



## **PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING**

November 5, 2019 6:00pm  
Community Recreation Center  
250 N. 11<sup>th</sup> 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 & Introduction of New Member
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 October 1, 2019

#### **C. BOARD REVIEW / DISCUSSION**

1. Museum Accession (Ishmael)
2. Museum Deaccessions (two unknown donors)
3. 2020 Proposed Budget (Update)
4. Proposed 2020 Meeting Schedule

#### **D. COMMUNICATION**

1. Staff
2. Board

#### **E. ADJOURN**

#### **FUTURE MEETINGS**

December 3, 2019	Regular Parks, Recreation & Culture Advisory Board Meeting
January 7, 2020	Regular Parks, Recreation & Culture Advisory Board Meeting
February 4, 2020	Regular Parks, Recreation & Culture Advisory Board Meeting

**The Mission of the Windsor Parks, Recreation & Culture Department is to Impact Lives And Build Community Pride.**

**The Vision of Windsor Parks, Recreation & Culture Department is to Create a Legacy that Exemplifies Health and Wellness, Social Equity and Conservation.**



**PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING**

**October 1, 2019, 6:00 P.M.**

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

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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(Absent)  
Mitchell McNiell(Absent)  
Patrick Lightfoot(Absent)  
Michael Nagl

Weld RE-4 School Board Liaison

Chris Perkins

Town Board Liaison

Barry Wilson

Also Present:

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

Eric Lucas  
Tara Fotsch  
Kendra Martin  
Wade Willis  
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

- Correction – No new member introduction
- Board Review / Discussion – Will not be visiting Jacoby Farm, per Mr. Lucas property key was not dropped off as promised

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

3. Liaison Reports

Mr. Wilson / Town Board Liaison:

- Budgeting process for the year
  - PRC – is a big part of budgeting, people value PRC differently, personally wanting to push forward items and publicly support the Wibit, we do a lot for older generation offerings, seeking for younger population, see it as a success, praised Mr. Lucas on his presentation
  - Infrastructure and Town improvements – approved six capital improvement projects that are considered quick hits that are not overly demanding on the budget such as street lights and additional turn lanes
  - Operations budget presentation on Monday, October 7<sup>th</sup>, follow up meeting on capital on Tuesday, October 8<sup>th</sup>

- Air quality discussions continue
  - State wide, but local agencies are currently investing in own areas
  - NOA came in to perform studies
  - Setting aside money in budget for air quality monitoring
  - Ability to differentiate various air qualities and determine where and what it's coming from such as vehicles, oil & gas, etc.
  - Will have 2 presentations, then put out RFP to move forward

Mr. Perkins Weld RE-4 School District:

- Agricultural Fair for district 4<sup>th</sup> graders on the October 3<sup>rd</sup> from 8:30-2:00 at CRC
- Staffing needs for special ed teachers, aides, bus drivers, substitutes
- Evaluations for replacing current modulars and adding additional ones in order to accommodate the growth
- Long Range Planning Committee still recommending bond for 2020 - expansion of both middle schools and new elementary school

#### 4. Public Invited to be Heard

- No Report

### B. **CONSENT CALENDAR**

1. Minutes from September 10, 2019.

**Mr. Morgan moved to approve September 10, 2019 minutes as submitted. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried.**

### C. **BOARD REVIEW / DISCUSSION**

1. Parks & Museum Construction Tour

- Board and PRC staff toured and discussed construction of new facilities located at Public Works building

2. Jacoby Farm House Tour

- Will schedule another tour at a later time

3. 2019 CIP Quarterly Update

- Completed projects
  - Main park shelter
  - Cemetery
  - Windshire Park
  - Village East Park
  - Mother statue is up
  - CRC rooftop unit
  - EPrep software – looking now at how to interpret all the data and findings
  - Chimney Park backstop
- Remaining Projects
  - Parks Maintenance/Museum building (February 2020 completion)
  - Kyger Trail - waiting to award the project
  - Poudre Trail connection from Windsor to Ft. Collins - awarded \$2 million grant from GOCO,
  - #2 Ditch Easement - eminent domain and currently in attorney's hands (2020)
  - Creamery design (2020)

**D. COMMUNICATION**

1. Staff

- Mr. Lucas – ability to look at future Operations and Capital in more detail during November meeting after Town Board discussions occur over next couple of weeks

2. Board

- None

**DI. 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 6:57 P.M.**

CERTIFICATION:

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

\_\_\_\_\_, 20\_\_

\_\_\_\_\_

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

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist



**Town of Windsor**  
**Department of Parks, Recreation, and Culture**  
**Culture Division**  
**250 N. 11<sup>th</sup> Street \* Windsor, CO 80550**

**Potential  
Acquisition Form**

**Source:**

- Donation
- Staff Acquired
- Transfer / Exchange
- Purchase



Door pictured on its side

Name: Brian Ishmael Date: 10-14-2019  
 Address: 2937 W 17<sup>th</sup> Street  
 City: Greeley State: CO Zip Code: 80634  
 Phone: 970-381-2109 Email: brian-ishmael@live.com

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

**Description and Provenance of Object(s):**

1. (2) large wood core doors, wrapped in metal. Doors were used in the Windsor Mill. Doors were salvaged from the Mill after the August 2017 fire.

**Museum Staff Recommendation:**

Date: 10/14/2019

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 the 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:**

\_\_\_\_\_  
Culture Supervisor or Director of Parks, Recreation, and Culture Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Windsor

\_\_\_\_\_  
Date



## MEMORANDUM

**Date:** October 15, 2019  
**To:** Parks, Recreation & Culture Advisory Board  
**From:** Tara Fotsch, CPRE, Recreation Manager  
**Re:** Museum Collections Accession & Deaccession Items

### **Background / Discussion:**

The Parks, Recreation, and Culture Advisory Board will occasionally have the opportunity to review recommended accessions and deaccessions to the permanent collection of the Town of Windsor Museum, per adopted policies.

Museum collection items are only accessioned into the collection when they fit the following criteria:

- Object illustrates unique Windsor heritage as specified in mission statement.
- Known provenance.
- Object displays rarity as specified in collections criteria
- Collection supports object's interpretive potential for exhibition.
- Stable Condition
- Museum can adequately care for object

All items listed are items currently in the museums possession, and have been donated to the museum.

### **Financial Impact:**

Museum staff does not foresee any financial impact associated with the formal accession of these items.

### **Recommendation:**

Move to approve to recommend to Town Board, to accession and deaccession museum collections items as presented by staff.

### **Attachments:**

- a. Acquisition Forms for Potential Accession – Ishmael
- b. Deaccession Form – Town of Windsor – 3 Items



**Town of Windsor**  
**Department of Parks, Recreation, and Culture**  
**Culture Division**  
**116 5<sup>th</sup> Street \* Windsor, CO 80550**

## Deaccession

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**Object to be Deaccessioned:**

**Accession #:** 1900.temp649

**Donor/Source:** Unknown, likely Windsor-Severance Historical Society.



**Description of object:** (7) ring scrapbook binder, red binder, exterior of binder is wrapped in cream contact paper, contact paper has small blue and gold stripes on it. Scrapbook measures 12” x 15.5” x 3.5” Binder has (25) blank pages with contents removed, location of contents is unknown. Pages measure 10” x 14.5”.

All scrapbook pages with photographs and historical information have been retained in the permanent collection and stored properly in Row 5, Shelf 26, Box D.

**Condition of object:** Contact paper along outside of binder is loose in some areas. Blank scrapbook pages are torn or have residue from previously adhered content.

**Specific Reason for Deaccession:**

- Object does not illustrate unique Windsor heritage as specified in mission statement.
- No known provenance.
- Object lacks rarity as specified in collections criteria
- Collection does not support objects interpretive potential for exhibition
- Duplicate in Collection
- Poor Condition
- Museum cannot adequately care for object
- Unidentifiable

**Method of Disposal:**

- Transferred to the Windsor Museum's use/education collection
- Returned to Donor
- Destroyed
- Given to institution in which object is more relevant/significant to the institution's mission.
- Public Auction
- Cannot be found in inventory

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**Signatures:**

_____	_____
Museum Curator	Date
_____	_____
Director of Parks and Recreation	Date
_____	_____
Mayor, Town of Windsor	Date
_____	_____
Action Taken: _____	Date

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Value received: \_\_\_\_\_

\_\_\_\_\_

Date

**Acc. #:** \_\_\_\_\_

## Deaccession

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**Object to be Deaccessioned:**

**Accession #:** 1900.temp1593

**Donor/Source:** Unknown, likely Windsor-Severance Historical Society.



**Description of object:** Framed bulletin board with burlap backing. Photographs, images from magazines, and a piece of barbwire fence were attached at one point. Two dimensional objects were attached with glue and black photo mounting triangles.

No provenance associated with this object has been found.

Stable photographs and objects from the bulletin board will be retained in the museum's permanent collection.

**Condition of object:** Burlap backing is brittle. The two-dimensional objects have become unattached. Some photographs have been damaged over time due to improper mounting. The photograph suggested for deaccession has been torn and is missing large sections of the image.

**Specific Reason for Deaccession:**

Object does not illustrate unique Windsor heritage as specified in mission statement.

No known provenance.

Object lacks rarity as specified in collections criteria

Collection does not support objects interpretive potential for exhibition

Duplicate in Collection

Poor Condition

Museum cannot adequately care for object

Unidentifiable

**Method of Disposal:**

- Transferred to the Windsor Museum's use/education collection
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- Cannot be found in inventory

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**Signatures:**

_____	_____
Museum Curator	Date
_____	_____
Director of Parks and Recreation	Date
_____	_____
Mayor, Town of Windsor	Date
_____	_____
Action Taken: _____	Date

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Value received: \_\_\_\_\_

\_\_\_\_\_

Date

**Acc. #:** \_\_\_\_\_

## Deaccession

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**Object to be Deaccessioned:**

**Accession #:** No Accession Number

**Donor/Source:** Unknown



**Description of object:** Wooden box with three compartments. Box measures 18.5" x 7" x 5.5". Box has a red wood stain. Screws holding box together are highly visible. There is a .5" lip on bottom of the box along three sides. The front side of the box on the bottom has a .25" lip. There are two screw holes in the bottom of the box. No lid/top to box.

**Condition of object:** Fair condition. Two screw holes in base of box. Six nail holes along top edges of the box.

**Specific Reason for Deaccession:**

- Object does not illustrate unique Windsor heritage as specified in mission statement.
- No known provenance.
- Object lacks rarity as specified in collections criteria
- Collection does not support objects interpretive potential for exhibition
- Duplicate in Collection
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_____	_____
Museum Curator	Date
_____	_____
Director of Parks and Recreation	Date
_____	_____
Mayor, Town of Windsor	Date
_____	_____
Action Taken: _____	Date

Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Value received: \_\_\_\_\_

\_\_\_\_\_

Date

**Acc. #:** \_\_\_\_\_

**2020 PRECAB Calendar**

**January 7 (Staff would like to cancel) Typically not a lot to report due to holidays**

**February 4**

**March 3**

**April 7**

**May 5**

**June 9**

**July 7**

**August 4**

**September 1 (Staff would like to cancel) Staff coming off Harvest Festival Weekend**

**October 6**

**November 3**

**December 1**



# PRECAB REPORT

November 2019

## DIRECTOR'S UPDATE



Eric Lucas  
Director of Parks, Recreation  
& Culture  
970-674-3500

October is typically a transition month as we winterize parks and move from mostly outside activities to inside ones. Thankfully, we have been able to complete outdoor sports and winterize our parks systems before the two snowstorms hit our area.

Speaking of snow, in case you were not aware, parks plays an integral role in snow removal throughout Town. Each snow, we send (2) employees to Public Works to work in the big truck routes, assign (4) employees to Downtown and one subdivision, and use (4) more employees to remove snow from the CRC, Town Hall, PD, parks and trails! When needed, we even utilize staff from the CRC facilities team.....Needless to say, when the snow flies, its all hands on deck!

My time in October was spent on both the current and future budgets, cost recovery, development review, strategic plan, public presentations and personnel. As you might imagine, we are working diligently to finish up projects in 2019 as well as answer 2020 budget questions in anticipation of a November adoption. Knowing that budget is wrapping up, we have begun what will be a more concerted annual effort to analyze cost recovery in every

aspect of our business and we continue to review the many development projects that come into planning. The big ones lately are Future Legends, Raindance, and Village East. I was also honored to present twice in October to students from CSU. One was a presentation on parks and recreation as part of local government to political science majors. The other was a presentation to IT majors on how we use data to drive decision making in parks and recreation. Both groups were engaging and provided me the opportunity to educate the next generation on parks and recreation being an essential service in any community. On the staffing side, we continue to see turnover in the coordinator and lower positions. We are currently advertising for full time positions in facilities and aquatics, along with a variety of seasonal jobs.

Your agenda this month includes the introduction of a new board member, Shawna Hendricks, who fills Mitchel McNeil's vacated seat, one museum accession and 2 museum de-accessions, an update on the 2020 proposed budget and a discussion on the 2020 PRECAB meeting dates.

As always, please feel free to reach out if you have questions, concerns or would like something added to the agenda! Don't forget, the meeting is at 6pm. If you have a conflict and cannot attend, please email or call.

# Recreation Lives Here



# PARKS DIVISION

## Winter Work Plans...

### Parks Maintenance

Parks staff have been busy completing their annual winter work plans for 2019. While most of the tasks were completed for 2018, there are a few, larger items that purposely rolled over into 2019 due to time constraints. One of those items is the removal of the old shore mesh along the western shoreline of Windsor lake. Some of the sections were removed when the new rip-rap rock was placed by Open Space in 2018, however this left a fairly long, unfinished section that wasn't budgeted with the riprap.



Shore mesh along the western shoreline of Windsor lake

Winter work plans will also include a through cleaning of the Kern Ditch. Largely facilitated by Open Space, the work will include dredging of cattails, cleaning of sediment and removal of nuisance trees. This is a joint project that will include all Parks Operations.

The anticipated completion of the Public Services expansion should have the entire Parks Operations team busy moving equipment and office furnishings into their new home. Several pieces of equipment and existing furnishings will be moved in an effort to maximize resources and stay within project budget. Contractors are right on schedule and the move is expected to begin around the end of January, with some equipment being moved possibly in December.



## Replacement Trees and cleanup the Jacoby Farm!

### Forestry and Horticulture

Each year Forestry takes an inventory of trees needing replacement due to age, disease, etc. and puts them on a replacement list. This year Forestry planted a total of 22 trees and relocated 12 trees to our Folkstone nursery to be planted a later time once they have reached maturity. The species of trees varies depending on intention for shade, proximity to buildings, soil types and desired appearance. Species range from Maples, Lindens and Oaks to Bristlecones pines.



This tree spade is used to remove tree with root ball in tact when relocating trees!

Forestry assisted Parks Maintenance in the weed clean-up of the Jacoby Farm house. Immediately after receiving the keys to the property Parks and Forestry began knocking down the weeds and cleaning up debris. The weeds were not an easy task as the summer thunderstorms provided an excellent growing climate!



7 foot Kosha weed at Jacoby property!



# RECREATION DIVISION

## Colorado Parks & Recreation Annual Fall Conference

Various Recreation Division team members attended the Colorado Parks and Recreation State Conference in early October. It was a fantastic opportunity for staff to network and catch up on the latest and greatest trends in Parks and Recreation.

Bobby and Craig also presented at the Annual Conference. Their presentation was on Youth Sports Meetings. Here is a sneak peak of what their topic was on: Is your organization offering coach and parent meetings for each of your youth sport seasons? If you are not, you should. There is a lot of good that can come from holding these meetings. If you are holding these meetings do you feel like you are presenting the same info meeting after meeting. Join this session to see what others are doing for informational meetings and come prepared to share what your organization is doing so we can

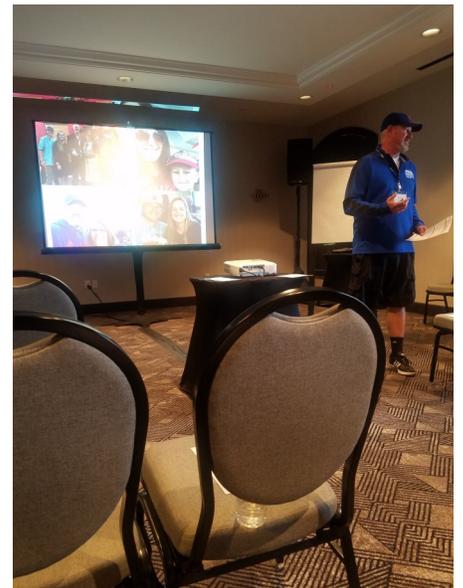
come away with ideas to make these meetings more meaningful and beneficial to your coaches and parents.

Tara, Lexie and Luke Bolinger (previous Recreation Supervisor, now with the Town of Erie) presented on Sponsorships and Community Engagement. Here is a peek on their topic: Parks and recreation agencies and local businesses can create fantastic mutually beneficial partnerships. Parks and recreation agencies benefit financially, with in-kind services, and/or with volunteer manpower, while providing an incredible opportunity for local businesses to show their support in the community. How do agencies engage local businesses, ensure a repeat sponsor, and, better yet, a lifelong supporter? Discover the steps in creating successful and engaging community partnerships.



### **BOBBY WARNER—CPRA LEGACY AWARD WINNER!**

Bobby Warner, Recreation Supervisor, also received the Legacy Award at the banquet at the Annual Conference for exemplifying outstanding characteristics in the athletics profession. He is a living legend in CPRA and we are blessed to have him on our team!



# OPERATIONS & FACILITIES

## FUN is What we do!

The Recreation Center staff decided to have a fun and friendly competition on Halloween. We challenged staff to dress up to bring smiles to the faces of our customers and to have a little fun. It was a HIT! Staff had a great time and our members smiled and giggled around each corner of the CRC. We were even stopped for the occasional photo opp. Stay tuned for some creative promotional videos!



## Numbers at a glance

### CRC Customers in 2019

The Community Recreation Center front desk has greeted over 333,000 customers so far in 2019. This is 9,245 more than this time in 2018.

### October Visits

October brought 33,871 visits to the Community Recreation Center with an average of 1,063 visits a day.

### Memberships

In the month of October we gained 411 new members.

### Silver Sneakers

October Silver Sneakers numbers had over 3,664 visits from a total of 2,544 Silver Sneaker members.

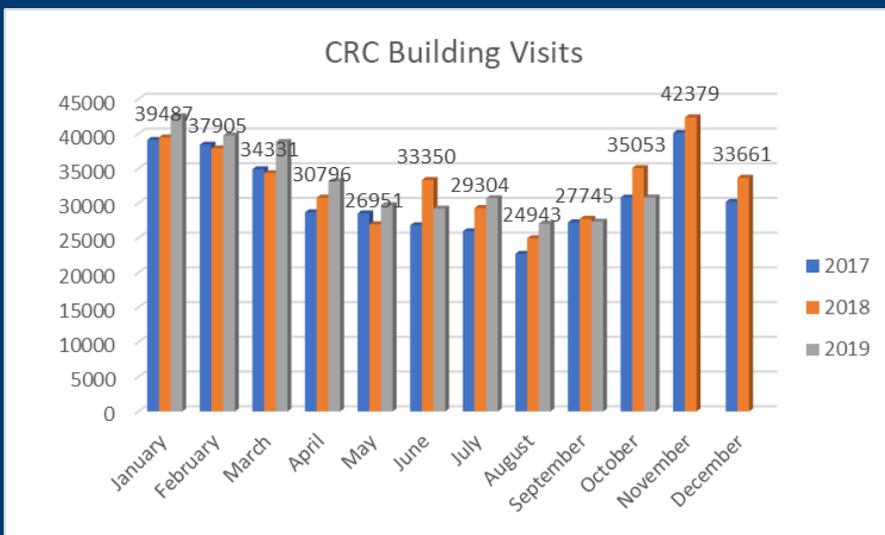
January 2019 stays in the lead with 4,550 visits

### Birthday Rentals

In the month of September we hosted 26 birthday party rentals in our facility.

## COMMUNITY RECREATION CENTER VISITS

After 10 months we have seen over 333,000 visits. 2018 total was 395,905 which we are on target to beat in 2019.



# OPEN SPACE AND TRAILS

## HIGHLIGHTS

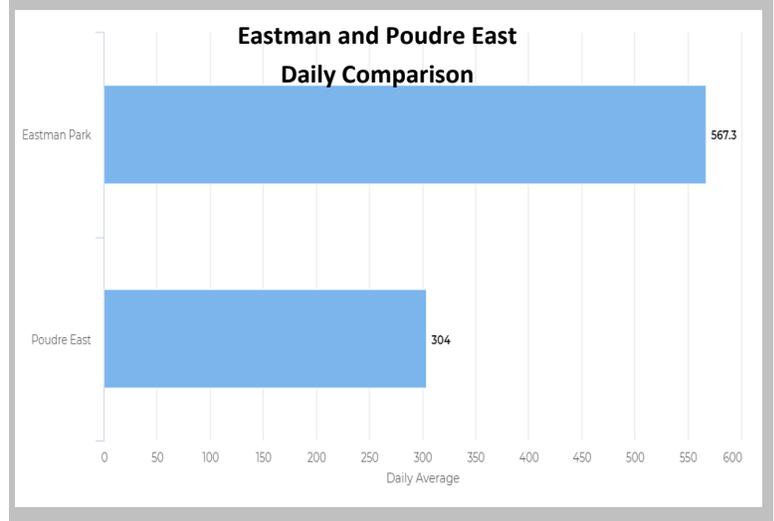
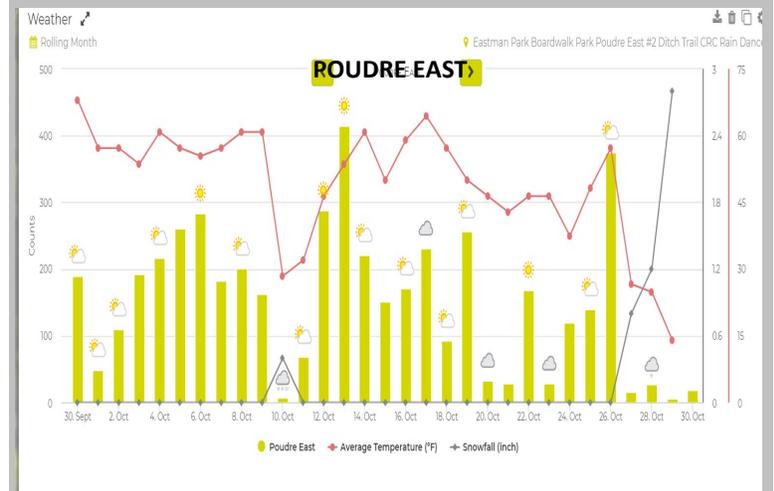
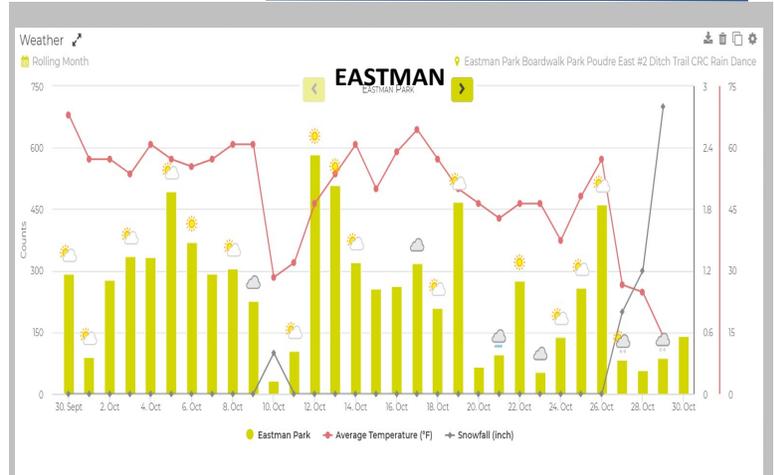
- Northern Water Irrigation Efficiency Presentation to Staff Northern Staff
- Walk and Bike to School Day
- Mountain Bike Windsor
- Event—Ride from Windsor Highlands to Belmont Open Space Trail (5 Participants)



Open Space and Trail Regulations, let's talk... In an effort to protect, preserve, encourage and enforce the responsible use and care of Windsor's trails and public open space areas, we will need the tools to regulate. Below is a short list of some of the regulations that might be considered

- Livestock grazing
- Class I , II & III E-bikes
- Remote controlled vehicles
- Drones
- Feeding of Wildlife
- Harass, injure, or kill wildlife (hunting and fishing)
- Traveling off trail
- Dogs off leash and/ or off trail
- Use of floatation devices
- Leaving of animal waste
- Release wildlife or plant species into natural areas
- Uses by permit?

If your interested in participating on a committee to develop these regulations, please contact Wade.





# COMMUNICATIONS



## FACEBOOK ENGAGEMENT

TOP POSTS	DATE	TOTAL ENGAGEMENTS*	REACTIONS	COMMENTS	REACH
Bobby Warner's Legacy Award	Oct. 10	1,126	458	69	5,264
Windsor Youth Football Team	Oct. 28	537	195	14	2,237
Poudre Trail Grant	Oct. 2	425	97	6	4,417

\*Total Engagements = total number of times user reacted to, commented on, shared, and clicked on the message during its lifetime.

### BY THE NUMBERS

Page	Fans	Net Page Likes	Messages Sent	Impressions	Engagements	Message Link Clicks	Engagement Rate (per Impression)
Reporting Period	6,785	64	40	142,036	7,331	950	5.2%
Oct 1, 2019 – Oct 29, 2019	↗ 0.9%	↗ 77.8%	↗ 66.7%	↗ 12.2%	↗ 19.7%	↗ 23.5%	↗ 6.6%

### INTERACTIONS

1,882 REACTIONS

236 COMMENTS

89 SHARES

7,331 TOTAL ENGAGEMENTS



## TWITTER ENGAGEMENT

TOP POSTS	DATE	REACH	RESPONSES	CLICKS	RETWEETS
Pumpkin Plunge	Oct. 18	438	—	55	—
Turkey Ball	Oct. 23	267	—	22	—
Adult Swim Lessons	Oct. 24	267	—	3	—

### BY THE NUMBERS

Twitter Profile	Total Followers	Follower Increase	Tweets Sent	Organic Impressions	Impressions per Follower	Engagements	Engagements per Follower	Retweets	Clicks
WindsorPRC @WindsorPRC	271	0.4%	4	1,086	4.01	7	0.03	0	2

### INTERACTIONS

0 REPLIES

0 RETWEETS

0 COMMENTS

1 LIKES



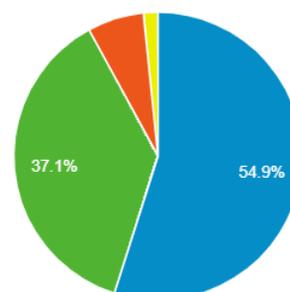
## WEBSITE ENGAGEMENT

**26,134**  
VISITS

**21,778**  
UNIQUE PAGE VIEWS

**1:04** MIN  
DURATION

### Top Channels



- Organic Search
- Direct
- Referral
- Social

### TOP 3 PRC PAGES

- COMMUNITY REC CENTER
- FITNESS SCHEDULE
- ACTIVITY GUIDE