



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

August 6, 2019, 6:00 P.M.

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Mr. Mask called the meeting to order at 6:03 PM

1. Roll Call

The following PReCAB members were present:

Nick Mask
Matt Morgan
David Sandlin
Mitchell McNiell
Patrick Lightfoot(Absent)

Weld RE-4 School Board Liaison

Chris Perkins

Town Board Liaison

Barry Wilson(Absent)

Also Present:

Parks, Recreation and Culture Director	Eric Lucas
Operations & Facilities Manager	Kendra Martin
Open Space & Trails Manager	Wade Willis
Park Operations Manager	Bob Worthen
Town Forester	Ken Kawamura
Administrative Specialist PRC	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. McNiell seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Mr. Wilson/Town Board Liaison:

No Report

Mr. Perkins Weld RE-4 School District:

- First Day of school August 14, 2019
- New teacher breakfast last week supported by Chamber of Commerce, about 95 new certified staff
- Enrollment tops over 7,000 students, expecting influx as registration finished up last week
- Flip Flop Gala will be August 23rd at the Island in Water Valley
- Community Open House for Severance High School on September 12th, more details to come

4. Public Invited to be Heard

No Report

B. CONSENT CALENDAR

1. Minutes from June 4, 2019.

Mr. McNiell moved to approve June 4, 2019 minutes as submitted. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Museum Accession

- Donation from Mr. Love (teacher)
- Stereoscope viewer and 3 boxes of stereoscope slides which were used in Windsor schools
- Staff has reviewed the items, and if approved tonight, the items will go before Town Board on Monday, August 12th

Mr. Sandlin moved to approve the accession as presented. Mr. Mask seconded the motion. All members present voted Aye. Motion carried.

2. Roundabout Art Donation

- Donated by Martin Lind
- 7th & New Liberty Roundabout
- 2 steel pelicans each with 22 foot wingspan sitting on a 15 foot base
- First public art piece to go with the new Public Art Master Plan
- Cost to install is included in the roundabout project and will be covered by insurance
- Half day shut-down of roundabout for installation with crane
- Will go to Town Board on Monday, August 12th, if approved tonight

Mr. Mask moved to approve the accession as presented. Mr. Sandlin seconded the Motion. All members present voted Aye. Motion carried.

1. 2019 CIP Update

- Parks Maintenance Facility & Museum Collections - \$8.1 million, groundbreaking was June 24, 2019, 2 of the 3 buildings going vertical, working on FFE, still scheduled for February 2020 completion, contact Mr. Lucas if interested in a tour
- Main Park shelter - complete
- Cemetery project - issues with contractor, now looking at around after Labor Day completion
- Village East Park & Windshire Parks - both open
- Creamery - close to being completed with design, finish up this month, will then bid for construction around Labor Day
- Eaton House Master Plan
- Public Art Master Plan - wrapping up and will present to PreCAB in Sept/Oct.
- Art & Heritage Center - fiber completed, Culture Staff moved over, now able to collect data of users from Boardwalk Park from pinging cell phones, July 4th 27,000 people
- Kyger Trail - waiting on GOCO grant, early October construction
- Mother Statue at Boardwalk Park - completed
- CRC rooftop unit - completed
- Chimney Park backstop - completed, drain quoted much more than expected, currently not doing it
- E-Prep Solutions - done, cost recovery from 25% to 125%, letting data drive our future decisions for programming, somewhat of a philosophical debate, will make us better as a

department and how to serve the community better by being able to look at true cost recovery and direct / indirect costs for everything the PRC does

- #2 Ditch Trail Easement - slight delay due to landowner, sticking with original eminent domain by HWY 392 to High Hops
- Department Strategic Plan - ongoing, Stakeholder Interviews / Town Board Work Session / Public Input Session May 13th & 14th, minimum number of responses met for statistically valid survey, Pros Consulting will be back on Monday, August 12th to meet with staff, review program / needs analysis and present findings at Town Board work session at 5:00 pm, online survey now live on RecreationLivesHere.com, looking at Oct. / Nov. completion for plan, great tool to help us serve the growing population of 3100 new residents this year and all time high building permits

4. 2020 Budget Review (CIP / Personnel / Operations)

- Personnel - 40 requests town-wide last year, 19 approved, 20 requests this year
 - Staffing requests - 1 FT OPS/Trails Technician, reclassify PTYR Museum Aide to FT Museum Operations Coordinator, 1 PTYR 19h Program Aide, add Seasonal in Forestry for Treasure Island, eliminate Seasonal in POS/Trails
 - On the radar – Parks Maintenance Supervisor, Assistant Director, Admin. Assistant to FT, PTYR Childcare, Park Ranger, Volunteer Coordinator
 - \$80,000 impact on Town's budget
- Capital Improvement Requests
 - Within by-laws of PReCAB to give approval or not
 - Eaton House - \$300,000 renovation to develop a business incubator
 - Cemetery - improvements at Hwy 392/257 \$100,000, mix of grass and boulder groupings, low impact on water
 - Diamond Valley - \$4,000,000 sports field and infrastructure improvements, \$220,000 FFE separately to cover equipment that will be needed out there (bleachers, goals, etc.)
 - Phase 1 Riverwalk (Eastman Park) - \$4,050,000 flood mitigation, NISP \$1.2 million partnership, parking, 7-8 year plan, \$16,000,000 overall
 - Wibit - \$165,000 for water playground, didn't pass last year, bringing back this year, pays for itself in 4 years (closer to 2 year payoff), lifespan is 10 years
 - Collections - \$85,000 (grant)
 - Main Park - \$100,000 infrastructure
 - CRC (kitchen floor / rooftop) - \$100,000
 - Harmony Ridge - \$100,000 park design plans
 - Non-potable irrigation improvements - \$50,000
 - Trail Improvements - \$1,400,000, #2 Ditch Trail from High Hops to Kyger, Bridge over Poudre at CR13, trail along CR13 from Poudre to Hwy 392
 - Small Capital - archery range (grant), infields at Highland Meadows & Chimney Park

Mr. Morgan moved to approve the 2020 Capital Improvement Requests as presented, Mr. McNiell seconded the motion. All members present voted Aye. Motion carried.

- Operations- Proposed Budgets
 - Cemetery
 - 2019 Total Operating Budget: \$29,932
 - 2020 Total Operating Budget: \$32,230
 - Difference: + \$2,298

- Revenue: \$74,902, finance makes this number
- Highlighted Expenses / Projects: Roundabout maintenance, minimal project year
- Forestry
 - 2019 Total Operating Budget: \$103,721
 - 2020 Total Operating Budget: \$116,915
 - Difference: + \$13,194
 - Revenue: \$6,200
 - Highlighted Expenses / Projects: Roundabout maintenance (4 new), small equipment, Treasure Island, Town Hall beds
- Parks
 - 2019 Total Operating Budget: \$507,851
 - 2020 Total Operating Budget: \$447,631
 - Difference: - \$60,220
 - Revenue: \$36,890 (decrease of \$2,000)
 - Highlighted Expenses / Projects: Increase in trash costs, added 2 parks in 2019, additional beach sand
- Open Space & Trails
 - 2019 Total Operating Budget: \$137,541
 - 2020 Total Operating Budget: \$134,541
 - Difference: - \$3,000
 - Revenue: \$11,365 (+\$8,500)
 - Highlighted Expenses / Projects: Programming increases, master plan Kyger property, in-house spraying, trash receptacles, swag for events, staff training
- Aquatics
 - 2019 Total Operating Budget: \$94,191
 - 2020 Total Operating Budget: \$98,398
 - Difference: +\$4,207
 - Revenue: \$287,278 (\$201,479 in 2019)
 - Highlighted Expenses / Projects: Wubit & rentals at Lake, CPP / Swim Lessons, long term staff, chemicals, goal is to create an enterprise fund in aquatics and lesson General Fund impact
- Community Events
 - 2019 Total Operating Budget: \$124,521
 - 2020 Total Operating Budget: \$157,217
 - Difference: +\$32,696
 - Revenue: \$21,625 (\$15,495 in 2019)
 - Highlighted Expenses / Projects: moved sponsorships, programming similar to 2019 (Community Cares, insurance / sound, fireworks +\$15k)
- Recreation
 - 2019 Total Operating Budget: \$614,676
 - 2020 Total Operating Budget: \$586,978
 - Difference: -\$27,698
 - Revenue: \$581,070 (\$650,667 in 2019)
 - Highlighted Expenses / Projects: removed concessions (minimum wage), doesn't count fee changes
- Art & Heritage
 - 2019 Total Operating Budget: \$110,004
 - 2020 Total Operating Budget: \$135,064
 - Difference: +\$25,060
 - Revenue: \$62,435 (\$48,090 in 2019)

- Highlighted Expenses / Projects: programming (creamery classes, continued programming growth, continued growth in site visits & outreach)
- CRC
 - 2019 Total Operating Budget: \$334,539
 - 2020 Total Operating Budget: \$325,636
 - Difference: Decrease of \$8,903
 - Revenue: \$387,760 (\$260,213 in 2019)
 - Highlighted Expenses / Projects: programming (cheerleading)
- CRC-X Budget
 - 2019 Total Operating Budget: \$615,596
 - 2020 Total Operating Budget: \$604,735
 - Difference: - \$10,861
 - Revenue: \$1,506,117 (\$1,384,813 in 2019)
 - Highlighted Expenses / Projects: day camps, fitness instructors, personal training, chemicals, concessions

D. COMMUNICATION

1. Staff

- Mr. Willis - will be bringing back rules and regulations on how to manage Open Space & Trails and e-bike conversation, September 12th Party for the Poudre (will send out an email reminder), Open Space Alliance Conference in October, bike & pedestrian plan - look at past board packets for details on top projects
- Ms. Martin - shut down week August 19-23, deep cleaning, painting, drain pools, clean carpets, etc., removed climbing wall on Sunday, will utilize that space as sitting /waiting area
- Mr. Worthen - new horticulturist, significant difference in pots/plants at Town Hall, working on audit with Mr. Willis
- Mr. Kawamura- Tree Board update: Sick Tree Day, visited 51 homes, educational class in lieu of September meeting on the 24th to recap Sick Tree Day
- Mr. Lucas - fall activity guide is now out, smoke free parks heading back to Town Board on August 12th for second reading, looking at future policy for filming in the parks for videos, press release yesterday about Harvest Festival parade in accordance to last year's tragic accident and changes to rules / regulations
- September meeting - requesting date change due to September 10th due to Harvest Festival

Mr. Mitchell moved to change the September meeting date to the 10th as requested, Mr. Sandlin seconded the motion. All members present voted Aye. Motioned carried.

- ##### 2. Board
- No Report

E. ADJOURN

Mr. Morgan moved to adjourn the meeting. Mr. Mask seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:58 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 10th day of

September, 2019

A handwritten signature in black ink, appearing to read "Nick Mask", written over a horizontal line.

Nick Mask/Board Chair
Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist