



JOINT PARKS, RECREATION & CULTURE & TREE BOARD ADVISORY BOARD MEETING

August 4, 2020 6:00pm
Community Recreation Center

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
2. Review of Agenda by the Boards 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. BOARD REVIEW / DISCUSSION

1. 2021 Budget
2. Strategic Plan Overview
3. Project Update

C. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

September 1, 2020 MEETING CANCELLED

October 6, 2020 Regular Parks, Recreation & Culture Advisory Board Meeting

The Mission of the Windsor Parks, Recreation & Culture Department is To Build Community.

The Vision of Windsor Parks, Recreation & Culture Department is to be the National leader in exceptional recreation experiences.

Values: Exceptional Customer Service * Diversity, Equity, Inclusion * Sustainability * Innovation * FUN



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

July 7, 2020, 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 6:02 PM

1. Roll Call

The following PReCAB members were present:

Nick Mask
Matt Morgan(absent)
David Sandlin
Patrick Lightfoot
Michael Nagle
Shawna Hendricks
Ethan Hahn

Weld RE-4 School Board Liaison
Town Board Liaison

Chris Perkins(absent)
Victor Tallon(absent)

Also Present:

Public Services Director
Acting Deputy Director PRC
Operations & Facilities Manager
Open Space & Trails Manager
Park Operations Manager
Recreation Coordinator
Administrative Specialist PRC

Eric Lucas
Tara Fotsch
Kendra Martin
Wade Willis
Bob Worthen
Logan Anderson
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. Nagl moved to approve the Agenda as presented. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Report

Mr. Tallon / Town Board Liaison:

- No Report

Mr. Perkins Weld RE-4 School District:

- No Report

4. Public Invited to be Heard

- No report

B. CONSENT CALENDAR

1. Minutes from March 3, 2020
2. Minutes from May 12, 2020

Mr. Sandlin moved to approve the March 3, 2020 and May 12, 2020 minutes as presented. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Kyger Master Plan Survey Results – Mr. Willis

- Budgeted money for a Master Plan for 2021, budget dollars of \$32,000 were put on hold, so did not move forward, wanted to still have data collected for any improvement in 2021, conducted a survey over the past two weeks
- 411 responses
- How often do you recreate on Windsor area trails?
 - Almost Daily 20.9%
 - 3-4 Times per week 24.82%
 - 1-2 Times per week 28.47%
 - 1-5 Times per month 19.71%
 - Very Little 6.8%
 - Never 0%
- What are your favorite types of activities outdoors? (Select all that apply)
 - Active (Hiking/Running or Biking) 83.5%
 - Hunting and/or fishing 34.95%
 - Wildlife Viewing 45.63%
 - Passively Being in Nature 50.24%
- What is your favorite thing about Kyger Open Space? (Select all that apply)
 - Preserved Natural Area 44.15%
 - Open Body of Water 69.02%
 - Trail Around the Lake 75.61%
 - Protected Area for Wildlife 39.27%
 - Connectivity to Regional Trails 51.22%
 - Other 5.85%
- What is your favorite activity at Kyger currently?
 - Enjoy Nature 37.87%
 - Running or walking on paved trail 59.65%
 - Wildlife Viewing 26.49%
 - Walking or riding on soft surface trail 40.59%
- Choose up to 5 amenities you would like to see added to Kyger Open Space? (Top 5)
 - Non-Motorized Boating
 - Shoreline Fishing
 - Picnic Areas/Shelters
 - Nature Playground
 - Outdoor Adventure Park
- If you could add one only one thing to Kyger Open Space, what would it be? (Top 3)
 - Water Access / Non-Motorized Boating 33.82%
 - Water Access / Fishing 18.98%
 - More Trees 16.5%
- What types of programming would be most beneficial at Kyger Open Space? (Top 5)
 - Paddle Boarding
 - Outdoor Adventure Program
 - Special Events (mud race)
 - Nature Education Programs
 - Bird Watching
- What age should programming be geared towards?
 - Children 25.87%
 - Teens 6.72%
 - Adults 18.91%

- Seniors 3.23%
- Families/Intergenerational 45.27%
- How do you access Kyger?
 - Walk or Bike from Home using Trail System 20.34%
 - Walk or Bike from Home using roadways 12.99%
 - Park at the Kyger Trail Head 43.38%
 - Park at the Poudre Trail Head Along Colorado Boulevard 9.56%
 - Park at the River Bluffs Trail Head 13.73%
- Where do you live in relation to Kyger?
 - Within ½ Mile 10.22%
 - Within 1 Mile 18.25%
 - Within 2 Miles 24.5%
 - Within 3 Miles 18.25%
 - Within 5 Miles 19.22%
 - Within 10 Miles 7.54%
 - 10 or More Miles 1.95%
- Summary Priorities – Boating, Fishing, Shade
- Banks are steep enough with a clay liner and can become very slippery and water levels will drop due to release back into the river which can cause unsafe use
- Mr. Lightfoot – What is the distance around Kyger? What kind of fish are there?
 - 1.6 miles
 - Carp, Bass, Trout from Poudre river
- Mr. Lucas – thoughts from Board on negative feedback if not moving forward with non-motorized boating due to liability/safety although it came out as the number 1 amenity? Educating the public, fish at your own risk
 - Mr. Sandlin – other options for boating?
 - Windsor Lake
 - Mr. Hahn – Can we notify visitors of the dangers?
 - Educating the public, fish at your own risk
 - Mr. Nagl – If it is unsafe, it is unsafe and shouldn't be for use
 - Ms. Hendricks – Excited for the non-motorized boating opportunity, especially since Windsor Lake is so crowded and can be very dangerous, maybe that amenity should have not been offered on the survey due to the possible dangers

2. Archery Grant Presentation – Mr. Willis & Mr. Anderson

- Kodak Archery Range Expansion
 - Current location at Poudre River Trail and 257
- Current Range & Project Costs
 - Goal – To build community through bringing friends and families together, build confidence in our youth, and promote current and future generations to spend more time outdoors through Archery in a safe, fun and creative environment
 - Current Conditions
 - Free year-round access
 - ADA accessible
 - 3 Natural Shooting Lanes – 25, 45 and 60 yards
 - 7 Clear Shot Shooting Lanes – 10, 20, 30 and 40 yards
 - Project Costs
 - Total project cost - \$138,438
 - SRDG Funding requested - \$100,000

- Matching funds to be provided - \$38,438 from Town General Fund, generous donors and volunteer hours
- Why?
 - Town of Windsor growth rate – has doubled to 34,000
 - High demand – drop in use averages 100 people daily
 - Inadequate parking for current and future demand
 - Limited opportunity for advancing learning
 - Programs are over capacity - waitlists
- Proposed Expansion
 - Expanded parking
 - New timber steps
 - New shelter (proposed 20x20)
 - New raised platform
 - 3 new targets
 - New 3D target course – 8 to 10 targets
 - Equipment storage
- Department Mission – To Build Community
 - Increase capacity for all skill levels
 - Offer realism and challenge for new and experienced archers
 - Provide a safe, fun learning environment
 - Promote healthy outdoor adventure
 - Build community
- Mr. Hahn – Liability with those who travel by foot on nearby trail? Flooding of river? Removal of dead tress/branches?
 - Fencing will be added along with signage for trails users and tubers
 - Hasn't been a major flood in that area for a long time, targets will be cemented in and secured, high enough banks for support
 - Did look at specific areas when planning and cut down/remove minimally what was needed, wanting to keep the area as natural as possible for public and wildlife
- Mr. Nagl – Thoughts on charging a fee? What are annual maintenance costs for usage?
 - Hoping not to charge as a benefit for the amenity, league nights/tournaments will be charged with registration, would have to have staff at location to collect
 - Minimal maintenance, replace targets once every 5 years, mowing/weeding, strong community core for volunteers, potential sponsorships for support
- Mr. Mask – Plans for additional landscaping/trees around parking/shelter?
 - Nothing planned as of now due to future maintenance and watering not available
- Mr. Sandlin – Was land across from archery site gifted to the Town?
 - Town owned, 150 acres

3. Fish Passage Project – Mr. Willis

- 2016 grant money in order to create study on Poudre River
- Whitney and BH Eaton Fish Passage Improvement Feasibility Study
- Both structures would re-connect 13.1 miles of habitat
- Nature-like fishways
 - Rock Ramp
 - Bypass channel
 - Rock Weirs
- Whitney Ditch Obermeyer
 - Diversion improvements – most promising upgrade which would cover the central 30 feet of the diversion structure, would use a durable air bladder to raise and lower a steel plate

to regulate water level, can operate from utility or power from the side of the river simplifying operation and improving safety since personnel would not need to enter the river

- Rock ramp with rock weirs at the BH Eaton Diversion
- Target/endangered species
 - Brassy Minnow
 - Orange Spotted Sunfish
 - Plains Topminnow
 - Iowa Darter
- Federal money available from a community grant to be used across the state for fish passage, awarded \$459,000, proposed projects must be completed by end of 2021
- Working in conjunction with Coalition for the Poudre River Watershed – non profit group, will be administering the money for engineering until more funding is available, overall project will be about \$1.5 million

4. COVID-19 Financial Update

- Total Membership and Drop in Revenue
 - Closed for 2 1/2 months, members did not see billing until July 6 instead of extending another 2 weeks, UC Health facility closure provided new member additions
 - YTD 2017 \$564,097.22
 - YTD 2018 \$611,250.60
 - YTD 2019 \$681,751.83
 - YTD 2020 \$399,518.81
 - YTD Baseline 2020 \$586,425.00
 - YTD 19/20 Difference - \$282,233.02
 - Below 2020 Baseline YTD - \$186,906.19
- Program Update
 - Aquatics – revenues up at Windsor Lake due to non-motorized permits, CPP maxing out all sessions, some refunds given due to weather
 - CRC – members only but will open to general drop in's later this week, non-cash transactions, membership drive in January to help with revenue
 - Programs – Summer Camp has been operational since Memorial weekend, Program Guide went out with programs starting in July
 - Athletics – cancellation of Spring sports, baseball/softball down 185 participants, Fall athletics have been advertised
 - Parks – shelter rentals, Sick Tree Day was held with 29 visits

D. COMMUNICATION

1. Staff

- Mr. Lucas
 - Thanked staff for work on budget and the hard decisions that had to be made, Public Works completed last week, this week working on PRC
 - Attended Town Board's Retreat a couple of weeks ago, focus areas of sustainable infrastructure (water & transportation), vibrant and healthy economy, culture and incentives, intentional growth and development (possible hotel/motel tax), and community buffers along with everything else addressed in the Strategic Plan & goals
 - Future Legends – numerous trucks moving land, difficult for PRC staff, parking issues, fields getting done still waiting on lights, still working on operations agreement, stadium permit for the foundation has been approved
 - Approval to advertise for Deputy Director of PRC
- Ms. Fotsch

- Have received numerous emails, calls, and complaints to staff about Windsor Lake usage, overcrowding, safety and abuse of restrooms, looking for further discussion about what that amenity will look like in the future and how to better maintain
- Farmer's Market on Saturdays
- Cancelled all July concerts
- 4th of July fireworks, many residents appreciated the location change and that they were still offered
- Movies in the Park will begin
- Discussions upcoming about Wine Festival in August and Harvest Festival over Labor Day weekend, what other options/formats could be offered, possibly on a smaller scale
- Working on budget, created status quo budgets similar to 2020 which included 10% and 20% cuts
- Mr. Willis
 - Frank State Wildlife area – hired outside council to check specific rights from 1995 real estate transactions and clarify easement rights of ownership
 - Eastman Park & river access design is at about 50% plans, will go to planning commission and Town Board this month for conditional use grant for gravel parking
 - #2 Ditch Trail design is under development, portion of trail from High Hops to Kyger, hope for end of year completion
 - Thornton Pipeline Project interfering with Colorado Boulevard Trail which connects Kyger to existing Poudre Trail, may get pushed to early next year
- Mr. Kawamura
 - Tree Board has not met since February, cancelled all Arbor Day events in April, still held Tree Sale, continued with Sick Tree Day with 29 calls for numerous trees that were not leafing due to two weather extremes, 60% of calls were conducted in Windshire neighborhood
 - Horticulture completed renovation of Windsor Highlands beds and roundabout
 - Old tree nursery at the open space on Garden and 1st, turning into water storage, 3-4 years until full completion,
 - Trees at Diamond Valley, very costly to move such large trees and timing isn't good with hot temps
- Mr. Worthen
 - Hot temperatures, irrigation audits, sent issues contracts to 3
 - Two seasonal positions open
- Ms. Martin
 - Filled one facilities position, 2 positions remain open to reach full staffing
 - Hoping for more traffic to come though the CRC doors
 - Cleaning expectations after every wave of workout reservation times
 - Phone call volume to the front desk has increased, overflow has gone over to Town Hall, working on changes in order to keep up with customer service
 - Aquatics staff is enjoying limited capacity, Windsor Lake has been a hot spot, kudos to all staff for their hard work and flexibility

2. Board

- Ms. Hendricks
 - Resident/non-resident rates for sports registrations?
 - Implemented for past 4 years, includes Severance due to being within the school district, may have to limit to only Windsor residents based on growth and future needs
- Mr. Mask

- Kids are thankful for fall sports and looking forward to it, swimming at night at CRC has been nice since no current swim lessons
- Frank State Wildlife – Are there formal plans for preserving habitats as we take on more land?
 - Master Plan has been completed for FSW, looking at changes of usage based on new wildlife definition and what does open space really mean

E. ADJOURN

Mr. Lightfoot moved to adjourn the meeting. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:31 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

Parks, Recreation & Culture Advisory Board Update – August 2020

Greetings Board Members! We are excited to catch up with you and update everyone on how our summer has gone and where we are headed for the fall! Your meeting agenda will include a review of the proposed 2021 operations budget and proposed capital projects. We will also be reviewing the Parks, Recreation & Culture Strategic Plan and the Town's updated plan.

Please note that we will be meeting at the Community Recreation Center at 6 pm. Masks are required in our facility and we will make sure that all seats are appropriately distanced. If you are unable to attend the board meeting please let me know as soon as possible and we will send you a zoom invite. If you have any questions in the meantime please feel free to reach out to me.

Tara Fotsch, CPRE
Acting Deputy Director Parks, Recreation & Culture
tfotsch@windsorgov.com
970-674-3512

Here are few Department updates from the month of July:

Parks –

- Irrigation audit work has been completed on Main park. Eastman is the last park remaining and tentatively planned for the week of August 1st. We're excited to see the results in the next few months!
- Forestry completed the final punch list for the entry landscaping at the Cemetery. Eight trees and various shrubs have been identified for warranty replacement.
- Parks and Forestry met with the landscape contractor for the landscaping at the new addition to the Public Services facility. Several shrubs and a few trees were identified as needing replacement under warranty.
- Horticulture staff weeded, removed trash, cleaned up and divided grasses in six roundabouts.
- Parks staff are working with a local contractor to bring the old irrigation system back to life at the Jacoby property. The well was removed at some

point in the property's history resulting in staff having to retrofit to the potable plumbing.

- Forestry worked with Public Works in hanging 16 banners downtown for the DDA.
- Parks staff installed a new bench and matching trash receptacle downtown for the DDA.

Trails & Open Space

- Wade met with Thornton Pipeline project representatives regarding the Colorado Boulevard Trail south from Kyger to the Poudre Trail and the possible extension of the Poudre Trail to the north toward Timnath on the Lone Tree Property. The Lone Tree property is the parcel to the east of the Veldman Reservoir that Thornton purchased recently.
- Wade participated in the Greeley Open Lands Strategic Master Plan Steering committee meeting which is being led by Logan Simpson Design. This is Greeley's first step before considering the possibility of a dedicated tax.
- Wade coordinated an effort with the Police Department to set up their speed trailer as a mount for our trail counters. Engineering requested the use of the pedestrian counters to determine if an intersection merited an RRFB.
- Wade met with GWIP staff regarding a permanent trail easement for the Poudre Trail. As a reminder, the existing Poudre Trail lease provided by Kodak had a term of 30 years, there are 8 years remaining.
- Efforts continue on the review of FSWA easement documents and conveyance. Wade sent a letter to United Water regarding the intent to install a trail on their property under the retained right of the FSWA easement documents.

RECREATION –

Community Recreation Center

- The CRC opened up to non-members allowing drop in users to utilize the facility for a \$4 fee. We are hoping this assist in alleviating use at Chimney Park Pool as it continues to sell out daily.
- Membership billing began again on July 6th. Members have the opportunity to suspend their membership at this point by simply filling out a form. We have had a total of 393 cancellations since March 13th. 168 of these cancellations have state COVID as the reason.
- The CRC dehumidification unit motor has gone bad causing a loud noise for our neighbors in New Windsor. A motor has been ordered and will be replaced in early August.

Aquatics

- Chimney Park pool has continued to sell out for the majority of its days since opening in June. Windsor Lake has been very busy since the swim beach and rentals opened to the public.
- We have sold 601 non-motorized annual permits and 364 non-motorized daily permits in 2020 compared to 169 annual and 55 daily in 2019.

Athletics

- Fall Athletic Registration opened with a total of 509 registrations done in the first day, with revenues totaling \$29,113.
- T-ball, Baseball and Softball have wrapped up for the season. Staff are now preparing for Fall Sports. Staff are awaiting a decision from the School District and CHASSA, the State Association, to determine if indoor sports will be offered. Staff have back up plans for Youth Volleyball if we are not allowed inside facilities for the Fall.
- We were down 269 players for this Summer.

CULTURE –

- The Museum Collections is preparing for their move on August 28th. This past year they have logged 35,380 artifacts into our collection.
- The Windsor History Museum opened in conjunction with the Farmer's Market and continues to have over 40 visitors on Saturday's.
- The Town of Windsor Museums/Collections are collecting COVID-19 related stories, artifacts, photos and more. Please check out our website to submit.
- Laura, Culture Supervisor, is currently working a grant that will assist in funding the design and construction documents for the Jacoby Farm Half Way House and the Farm House.

SPECIAL EVENTS –

- The 4th of July went off successfully at the new location
- We are saddened to announce that the typical Harvest Festival that we all know and love will not occur this Summer. Staff are working with the Committee to come up with alternative activities for the community to enjoy.
- We have hosted two movies in the park with a great turn out under the 175 maximum. Participants sign up to join to ensure we do not exceed the set guidelines. We will extend our series through September.
- The Summer Concert Series has been cancelled for the year.