



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

February 6, 2018, 7:00 P.M.

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

**A. CALL TO ORDER**

Acting Chair David Sandlin called the meeting to order at 7:00 P.M

1. Roll Call

The following PReCAB members were present:

Sandy Brug  
Regan Price  
Matt Morgan  
David Sandlin  
Patrick Lightfoot

Town Board Liaison

Myles Baker (Absent)

Also Present:

Parks, Recreation and Culture Director  
Manager of Recreation  
Parks & Open Space Manager  
Town Forester  
Forestry Technician  
Horticulture Technician  
Utility Billing Clerk

Eric Lucas  
Tara Fotsch  
Wade Willis  
Ken Kawamura  
Blake McGrew  
Jennifer Valloric  
Amanda Mehlenbacher

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. Mr. Morgan seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

1. Town Board Liaison

Mr. Baker was absent. No report was given.

2. Weld RE-4 School District

Ms. Price informed the Board that during the January School Board meeting, Arc came in and had a Bulling Poster Contest where the students would have their illustrations published in a calendar. Two illustrations were completed by students at Windsor Middle School and one was completed by a student from Windsor Charter.

Mr. Willis inquired about the deconstruction of the old portion of Windsor Middle School.

Ms. Price responded stating that Long Range Facility gave a presentation to the School Board recommending that the Board go for their 2020 bond which would allow for a new Elementary School to be built in Peak View Estates. The Bond would also include the reconstruction of the Windsor Middle School.

4. Public Invited to be Heard

Mr. Sandlin opened the meeting for public comment

Barry Wilson, 870 Ridge West Drive, Windsor, CO addressed the Board regarding his candidacy for Town Board District 2. Mr. Wilson gave a brief summary of his goals and vision for the Town of Windsor.

### **CONSENT CALENDAR**

1. Minutes from December 5, 2017.

**Mr. Lightfoot moved to approve December 5, 2017 minutes as presented. Ms. Brug seconded the motion. All members present voted Aye. Motion carried.**

### **B. BOARD REVIEW / DISCUSSION**

#### **1. Forestry Division Presentation**

Town Forester, Ken Kawamura, Forestry Technician Blake McGrew, and Horticulture Technician Jennifer Valloric gave a presentation on behalf of the Forestry Division. Mr. Kawamura touched upon the responsibilities of the Forestry Division. These include; manage and maintain trees and shrubs in urban areas, design, plant and maintain annuals and perennials, risk mitigation and special events such as Arbor Day and Sick Tree Day. The Forestry department also assists the Planning department with the review of landscape plans and recommendations.

Ms. Valloric went into further detail discussing the types of annuals and perennials located throughout the town, as well as the challenges she faces planting in spaces such as roundabouts that have a higher heat index.

Mr. McGrew informed the Board of his various responsibilities within the department. This includes; pruning and maintaining trees along the streets, parks and trails, risk management, snow removal from sidewalks and trails and hanging holiday lights along downtown Main Street.

Mr. Kawamura concluded the presentation with an overview on the Emerald Ash Borer informing the Board of their effect on trees, the symptoms to look for and the confirmed locations they are currently present.

#### **2. Projects Update**

Mr. Lucas updated the Board on the many park projects currently taking place. These include Windshire, Village East, Diamond Valley and Main Park. Discussion revolved around finalizing the design features of future playground equipment and the amenities the neighborhood communities would like to see. Discussion also included the relocation the Brush Recycling Center to make room for the larger sports field.

Ms. Price inquired about the park amenities and design for Village East.

Ms. Fotsch responded that they were planning on taking a different approach by inviting the neighborhood families to a meeting. This would consist of separating the adults from the children and having them each design a playground according to what they personally find interesting. This will allow input from the actual users of the playground equipment to be taken into consideration.

Mr. Lucas also updated the Board on the upcoming parking lot project at the Lakeview Cemetery and the nearby roundabout. Construction is expected to commence early spring and will have a dramatic impact on the access into the cemetery.

Mr. Lucas shared additional information pertaining to the old Public Works building that is currently being utilized as the Parks and Public Works shop. According to an agreement the Town had with the School District the School has the right to do a buyout. This causes the Town to search for a new location giving the Town 2 years to vacate.

3. Athletic Business Recognition

The Town of Windsor has been recognized in a nationwide Athletics Business magazine featuring the Aquatics Division of the Community Recreation Center. Mr. Lucas was excited to share this information with the Board, as one of their goals was to be recognized on a national level.

Ms. Fotsch informed the Board that the architects who designed the second phase of the Community Recreation Center will be holding a Rec School. There they will be promoting to different people across the nation who want to build Recreation Centers. The architects will be touring the Windsor CRC facility in the month of June.

## COMMUNICATION

1. Staff

Mr. Lucas informed the Board of the recent hiring for the Parks Manager position. Mr. Robert Worthen from Missoula, Mt will start on February 26, 2018 with the Town of Windsor. Mr. Lucas further announced that the Parks Operator position has been filled, however, the Parks Supervisor and 2 Park Technician positions still remain vacant.

Ms. Fotsch stated that there will be a change in the Farmers Market model for 2018. The Farmers Market will now be held on Saturdays and an Artisans Market will be added and held on Thursdays. Ms. Fotsch further added that the Summer Concert Series has been fully booked and will be extended through to the end of August. Some additional information Ms. Fotsch shared included; Customer Service desk at the Community Recreation Center is working on going paperless, while the sponsorship campaigns for 2018 has officially kicked-off. Silver Sneakers has increased from 1800 users in the month of December to over 2800 users in the month of January. Mr. Fotsch further informed the Board of the hiring of Mr. Perry Lewis as the new Pool and Facilities Maintenance Technician. Mr. Lewis will oversee all pool maintenance at the CRC, Chimney Park as well as the Windsor Lake.

Mr. Willis stated that with the limited amount of staff he has had the opportunity to help with snow removal. With each snow storm it costs the Town roughly \$3000 with regards to staffing from the CRC, Police Department and the costs associated with clearing and maintaining trails. Mr. Willis added that the Metro Planning Organization had two bike counters that will be placed within the Town of Windsor. One will be located on the Larimer County side where as Mr. Willis advocated for the second to be placed on the Great Western Trail. This will allow for hard data counts for soft surface trails which is helpful when any entities are trying to obtain a grant. Mr. Willis further stated that construction on the Great Western Trail from Severance to Eaton has been delayed as the Feds have requested they complete a State Historic Evaluation. Further, the Poudre Heritage Alliance has partnered with Brew Water where they will host events called Poudre Pub Talks. This is an educational event where a portion of the proceeds help fund the Poudre Heritage Alliance projects.

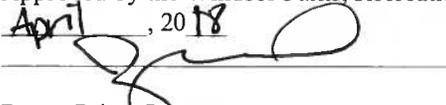
2. Board  
None

**ADJOURN**

**Ms. Price moved to adjourn the meeting. Ms. Brug seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 8:30 P.M.**

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 3<sup>rd</sup> day of April, 2018

  
Regan Price, Secretary  
Parks, Recreation & Culture Advisory Board

Submitted by:  
Amanda Mehlenbacher, Utility Billing Clerk