



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

September 11, 2018, 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 7:00 P.M

1. Roll Call

The following PReCAB members were present:

John Nuspl
Sandy Brug (Absent)
Matt Morgan
David Sandlin (Absent)
Patrick Lightfoot
Rebecca Holder-Otte
Chris Perkins

Town Board Liaison

Barry Wilson

Also Present:

Parks, Recreation and Culture Director
Manager of Recreation
Operations & Facilities Manager
Park Operations Manager
Administrative Specialist PRC

Eric Lucas
Tara Fotsch
Kendra Martin
Bob Worthen
Kristy Zulkoski

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

Mr. Morgan moved to approve the Agenda. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Liaison

Mr. Wilson reported on the following:

- Party for the Poudre will occur on 9/12/2018-four tickets still available
- Town Board was off last week due to the Labor Day holiday
- Windsor housing authority is going to build just over 100 new units on 15th behind King Soopers
- Raindance dropped first 70 building permits, roads are in, and will begin building homes soon, golf course still as planned

Weld RE-4 School District

Mr. Perkins reported on the following:

- School started on September 4, 2018
- Major construction was completed on time and on budget
- Growth numbers this year on first day of school, just Windsor schools up 356 students, 482 students including Charter, 7.65% increase since last year.
- Hiring last couple of teachers, aides, and other support staff in order to meet the growth needs
- SRO program will add second position

- Certain schools are closed for Open Enrollment based on numbers, list is on district website, could change after opening of Severance High School beginning with 9th and 10th grades and adding on each year

4. Public Invited to be Heard

No Report

B. CONSENT CALENDAR

1. Minutes from July 10, 2018.

Ms. Holder-Otte moved to approve July 10, 2018 minutes as submitted. Mr. Morgan seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Museum Acquisition

- Deaccession-#1900.temp3052/wooden frame, unknown donor/source, likely Windsor-Severance Historical Society
- Acquisition-Mike Vergara Kodak donation objects, camera and equipment, television
- Acquisition-Coloradoan Newspaper Donation, 126 bound printed copies of the Poudre Valley and Windsor Beacon 1896-2011 (excluding 1914), 24 bound printed copies of the Windsor Beacon 1975-1990, duplicate copies, proposed to accept into Education Collection
- If recommended, will go to Town Board in early October for approval

Mr. Morgan motioned to request the deaccession and acquisitions in the museum as presented. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.

2. Alcohol in parks Update

- 3.2 Alcohol obsolete in 2019
- Repealing/Amending Ordinance
- Allow only beer and wine in Town parks, including neighborhood parks, unless otherwise authorized by a special event license or other Local Licensing Authority-issued permit
- No alcohol of any kind in Chimney Park (geared to youth sports) unless otherwise authorized
- For statistical purposes, add a self-report checkbox to shelter rentals, indicating whether alcohol will be served or not
- No glass containers of any kind
- Adopt a Town-wide open container ban in public places, with exceptions as outlined above
- Sunset in one year, unless extended by Town Board action, during “trial period”, Police and Parks will gather data to help evaluate whether changes are in order

3. 2019 Budget Submission

- Numbers not reflecting personnel costs or transfers
- Cemetery Proposed Budget
 - 2018 Total Operating Budget: \$33,897

- 2019 Total Operating Budget: \$28,701
- Difference: Reduction of \$5,196
- Revenue: \$74,902 (\$60,857 in 2018)
- Highlighted expenses/projects: Roundabout maintenance, minimal project year
- Forestry Proposed Budget
 - 2018 Total Operating Budget: \$115,462
 - 2019 Total Operating Budget: \$89,135
 - Difference: Reduction of \$26,327
 - Revenue: \$6,000 (\$9,310 in 2018)
 - Highlighted Expenses/Projects: Roundabout maintenance, reduced Christmas lights, added tree mitigation line, Founders Park beds, Windsor Highlands beds
- Parks Proposed Budget
 - 2018 Total Operating Budget: \$394,427
 - 2019 Total Operating Budget: \$479,816
 - Difference: Increase of \$85,389
 - Revenue: \$41,090
 - Highlighted Expenses/Projects: Re-allocation of field maintenance, strategic plan cost share, increased contract mowing, custodial/facility expense, increased snow responsibility
- Open Space & Trails Proposed Budget
 - 2018 Total Operating Budget: \$0
 - 2019 Total Operating Budget: \$137,541
 - Difference: \$137,541** (Made the split from Parks budget)
 - Revenue: \$2,925
 - Highlighted Expenses/Projects: Programming, new trail maps, strategic plan & invasive species control, restroom enclosures, signage, trail repairs
- Aquatics Proposed Budget
 - 2018 Total Operations Budget: \$65,925
 - 2019 Total Operations Budget: \$92,903
 - Difference: Increase of \$26,978
 - Revenue: \$287,278 (\$175,613 in 2018)
 - Highlighted Expenses/Projects: Wibit & rentals at lake, CPP/swim lessons, goal is to create an enterprise fund in aquatics and lesson general fund impact
- Community Events Proposed Budget
 - 2018 Total Operations Budget: \$103,264
 - 2019 Total Operations Budget: \$119,637
 - Difference: Reduction of \$2,330
 - Revenue: \$50,495** (\$27,995 in 2018)-Requested staffing for position
 - Highlighted Expenses/Projects: Programming similar to 2018-Rec Mobile van, movies, concerts, farmer's market, artisans market, Oktoberfest, Christmas in Windsor, Harvest Festival events
- Recreation Proposed Budget (Still confirming exact numbers)
 - 2018 Total Operating Budget: \$604,035
 - 2019 Total Operating Budget: \$610,322
 - Difference: Increase of \$6,297
 - Revenue: \$651,316 (\$815,613 in 2018)
 - Highlighted Expenses/Projects: Programming similar to 2018, more outdoor education, field rentals, staffing salary allocations
- Art & Heritage Proposed Budget

- 2018 Total Operating Budget: \$103,086
- 2019 Total Operating Budget: \$107,455
- Difference: Decrease of \$4,369
- Revenue: \$48,090 (\$25,084 in 2018)
- Highlighted Expenses/Projects: Programming-continued growth in classes, site visits and outreach, addition of creamery
- CRC Proposed Budget
 - 2018 Total Operating Budget: \$300,869
 - 2019 Total Operating Budget: \$264,833
 - Difference: Decrease of \$36,036
 - Revenue: \$260,213 (\$216,748 in 2018)
 - Highlighted Expenses/Projects: Programming
- CRC Expansion Proposed Budget
 - 2018 Total Operating Budget: \$514,262
 - 2019 Total Operating Budget: \$609,391
 - Difference: Increase of \$95,129
 - Revenue: \$1,390,013 (\$1,300,919 in 2018)
 - Highlighted Expenses/Projects: Programming, facilities in-house, no fee increases as of now

4. Tree Board & Sub-Committee Idea

- Mr. Lucas met with Tree Board to discuss proposal
- Allocate 1 PReCAB spot to Tree Board with upcoming vacancy
 - Move their meeting to the same day as PReCAB (5:30-6:45 pm)
- Create Sub-Committees for the following areas:
 - Recreation programs
 - Trails & Open Space
 - Sub-Committees meet with staff representative 5:45-6:45 pm
 - Staff representative brings topics/initiatives to PreCAB
 - Creates continuity among boards and grows public input through the addition of subcommittees, eliminates a meeting night for staff
- The Board discussed the merits of allocating a PReCAB seat to a Tree Board Member-Mr. Nuspl raised some concerns regarding the allocation of the PReCAB seat and Mr. Lucas responded to his concerns, additionally, the Board indicated that they liked the sub-committee idea

5. Diamond Valley Public-Private Partnership

- 2019
 - Approved agreement 9/10/18- First reading of Land Transfer, Second reading is 9/24/18
 - Town has exclusive use of 3 baseball fields
 - By November 1, 2018, notification on concessions
 - Moving archery range November 2018
- 2020-2038 & Beyond
 - March 2020 must have completed (2) 600x600 multipurpose fields
 - Town has exclusive use of 3 baseball fields and 2 multipurpose fields
 - Termination/Revocation Clause
- 2020-2038
 - Exclusive use of aforementioned fields
 - Maintenance fees agreed upon
 - Ability to rent more facility space if needed, fee agreed upon

- Termination/Revocation Clause
- Beyond 2038
 - If Colorado National Sports Park fails or chooses to change business model- Town receives 3 years notice and has option to buy part or all of the facility at fair market value
- Positives
 - Enables Town to keep up with growth demand of youth sports
 - Dramatically reduced operations cost
 - Saves infrastructure costs and enables capital dollars to be spent on other park projects
 - Dynamic economic impact in terms of location for entire community.
- The Board and staff engaged in a healthy discussion regarding the merits of the Diamond Valley partnership

6. Future Items

- Complete 2019-20 Goals and Objectives
- Smoking in Parks
- Pets at Special Events
- Other Items/thoughts?

COMMUNICATION

1. Staff

- Staff and financial report
- NRPA Conference-Mr. Lucas, Ms. Fotsch and Mr. Willis will attend in Indianapolis September 24-26, will email result of Gold Medal announcement
- Ms. Kendra Martin-Operations & Facilities Manager, will post for new aquatics supervisor
- Ms. Sandy Brug update-card and flowers/plant from Board
- Recognition-Rebecca Holder-Otte stepping down from her seat on PReCAB, thanked her for her 8 years of service and input.

2. Board

- Mr. Nuspl-thanked Ms. Holder-Otte, as well, shared his appreciation for their communication and having the opportunity to work together
- Ms. Brug-health status is not very good, encourages other to visit her

ADJOURN

Mr. Morgan moved to adjourn the meeting. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 8:46 P.M.

CERTIFICATION:

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

Nov 16, 2018

Eric Lucas/Parks, Recreation and Culture Director
Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Assistant