



**PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING**  
December 4, 2018, 7:00 P.M.  
Community Recreation Center  
250 N. 11th Street, Windsor, CO 80550

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Minutes

**A. CALL TO ORDER**

Board Chair Ms. Fischer called the meeting to order at 7:00 P.M

1. Roll Call

The following PReCAB members were present:

Shandi Fischer  
Matt Morgan(Absent)  
David Sandlin  
Patrick Lightfoot(Absent)  
Nick Mask  
Chris Perkins  
Sandy Brug(Absent)

Town Board Liaison

Barry Wilson

Also Present: Parks, Recreation and Culture Director  
Manager of Recreation  
Operations & Facilities Manager  
Parks Operations Manager  
Parks Maintenance Supervisor  
Town Forester  
Administrative Specialist PRC

Eric Lucas  
Tara Fotsch  
Kendra Martin  
Bob Worthen  
Robert Alcaraz  
Ken Kawamura  
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. Sandlin moved to approve the Agenda. Mr. Mask seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

Town Board Liaison

Mr. Wilson reported on the following:

- Met with Martin Lind/Raindance-building some of their own parks and complimented the updates at Main Park and would like to be consistent with some of those ideas, development will include 2,700 homes, various parks, swimming pools
- Met with representatives from new Ballpark (executive session), moved to Diamond Valley from previous location off of Harmony due to sewer line construction, seems to be moving forward and in the Spring should have two 600x600 multi-purpose fields
- Completed 2019 Budget

Weld RE4 School District

Mr. Perkins reported on the following:

- Continuing to see more students coming in since school year started
- State Board meetings in Colorado Springs being held on December 7<sup>th</sup> and 8<sup>th</sup>
- Pool opened on time at WHS, grand opening ceremony
- Severance High School is still on track

- Re-Districting public meetings continue to be held to look at and change future school attendance boundaries, mostly positive feedback, but with some challenges, vote to finalize the changes at December meeting

#### 4. Public Invited to be Heard

No Report/Hearings

### B. CONSENT CALENDAR

#### 1. Minutes from November 6, 2018.

- Mr. Sandlin reported that Ms. Martin was absent and Mr. Willis was present at the November 6, 2018 meeting.

**Mr. Sandlin moved to approve November 6, 2018 minutes as amended. Mr. Mask seconded the motion. All members present voted Aye. Motion carried.**

### C. BOARD REVIEW / DISCUSSION

#### 1. Staff Presentation-Parks

Mr. Worthen reported on the following:

- Park Operations at a glance flowchart-Manager, supervisors, technicians, seasonal staff
- Park Operations Scope
  - Routine maintenance of parks and related facilities
  - Cyclical maintenance of parks, sports fields and facilities
  - In house parks and facilities construction projects
  - Management of contracted projects and services for parks and facilities
  - Development plan review and site inspections
  - Management of volunteer programs and related projects
  - Event and programming support
- Parks by the Numbers
  - 26 developed parks; 158 acres
  - Number of staff per acre; 20.23/1 FTE
  - 3 community parks; Boardwalk, Main Park, Community Rec Center and Police
  - 23 neighborhood parks
- Highlighted turf mowing/trimming of community parks (26% of time) versus neighborhood parks (2% of time); contracted out for neighborhood parks this year, focus from workers could be spent in areas/maintenance
- Discussion held about the need for future mowing equipment for maintenance /upkeep; Mr. Wilson-complimented Windsor's park/field/facilities upkeep and maintenance standards
- Contract Management/Project and Services
  - Landscape construction
  - Water Utilities
  - Playground Surfacing
  - Broadleaf Weed Treatment
- Design Review and Project Inspection
  - Plan review; meet weekly on Mondays to make recommendations/changes
  - Adherence to Landscape Design Standards
  - Site inspections and subsequent punch list items

-Volunteer projects coordination; Patrick Lightfoot with Traverse Church brought around 250 volunteers on Service Day at Oxbow working with concrete

- Contributing to the Mission and Vision
  - As requested by Mr. Lucas, managers met with staff and asked employees how they contribute to the mission and vision; very reinforcing to hear that staff enjoys what they're doing, they take pride in their work and embrace a team concept and value the work they do for the community

Mr. Alcaarez reported on the following:

- Park Routine and Cyclical Maintenance
  - Routine cleaning
  - Aeration
  - Mowing
  - Top dressing (separating soil, nutrients get to the roots)
- Parks Construction Projects In House
  - New playground at Main Park, completed on time despite weather issues
  - Archery Range relocation from Diamond Valley to 257 and Poudre Trailhead in October
  - Eastman bed renovations; 2 phases
  - Irrigation repair and installation; ball fields met all tournament requirements/timing

## 2. Staff Presentation from Larimer County Regional Trails Meeting

Mr. Willis reported on the following:

- Receive money from the Larimer County Open Space tax dedicated for use on projects within Larimer County side of Windsor
- Annual meeting with all the partners-Windsor, Berthoud, Ft. Collins, Timnath, Wellington, and Loveland
- Windsor received around \$140,000 in 2014, estimating \$170,000 this year-dedicated most to the construction of Windsor #2Ditch trail/Kyger (\$1,000,000 project for next year)
- Greater challenge on Weld County side due to lack of open space & trails funding
- Highlighted Town of Windsor strategic plan-shared visual from artist showing focus on open space & trails
- Reviewed goals from PReCAB-Leave a Legacy in Conservation
  - Develop regional approach to open space acquisition
  - Master Plan Kyger parcel
  - Begin offering environmental education classes
  - Paddle the Poudre event to raise river awareness/create interest in river use
  - Take over management of Frank State Wildlife area
  - Build museum collections facility

## 3. Frank State Wildlife Area- Status Update

Mr. Willis reported on the following:

- Brief History
  - Original easements granted in 1967 (added to other parcel granted in 1995 for total of 326 acres)
  - Easements exist in perpetuity
  - Easements have "retained rights"
  - Easements have "allowed uses"
  - Easements can be transferred
- Why Are We Here

-2014 CPW/Town of Windsor Agreement (Action items-baseline study, management plan, complete mining)

-November 28, 2018 CPW indicated intent to extinguish the conservation easement

-Request Town become the Easement Holder

- What is a Conservation Easement
  - Conservation easements are an effective way to preserve land and open space for future generations without an outright purchase of land
  - A conservation easement might preserve working farms, natural resources, cultural or historical sites or lands with valuable attributes
- What is a Conservation Easement
  - Easement(s) have “retained rights”
    - mining, reclamation, protection of liability during mining, protection of any structures or improvements as noted in the Deed
  - Easement(s) have “allowed uses”
    - “...all forms of wildlife oriented outdoor recreation, including but not limited to, fishing, hunting, wildlife viewing and other forms of wildlife oriented recreation and habitat protection.”
    - “non-wildlife oriented uses are permitted when they are supportive of, incidental to and compatible with wildlife oriented recreation and wildlife habitat protection. Some examples (but not all) are sightseeing, bicycling, non-motorized boating, picnicking, hiking, exploring and photography.”
- Why is This Important
  - Protects wildlife habitat; open space; natural area
  - Public access: Trails that allow for sightseeing, bicycling, picnicking, hiking, exploring, and photography
  - Fishing
  - Birdwatching
  - Environmental/outdoor education
  - Acquisition of open space, based on new strategic plan
  - Encourage and facilitate the acquisition of future easements for trail development including, but not limited to, access from the Larimer County portion of Town to the Poudre Trail, access to the Poudre Trail for users north of river, as well as, connection along CR 13 to the #2Ditch Trail at the Kyger property
  - Water storage/NISP Mitigation efforts
  - Multi Modal Transportation Plan

#### 4. Policy Review Priority

Mr. Lucas reported on the following:

- Discussing various policies and/or ordinances for prioritizing at the manager/director level (address and modify due to changes or they don't exist, but can identify future concerns)
  - Private use of facilities/parks for personal gain
  - Smoking in parks
  - Alcohol in parks
  - Metal detectors in parks
  - Drone/plane in parks
  - Pets at special events
  - Balloon launching in parks
  - E-Bikes
  - Homelessness in parks
- Board members will look over/prioritize list and email to Mr. Lucas

## COMMUNICATION

### 1. Staff

Mr. Lucas reported on the following:

- Tree Board collaboration-After some consideration, the Tree Board declined the request for them to have a liaison on the PReCAB board, Mr. Kawamura will attend meetings and report back at Tree Board meetings
- 2019 Budget-will go to Town Board for adoption on December 10<sup>th</sup> (Eaton House master plan, museum collections facility, creamery/statue, and cemetery)
- Super Science Saturdays-December class “Oil Spills”, many emails (pro and con) were received, explanation of intent was provided, fee-based class
- November-highest month, since opening in October 2016, for bodies through the CRC front door (a little over 42,000 people), on track for 395,000 building visits for this year

Ms. Fotsch reported on the following:

- Spring Activity Guide went online on Monday, December 3<sup>rd</sup>, walk-in/phone registration and hard copies will be available Monday, December 10<sup>th</sup>, will scale back hard copy orders due to online/digital registration and availability
- Awarded bid for Village East Park-Taylor Coors Construction Company
- December 1<sup>st</sup>-Windsor Wonderland-Santa arrived on Great Western Railway, praised staff for all their hard work, despite the freezing temps, from 6:30 am (Ugly Sweater Dash) to 5:00 pm (Tree Lighting)
- CSU Online Learning sponsorship- \$10,000 for Rec Center and helped with Oktoberfest and Tree Lighting

Mr. Willis reported on the following:

- Mr. Willis and Mr. Lucas met with Ft. Collins, Larimer County and Timnath regarding Poudre Trail connection and grant acquisitions, will meet on a monthly basis to collaborate regionally

### 2. Board

- Mr. Mask inquired about dead trees along Kyger property, removal and wildlife protection from Town  
-Direction came from Mr. Lucas and previous Town Manager, considered “western gateway into town” to remove at that time, currently and beyond will be based on safety issue, and if not, let nature take its course, will replant at some point with future trail expansion/re-routing along 392 and 13

## ADJOURN

Mr. Sandlin moved to adjourn the meeting. Mr. Mask seconded the motion.

All members present voted Aye. Motion carried. The meeting was adjourned at 8:26 P.M.

### CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 12<sup>th</sup> day of

February, 2019  


Shandi Fischer/Board Chair-Parks, Recreation & Culture Advisory Board  
Submitted by: Kristy Zulkoski, PR&C Administrative Specialist