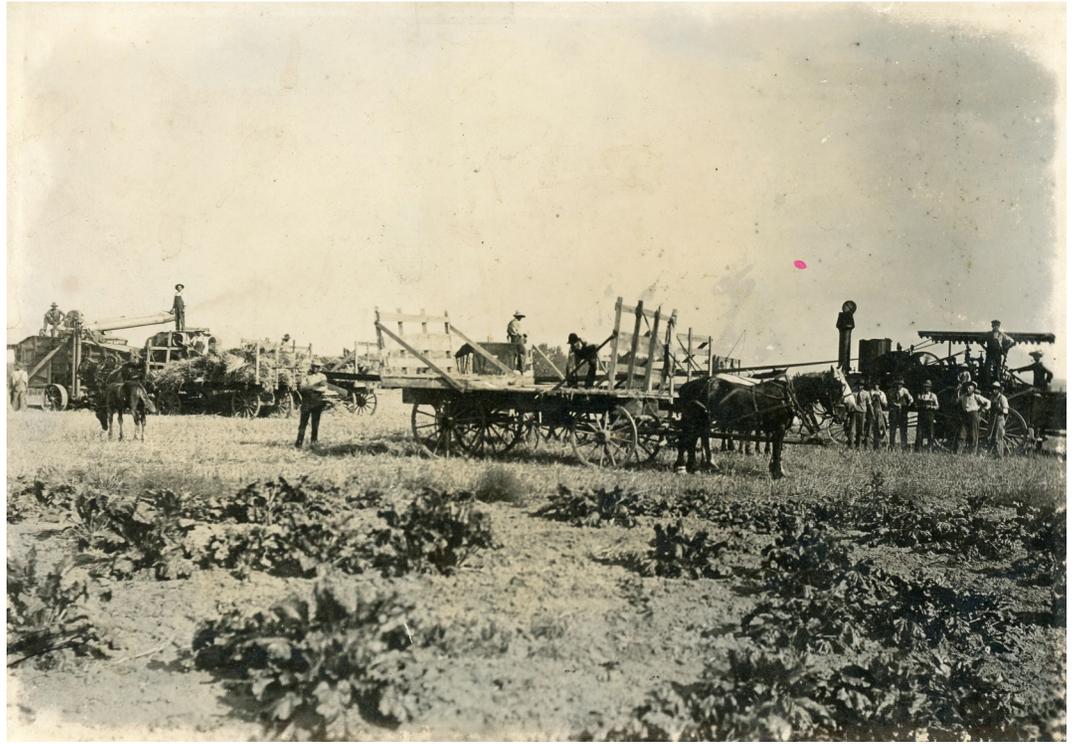














Town of Windsor
Department of Parks, Recreation, and Culture
Culture Division
250 N. 11th Street * Windsor, CO 80550

Potential Acquisition Form



Source:

- Donation
- Staff Acquired
- Transfer / Exchange
- Purchase

Name: Sandy Brug Date: 11-18-2016
 Address: 512 Walnut St.
 City: Windsor State: CO Zip Code: 80550
 Phone: 970-686-2122 Email: _____

Price: not assessed Estimated Value (for donation or transfer/exchange)

Description and Provenance of Object(s):

- Game system, original “Game Boy Compact Video Game System” in original box. Grey. Three game cartridges and set of ear buds.
- Portable CD player. Purple and clear plastic with headphones.
- Portable tape player. Walkman, Sport. Yellow. Tape and AM/FM radio player, with headphones.

Museum Staff Recommendation:

Date: 11/18//2016

Accept into Museum Permanent Collection: Accept Decline

Accept into Museum Education Collection: Accept Decline

Reason for Decision:

Aligns with mission

Has established provenance/story

Good Condition

Has exhibit potential

Fills gap in collection

Space to store

Other: _____

Parks, Recreation, and Culture Advisory Board (PReCAB) Decision:

Date: _____

Accept into Museum Permanent Collection: Accept Decline

Accept into Museum Education Collection: Accept Decline

Reason for Decision: _____

Town Board Decision:

Date: _____

Accept into Museum Permanent Collection: Accept Decline

Accept into Museum Education Collection: Accept Decline

Reason for Decision: _____

Signatures:

Art & Heritage Manager or Director of Parks, Recreation, and Culture Department

Date

Mayor, Town of Windsor

Date

MONTHLY REPORT

November 2016

November went by so fast I hardly remember it! The Community Recreation Center continues to grow rapidly as we have now crossed the 2,600 membership threshold and that number is rising. Of that number, 86% are Windsor residents! Daily attendance to the building is around 1,045 people, if that number holds we will be well over the 300,000 visit mark for a year. As you know we opened Northern Colorado's Largest Outdoor Pickleball Court complex at Main Park in early November and it was a big hit.

Parks staff is preparing for winter work as well as completing the finishing touches on several capital improvement projects from 2016 as we turn our sights to 2017. As usual this report features updates from across the department about what we are working on, participation numbers, finances and plans for the future. If you don't see what you're looking for or have questions please feel free to contact us.



Your meeting features several agenda items for your consideration and discussion. They include a presentation from a graduate student from UNC who while performing work for the Town on the historical churches in Town came up with another project regarding the Windsor Sugar Beet Factory. She will be in attendance and present her findings along with a proposal that we erect a plaque recognizing the historical significance of the sugar beet factory somewhere in Chimney Park. Other items include 2 potential museum acquisitions one is a donation the other is a small monetary purchase and an update on the master plan discussion we had at your November one meeting. Since that meeting, significant changes have been made. This will be an update as well as continued discussions. Additionally, I have added a new monthly report that will be given by Tara Fotsch, our Recreation Manager on the Community Recreation Center. This will become a monthly update on how we are doing operationally.

As always, please let me know if you have questions or anything you would like to add to this agenda.

PARKS & OPEN SPACE

- Parks staff re-landscaped the drainage at Founders Green Park. The area was a continual issue because of existing slopes which would not hold mulch, staff installed several tons of rose rock which has greatly improved the aesthetic.
- Parks staff in coordination with Public Works crews have been setting up snow equipment and have been going through training for snow operation for this season. We are currently working through internal operational procedures that are different from previous years.
- The Parks Manager, Parks Supervisor and Town Forester have been spending a copious amount of time developing a new maintenance tracking program called Cartegraph which will greatly improve our abilities to track resources and assets. Full implementation will occur in December.
- Weld County was successfully awarded a \$200,000 Transportation Alternatives Program grant. This grant will be utilized to repair the Poudre Trail where it has collapsed on the eastern edge of Windsor. Windsor Staff have been coordinating efforts to help with implementation of repairs and working with the BROE land company to explore acquisition of additional easements.
- Windsor park staff hosted a meeting with Northern Colorado Parks professionals to discuss current maintenance issues. The topic of this meeting was homeless population issues in parks and open spaces.
- Irrigation blow outs were completed in November, all systems are currently weatherized and protected for the freezing temperatures. Staff is now going back into pump buildings and storage facilities to clean and perform annual clean up and housekeeping.
- Staff installed the Christmas lights throughout Downtown as well as at the Community Recreation Center.



Staff Preparing for Winter Snow Removal



Staff planting a memorial tree at the Community Center



Contract work at 15th and Walnut Street Project

RECREATION

ATHLETICS

- Girls Basketball has two weeks remaining.
- 489 Girls Basketball participants

COMMUNITY RECREATION CENTER

- Pass Sales – 2604
- Birthday Rentals – 23 Rentals in November
- Child Care Room – since opening – 1,155 users

ACTIVE ADULTS/SENIORS

- 624 Senior's joined us for lunch in November. We have added Monday to our lunch program now offering our seniors 3 lunch opportunities.
- 519 Senior's participated in programming
- 28 Senior rides were given in November.

AQUATICS

- 32 participants are signed up for the CARA Swim Team

RECREATION

- Concessions have closed down for the season.
- 53 participants in Adaptive Recreation.
- Teen Night – 493 Middle Schooler's
- Beth Messerelli was hired as our newest Recreation Coordinator, she replaces Luke Bolinger as he is the new Recreation Supervisor for the Culture Division.
- Winter/Spring Activity Guide will be published online on December 4th.

SPECIAL EVENTS

- November Events:
- Christmas in Windsor – over 8,000 attended over 2 days.
 - Upcoming Events:
 - Windsor Wonderland, Boardwalk Park, Saturday, December 3rd
 - Preparing for Summer 2017 Farmer's Market & Summer Concert Series
 - Updating, improving application process.

CULTURE

Collections:

- 36 hours logged by collection volunteers
- Submit potential acquisition for December meetings
- Facilitate CSU Researchers: 16 hours – presentations next week
- Pull collection objects for BWP revamp (Farmhouse)
- Write and submit potential acquisitions for PReCAB & Town Board
- Sent out Deed of Gift paperwork to donors
- Two of seven boxes of Windsor Beacon Photos scanned, box three in progress
- Collaborate with Windsor Beacon/Coloradoan to properly store historic newspaper collection

Exhibits:

- Sponsor for Repurposed exhibit – DIY Creation, \$175
- 8 submissions, obtained, another call for artist press release going out.
- Reflections exhibition closed with 175 total visits
- Meeting with Suzette next week for Reflections wrap-up
- Windsor Wonderland set up at AHC and Depot
- Research, write, print, and mount CRC Christmas display materials
- CRC Christmas exhibit installation completed – Victorian era, 1920s, and 1950s
- Skyview student art arranged for January/February CRC Exhibit

Events:

- Begin revamp of special events application process
- Had over 300 visitors to SALT's Haunted House (Oct. 28th/29th), held in Depot and Farm House
- Planning for Windsor Wonderland in collaboration with Chamber
- Began contacting bands for Summer Concert Series

Other:

- Published Farmer's Market Manager RFP
- Completed Exit Interviews with Culture seasonal staff
- Painting of Depot completion
- Cleaned and organized AHC vault
- Submitted final report for State Historical Fund – Eaton House Historic Structures Assessment grant (\$10,000)
- Submitted progress report for PHA/CALA – Eaton House Master Plan grant (\$20,000)
- Finalized interpretive signage for PHA/CALA grant
- Replaced broken window at Farm House
- Comprehensive window cleaning at Museum Depot
- Ordered new chairs, tables and desk for the AHC
- WindsorNow articles submitted: November – White Gold (sugar beets) and December – Alamo Hotel
- Three regional museum visits scheduled for December (Longmont Museum, Fort Vasquez, and Greeley Museums)
- Exit interviews with seasonal staff

Education:

- Speaker Brad Hoopes spoke on Nov. 5th to local WWII vets and public – 23 attendees
- AHC and Repurposed tour for adults with developmental disabilities (4 groups) – 28 participants
- High school tours – 10 students presented in Schoolhouse
- Traveling Trunk sent to Melanie Butler at Tozer
- School Out Days Nov 21 & 22—25 participants
- Met with Walter Eskridge (volunteer) regarding living history and upcoming education volunteer opportunities

Programming:

- Conversations with instructors regarding new programming to include hand drumming, living history performances and poetry classes.

COMMUNICATIONS REPORT

Projects & Signage

- Started General Communications Plan for 2017, with general social media strategy and timetable
- Completion of cleaner 48-page Activity Guide with comprehensive department information from January through April 2017
- Development of Ad buying pricing structure, published in print and digitally
- All 3000 Fall Activity Guides have been used
- Restocks for both the Expansion Booklet and Membership Rack Card have been ordered
- Development of Boardwalk Park Museum signage renovations with quotes and mockups, which includes new wayfinding signs, informational signs, and general description signs
- Development of three Frank State Wildlife Area signs including general easements, specific Frank SWA information, and water containment information
- Completed Arbor Day 2017 Calendar with local poetry and poster contest winners.
- Completed "Celebrate Winter" banners for downtown lights
- Developed Appreciation Form for Staff
- Birthday Party Rental Updates
- CRC and Facility Hour & Amenity Updates, online and in print
- Fitness and Aquatic schedule updates, online and in print

Campaigns & Events

- Collateral designed for Windsor Wonderland, Homemade for the Holidays, Teen Night, Repurposed Art Exhibit

- Advertisements for Farmers Market, Summer Concerts, Summer Camps, and ad pricing
- Request for Proposal for Farmers Market submitted

Total Page Likes as of Today: 3,054

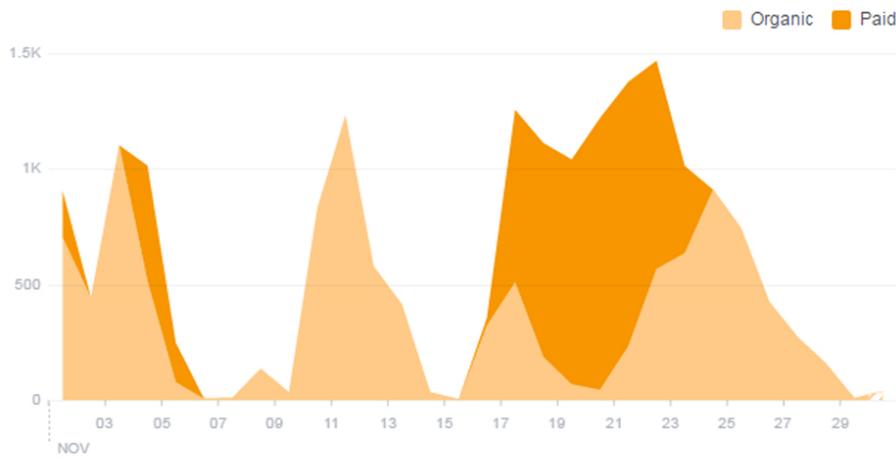


BENCHMARK
Compare your average performance over time.

Total Page Likes

Post Reach

The number of people your posts were served to.



BENCHMARK
Compare your average performance over time.

Organic

Paid

Your Fans | People Reached | People Engaged

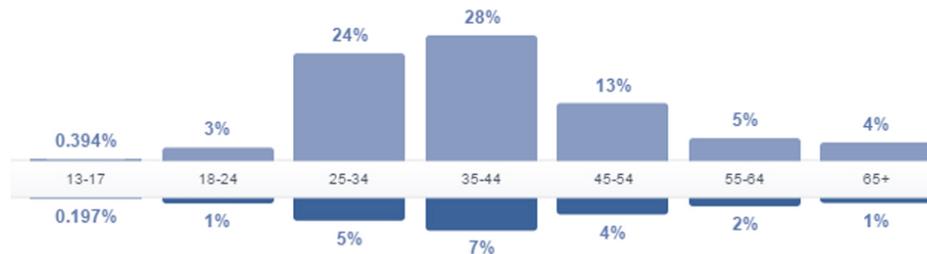
The people who like your Page

Women

79%
Your Fans

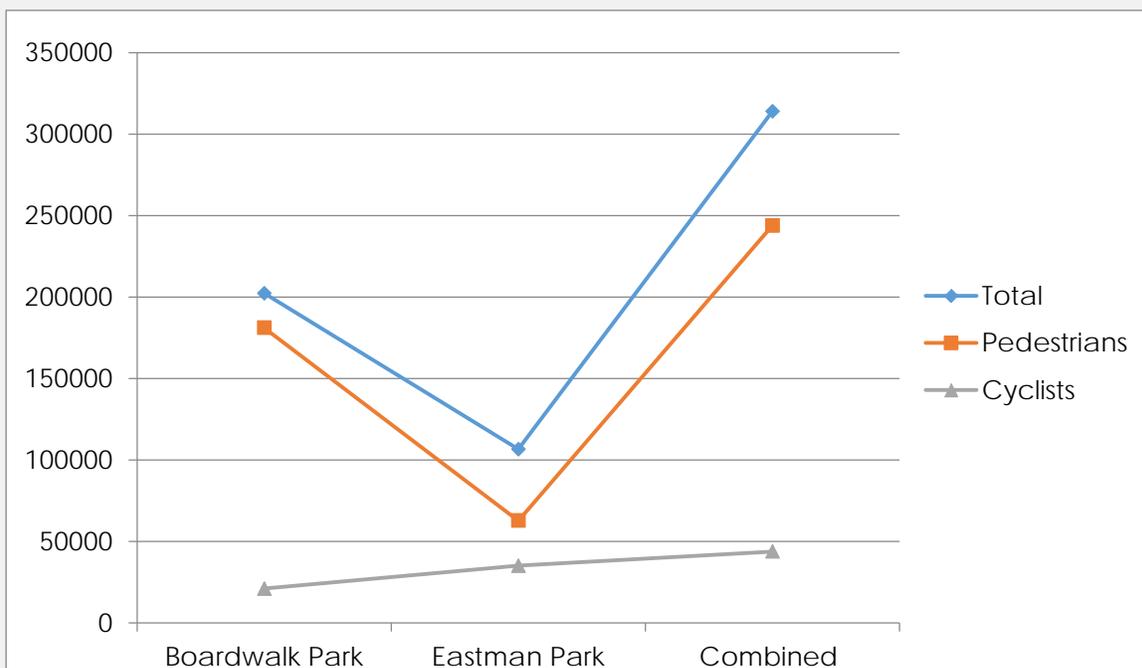
Men

21%
Your Fans



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 300 Days (Feb 5- Nov 30) for both sites.



Windsor Lake Trail Averages 717 users per day / Poudre Trail @ Eastman Park Averages 383 users per day

As you can see, in the first 300 days of tracking, we had a total of 212,980 users at Boardwalk Park. 89% of those users were pedestrians. In comparison, Eastman Park saw 113,759 users over the same period with 59% of those users being pedestrians. When added together, in a little less than 10 months, we have seen a total of 326,739 users at those two locations!

Additionally, since the grand opening on Oct 8th we have seen 53,778 visits in 53 days! That's an average of 1,014 visits per day!

DIRECTOR'S UPDATE

- Staff is working on some organization modifications at the CRC now that we have been open for a few months. They are in the areas of aquatics, fitness and management of the facility.
- The ribbon cutting for our new outdoor pickleball courts at Main Park was November 1st. Upon opening, the courts became the largest pickleball complex in northern Colorado. We had over 75 people in attendance. The pickleball group raised over \$8,500 towards this effort.
- Staff completed our year-end performance evaluations for all staff in the department. This serves as everyone's opportunity to check in with their supervisor and set goals for the upcoming year.
- Town Board adopted the 2017 budget and staff is already working on the farmer's market project.
- I am recently met with the Town Board on the Parks Master Plan implementation and will be meeting in December with them regarding special events. As you will see at your meeting the implementation of the master plan is a big undertaking but progress is being made.
- We are currently working through a transition period with the merger of culture and recreation. We recently hired Luke Bolinger as recreation supervisor over Culture and Beth Messerli as a Recreation Coordinator to fill Luke's vacant position.
- Staff is working to improve our special event application process for 2017.



Outdoor Pickleball Courts

- The Winter/Spring Activity Guide is complete and went Digital on December 2nd. We have sent it to the printer and will have them available in a few short weeks.
- Staff is working with the City of Greeley, Weld County and the Poudre Trail Board to develop short and long range capital funding for trail maintenance. Wade Willis will provide an update for you at the meeting under staff reports.
- 2017 Capital Improvement Projects (CIP) include the following:

Heater at Chimney Park Restrooms
Diamond Valley Phase 2 Design
Jacoby Farm Master Plan
Highland Meadows Playground Resurfacing
Boardwalk Park Farmers Market
WSHS Statue Installation
Windsor Trail Highland Meadows Parkway
Windsor Trail Jacoby Rd #2 Ditch Easement
Acquisitions



Special points of interest::

- Base Sales tax collections as well as CRC expansion sales tax collections exceeded the monthly budget requirement for October.
- Single Family Residential (SFR) building permits total 587 through October 2016. This is up from the October 2015 number of 256.
- 36 business licenses were issued in October, of which 24 were sales tax vendors.

Highlights and Comments

- * Sales tax collections of the 3.2% sales tax for October were \$913,756, an increase of 9.48% over October 2015. Year to date sales tax collections through October 2016 are up over October 2015 by 6.0% or \$425,419.
- * SFR building permits have set a record at 587 issued through October. The previous annual record was 451 which was recorded in 2000 and 2005.
- * Construction use tax through October is at 147.41% of the annual budget at \$2,599,056.



Pickle Ball Court Ribbon Cutting

November 1st was the Pickle Ball Court ribbon cutting ceremony in Main Park. There are a total of six courts for a cost of \$57,800 with contributions of \$5,005 from the community. This appears to be an up and coming pastime for Windsor residents and yet another activity to add to Windsor.

Inside this issue:

General Fund Accounts	2
Year-to-Date Revenues	3
Summary & Capital Projects	4

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 tenth month of the year one would want to see 83% collection rate on the annual budget number. The Town has exceeded that benchmark in all three tax categories. Driven by strong building permit numbers, Windsor has surpassed the annual budget collections in construction use tax.

Building Permit Chart

October 2016

	SFR	Commercial	Industrial	Total
Through October 2016	587	0	9	596
Through October 2015	256	2	2	260
% change from prior year				129.23%
2016 Budget Permit Total				262
% of 2016 Budget				227.48%

- Windsor is showing a 129.23% increase in number of permits as compared to October 2015. The Town issued 587 SFR permits through October 2016 as compared to 256 through October of 2015.
- October 2016 construction use tax is above the required monthly collection.
- The .75% construction use tax for the CRC expansion is at 189.53% of the annual budget.

General Fund Revenue Chart - for Park Recreation & Culture

Division	Current Month	2016		
	YTD Actual	Budget	% of Budget	
Cemetery	\$2,525	\$60,365	\$50,987	118.4%
Swimming Pool	\$2,169	\$186,844	\$181,600	102.9%
Recreation	\$79,666	\$713,936	\$725,472	98.4%
Museum	\$150	\$2,910	\$1,500	194.0%
Community Events	\$0	\$8,369	\$12,750	65.6%
Parks	\$231	\$16,103	\$15,000	107.4%
Forestry	\$0	\$4,988	\$5,000	99.8%
Total General Func	\$84,742	\$993,515	\$992,309	100.1%

- General Fund Revenues are at 100.1% for the tenth month of the year, well above the 83% rule

General Fund Expense Chart - for Park Recreation & Culture only

Department	Current Month	2016		
	YTD Actual	Budget	% of Budget	
432 Cemetery	\$18,302	\$111,994	\$129,108	86.7%
433 Community Events	\$255	\$63,885	\$136,215	46.9%
450 Forestry	\$24,328	\$273,244	\$338,963	80.6%
451 Recreation Programs*	\$124,761	\$1,524,377	\$1,712,976	89.0%
452 Pool/Aquatics	\$7,124	\$209,737	\$186,332	112.6%
454 Parks	\$101,831	\$1,101,719	\$1,297,222	84.9%
456 Art & Heritage	\$13,713	\$196,107	\$279,437	70.2%
Total General Fund Op	\$290,314	\$3,481,063	\$4,080,253	85.3%

*plus transfers to CRC for operational expenses

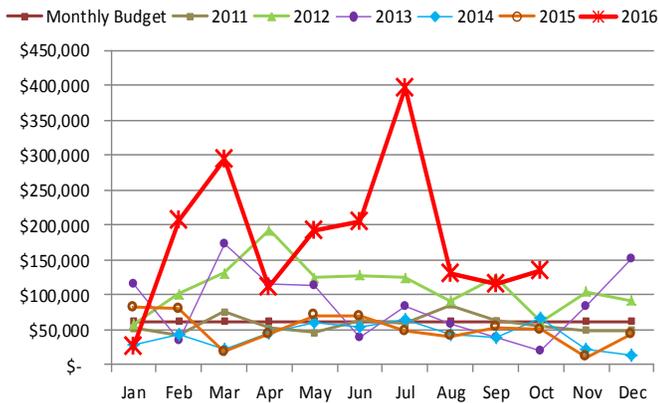
- The General Fund operations are at 85.3%, close to the benchmark 83% rule. Most of the recreation and aquatics programs are finished for the year..

Items of Interest

- Construction is underway on the new Public Works building on 15th Street. This will be our largest capital project in 2017.
- You can see where all of the Town's construction is happening by visiting the Town website and choosing Maps/GIS.
- Visit us at www.windsorgov.com and look for live streaming of Town Board and Planning Commission meetings.

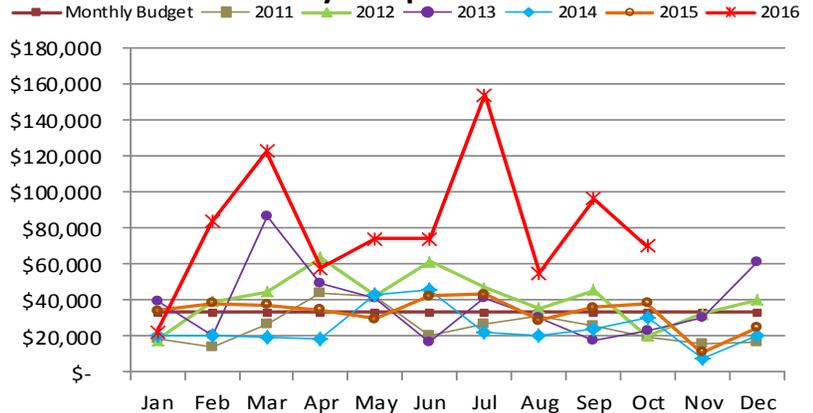
Neighborhood Park Fees (PIF)

Yearly Comparison 2011-2016



Community Park Fees (PIF)

Yearly Comparison 2011-2016

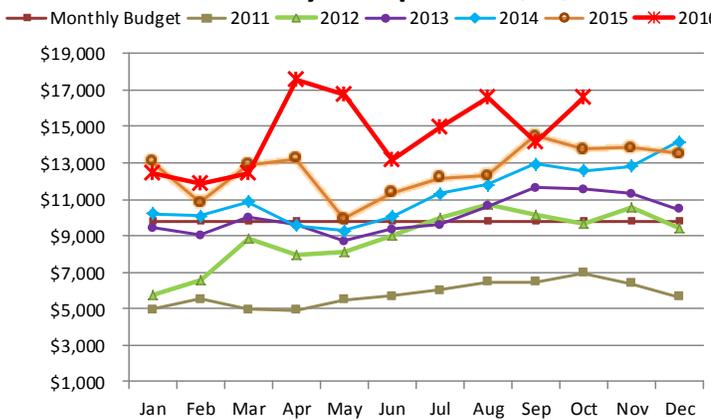


Neighborhood Park Fees and Community Park Fees are the direct result of fees paid on building permits. Historically the first few months of the year have been lower due to slow winter construction but come back during spring and summer months. Through October of 2015 the Town had 256 building permits issued compared to 587 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.

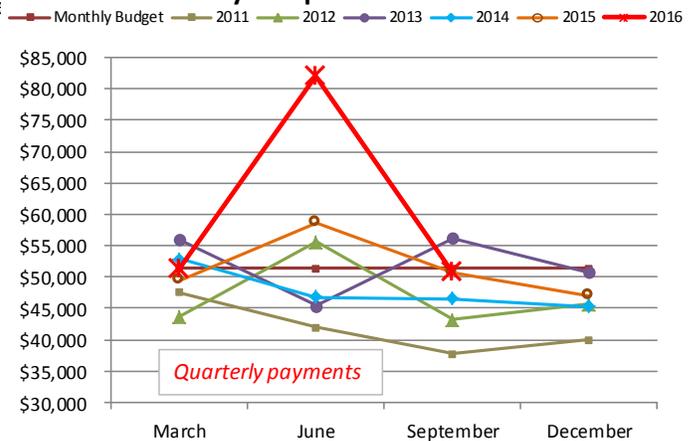
Lottery Funds (also called Conservation Trust Fund) are disbursed on a per capita ration of lottery sales and are primarily utilized for trails and open space projects as identified in the CIP. The Town has not yet received the September Lotter revenue.

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. September collections were above this mark at \$913,756. At the current pace of collections, the Town would end the year at \$9.0M in sales tax collections.

75% Collections

This is the second year of collecting this portion of the tax. The monthly budget requirement is \$142,570. The Town collected \$214,338 in October and is currently at \$1,761,478 in collections for 2016, equaling 102.96% of the annual budget figure. Since the inception of this tax, only one month has not met the 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

October 2016

Benchmark = 83%

	Current Month	YTD Actual	2016 Budget	% of Budget
Operations				
General Fund (PR & C)*	\$290,314	\$3,481,063	\$4,080,253	85%
Community Recreation Center**	\$47,046	\$583,506	\$749,420	78%
Operations Total	\$337,360	\$4,064,569	\$4,829,673	84%
Capital Projects				
Park Improvement Fund`	\$2,264	\$51,963	\$281,322	18%
Conservation Trust Fund	\$10,816	\$249,155	\$477,107	52%
Capital Improvement (PR & C)	\$5,215	\$668,151	\$1,088,745	61%
Community Rec. Center Expansion ***	\$1,737,981	\$10,503,741	\$9,965,358	105%
Capital Total	\$1,756,276	\$11,473,010	\$11,812,532	97%
Total Budget	\$2,093,635	\$15,537,579	\$16,642,205	93%

*plus transfer from PIF to GF for Administration

**plus transfers to CRC for loan

***CRC Exp expenses are all in capital projects as there are only 3 months of operations in 2016

- Operating expenditures are just above the 83% budget benchmark at 84% through October. As would be expected, recreation and aquatics related programs are ahead of the budget benchmark as many of their programs are finished for the year.

- Construction of the CRC Expansion has increased the percentage of capital spending with the project's completion.

- Thus capital projects are at 97%, above the budget benchmark.

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	104,121	Eng CT	2016	Apr 1	Apr 1	98%	Oct	28-Oct
Main Park Shelter Replace (2)	53,190	108,177	Eng OH	2015-2016	Nov 2015	Nov 1	100%	Aug 1	1-Aug
Chimney Park south parking lot slurry/stripe	15,000	-	Eng CT	2016	Aug 1	Aug	100%	Nov 11	
Chimney Park N. Shelter Replace	27,310	54,508	Eng OH	2015-2016	Nov 2015	Nov 1	99%	Aug 1	1-Aug
Cemetery streetscape sidewalk	247,500	131,175	Eng CT	2015-2016	Jun 13	Jun 27	100%	Nov 18	
Boardwalk Trash Enclosure	40,150	-	Pks/WW	2016	Mar 1		0%	Jul 10	
Poudre Trail From Westwood Village w/grant	250,000	2,137	Pks/WW	2015-2016	Feb 1		0%	Aug 1	LT
Windsor Tr Jacoby easement 13 to New Cache Ditch	10,000	-	Pks/WW	2016	Feb 1		0%	Aug 1	2017
Windsor Tr 392 @ Highlands Design & Underpass	185,000	1813	Pks/WW	2016	Feb 1	Feb 1	10%	mid Nov	LT
15th & Walnut Open Space Develop	100,000	3,976	Pks/WW	2016	Aug 1	Aug	20%	Jul 9	2017
Poudre River Diversion design w/grant	-	34,013	Pks/WW	2016	Oct 7	Jun	100%	EOY	1-Sep
Main Park Irrigation design	9,000	-	Pks/WW	2016-2017	Mar 1		10%	Nov 1	2018
Main Park Pickle Ball Ct w/grant	45,100	630	Pks/WW	2016	Sep 1	Oct	100%	Oct	Oct
Boardwalk Performance Venue	500,000	244,951	Pks/WW	2016	Mar 1	Mar	100%	Aug	Aug
Eaton House Structural Assess w/grant	15,000	15,900	Pks/AD	2015-2016	Jan	Feb	95%	Oct	
M useums-Phase 3 Landscape documents	37,645	-	Pks/AD	2016	Aug 1		0%	Nov 1	2018
M useums - Depot siding	45,000	-	Pks/AD	2016	Aug 1	Oct	95%	Dec 1	
Eaton House Master Plan w/grant	25,000	19,519	Pks/AD	2016	Jan	Jan	100%	Jul 1	1-Jul
Chimney Pk North change to Non-potable	99,000	2,750	Pks/WW	2016	Sep		15%	Dec 1	
Automate splitter box E of Chimney Pk design	33,000	-	Pks/WW	2016-2017	Aug 1		5%	mid Nov	
CRC Expansion	7,215,695	#####	Pks/EL	2014-2016	Jul 7	2015	100%	Oct 8	Oct 8
Color key for funds =	PIF	CTF	CIF	WF	NPWF	SF	SDF	FF	ITF

Town of Windsor Parks, Recreation & Culture
 301 Walnut Street
 Windsor, CO 80550



Community Recreation Center
 250 North 11th Street
 Windsor, CO 80550