



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

October 6, 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 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 August 4, 2020

C. BOARD REVIEW / DISCUSSION

1. 2021 Budget Review
2. Park Improvement Fund Budget
3. Project Update

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

November 3, 2020	Regular Parks, Recreation & Culture Advisory Board Meeting
December 1, 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

August 4, 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 6:03 PM

1. Roll Call

The following PReCAB members were present:

Nick Mask
Matt Morgan(absent)
David Sandlin(absent)
Patrick Lightfoot
Michael Nagl
Shawna Hendricks(absent)
Ethan Hahn
Chris Perkins
Victor Tallon(absent)

Weld RE-4 School Board Liaison
Town Board Liaison

Also Present:

Public Services Director	Eric Lucas
Acting Deputy PRC	Tara Fotsch
Operations & Facilities Manager	Kendra Martin
Open Space & Trails Manager	Wade Willis
Park Operations Manager	Bob Worthen
Town Forester	Ken Kawamura
Business Supervisor	Matt Kraus
Administrative Specialist	Kristy Zulkoski

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

- Addition of Consent Calendar - minutes from July 7, 2020, move to Item B

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

2. Liaison Reports

Mr. Tallon / Town Board Liaison:

- No Report

Mr. Perkins / Weld RE-4 School District:

- As of today, schools are still planning on moving forward with K-5 in-person full time, hybrid/alternative mode for middle and high school - Monday/Thursday or Tuesday/Friday in person, other days online with deep cleaning on Wednesdays, will look much different than in the Spring with more requirements based on attendance, instruction, and assignments, School Board will have another meeting tomorrow to further discuss, since more neighboring districts have decided to move to online only based on new state and CDE guidance
- Online option for the district currently has 750 students registered, pretty evenly distributed among K-12, lots of movement of teachers to accommodate all needs

- CHSSA made an announcement this afternoon about the high school sports schedule, some of the sports are still remaining the same except for with a condensed schedule, two month break in November and December, football has been moved to the Spring

3. Public Invited to be Heard

- No report

B. CONSENT CALENDAR

1. Minutes from July 7, 2020

- Mr. Kawamura in attendance at July 7, 2020 meeting

Mr. Nagl moved to approve the July 7, 2020 minutes as ammended. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. 2021 Budget

- 2021 Proposed Capital Improvement Projects
 - PReCAB annually votes to recommend projects to Town Board
 - This is first draft, Town Board work session is August 17th
 - Staff will bring final recommendations in October, along with proposed 2021 Operating Budget
 - Art & Heritage
 - Planning and design of Eaton House \$60,000
 - Carryover from 2020, includes \$10,000 Poudre Heritage Alliance Grant
 - Cemetery
 - 2021 Hwy 392 / 257 landscaping \$100,000
 - Carryover from 2020
 - Community Parks
 - 2021 Outdoor pool replacement study \$50,000
 - Eastman Park Riverwalk Phase II \$4,175,000
 - Eastman Park grinder pump \$70,000
 - Dog Park improvement \$60,000
 - Boardwalk Park security concerns (consultant) \$40,000
 - Main Park infrastructure upgrade (carryover 2020) \$125,000
 - Community Recreation Center
 - Two Rooftop Units (1 unit carryover) \$140,000
 - Kitchen Floor Replacement (carryover 2020) \$30,000
 - Misc. Items – trim, benches (carryover 2020) \$41,000
 - Locker replacements (carryover 2020) \$75,000
 - Neighborhood Parks
 - Jacoby Farm \$10,000
 - Matching grant \$70,000 for construction docs
 - Windsor Village playground replacement \$300,000
 - Harmony Ridge Park \$1,000,000
 - Non-Potable
 - Audit results placeholder \$50,000
 - Windsor Lake splitter repair \$25,000
 - Kyger (North shore rip rap) \$295,000
 - Trails and Open Space
 - Fishing Piers design & Engineering Kyger \$25,000

- Archery Range expansion (carryover) \$30,000
- Kodak Master Plan \$50,000
- Windsor Trails (17th – High Hops) \$100,000
- Reimbursement for #2 Ditch Trail \$30,000
- Cr 13 Trail / Bridge (carryover) \$550,000
- Poudre Trail
 - Trail repairs in Water Valley \$45,000
 - River West bank repair design / permitting \$35,000
 - Major construction placeholder \$75,000

2. Strategic Plan Overview

- 2020 PRC Strategic Plan
 - Completed the plan with Pros Consulting and is posted on webpage
 - Staff is currently building out benchmarking within Envisio Software – public-facing dashboard for the community to see live updates on progress for reports / projects
 - Ability to print out monthly reports for Board Members
 - Focus Areas
 - Programming
 - Park System
 - Trails & Open Space
 - Facilities & Amenities
 - Marketing
 - Fiscal Responsibility
 - Goals
 - Action Steps
 - Town just sent out a press release looking for public input for their Strategic Plan though a new contracted platform Bang the Table – public meeting set for August 13th

3. Project Update

- 2020 CIP Update
 - Parks Maintenance / Museum Collections Facility Completed
 - Eastman Park sewage grinder pump Delayed
 - Eaton House Delayed
 - #2 Ditch Trail / CR 13 / Poudre Bridge Ongoing
 - Archery Range Awarded
 - Diamond Valley Park Cancelled
 - Riverwalk Phase I Bid August 7th
 - Harmony Ridge Park design Fall
 - Kyger Trail Completed
 - Cemetery Project Delayed
 - CRC projects Delayed
 - Non-Potable audits in parks Ongoing

D. COMMUNICATION

1. Staff

- Ms. Martin
 - Continued work on how to be flexible and adaptable to current situation – staff is creatively coming up with ways to still offer programming, outdoor volleyball for example, Chimney Park Pool will be open longer than normal in hopes of offering swimming lessons while not taking away available times at indoor rec pool, working on small modified CARA swim team opportunities

- Looking at extending recreation center hours and what makes most financial sense while meeting the usage needs of the community
- Mr. Worthen
 - Water improvement audits at parks – great learning mode for staff and recognizing the proper method to reach desired outcome with best efficiency, all of the parks are done except for Poudre and Chimney
 - Met with Tara Fotsch, Karen Frawley / new Town Clerk and Trisha Conway / Deputy Town Clerk at cemetery to discuss policies and issues with how to move forward and addressed maintenance in terms of headstones, sprinklers and the costs
 - Staff has taken over and has been very successful in maintaining the landscape of Public Works, saving money on the work that has been previously contracted out
- Mr. Kawamura
 - Tree Board met virtually last week after not meeting for almost 6 months, discussed goals and educational efforts, Arbor Day celebration, talks at Clearview Library, next month's meeting will take place at Chimney Park to complete annual park tree audit
 - Since the start of school, Blake McGrew has been taking care of clearances and clear line of sights for motorists and pedestrians around cross walks to ensure safety
 - Lynn Morales continues to maintain pots around town and preparing to change over to fall plantings
- Mr. Willis
 - Huge thank you to Mr. Kawamura and his team for taking care of multiple large branches that fell on the Poudre Trail east of Hwy 257 due to the storm that hit last week, able to notice areas of ponding, will have contractor come back out to address those
 - Presented to Town Board last night at their work session on open space and community separators, encourage anyone who is interested to go back and watch, very informational, representative from Greeley presented on what they have done, as far as community separators, but also community entryways and improving the aesthetic as you drive through a community
 - Capital projects – reviewing the final four bid set for Eastman Park Riverwalk, should be going out to bid either Thursday or Friday of this week, 392 Trail bid should be ready to go out in the next three weeks
- Ms. Fotsch
 - Next Monday at 4:00 pm via Zoom, along with Mr. Lucas, will be presenting Park Fees 101, hired GreenPlay as a consultant to work with in order to change those proposed park fees and what we charge developers when they start coming into the community, will send out invites, if interested
 - Town Board work session went really well and Wade had a great presentation
 - Will be sending out a new Activity Guide at the end of August for September/October
 - PRC staff completed a “We are...” project in order to celebrate Parks & Recreation month
- Mr. Lucas
 - Expect to see invites to upcoming dedications – sign recognizing Kodak donation at lake/Boardwalk Park, Zerby playground dedication at Main Park, ribbon cutting at maintenance facility and expansion at Public Works Campus, want to do before Terry Walker's/Public Works Director retirement October 1st
 - Budget – expecting and prepared as a staff for a 10-20% cut, in the range of \$18-\$20 million reduction in overall Town budget, operations budget is truly a draft at this point, difficult discussions and decisions to come, hoping for finalization in October
 - 59 applicants for Deputy Director of Parks, Recreation & Culture, narrowed down to four, all day interviews on Thursday, Mr. Mask will join Mr. Lucas and six others on the

interview panel, Ms. Fotsch is one of the four and the only one from Colorado, extremely deep pool of candidates from across the nation and overseas despite lack of publicity

2. Board

- Mr. Mask inquired about use of school district sites for fall sports
 - Ms. Fotsch – we follow if a school district is closed and not having athletics, but we were asked for our proposed schedule, which is a positive, currently staff has come up with creative ways to still offer sports while including detailed cleaning/sanitations protocols at sites, looking at grass volleyball league vs. inside at gyms, discussions around resident/non-resident fees or early registration for Windsor residents, reducing practice and game occurrences, and requesting every open space within parks and neighborhoods to hold practices, basketball will be the challenge come winter and gym space
- Mr. Hahn inquired about upgrades at Eastman Park and damage due to vandalism at dog park
 - Mr. Lucas – expanding sidewalk, run a waterline to fill up water bowls or dual water fountain, ultimately need to find a larger piece of land for future dog park which can be found in the Strategic Plan, but will continue to upgrade existing area as of now
- Mr. Nagl inquired about resident/non-resident fees and ability for residents to get first priority when registering
 - Ms. Fotsch – decisions about fees are made on a staff level and are in a budget proposal ready to be presented to Town Board on Tuesday, will continue to look at options for how to give residents registration priority

E. ADJOURN

Mr. Lightfoot moved to adjourn the meeting. Mr. Mask seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:04 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 – October 2020

Greetings Board Members! We are excited to catch up with you and update everyone on how our Fall has been kicked off thus far. Your meeting agenda will include a review of the proposed 2021 operations budget, proposed capital projects along with Park Improvement Fund proposed budget. We will also be reviewing and giving you an update on our current status of 2020 projects.

We are excited to welcome our two newest board members – Lainie Peltz and Heidi Hammer who will be joining us in October.

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
ffotsch@windsorgov.com
970-674-3512

Here are few Department updates from the month of October:

Parks –

- Parks staff completed the irrigation retrofits at the Jacoby property. Work included reconnecting the water source, repairing and adjusting sprinkler heads and installing and programming a controller. The system, while still being monitored, is working great!
- Forestry worked with Public Works in hanging the American flags downtown for Labor Day week. We received (and continue to receive) many compliments and acknowledgements to staff for their efforts!

- Parks has completed the fall fertilizer and weed control applications, in addition to final repairs and adjustments to irrigation systems in preparing for fall.
- Our seasonal staff is coming to their end of year layoffs. We normally lay them off first two weeks of October and bring them back the first week of April.
- Horticulture and forestry staff removed the spring/summer annuals from the pots, and planted the fall annuals. The canna (red, orange and yellow) from Town Hall, 6th and Main, and the Recreation Center were planted in the gazebo at Main Park for some fall colors while the weather holds out.
- Parks Operations staff have been reviewing snow plans and the subsequent changes to the 20/21 snow plan. Staff have spent two Friday's training and preparing for the upcoming season.
- Parks and Public Works have been interviewing for the Hybrid Maintenance Technician position all this week. The position is a shared position-8 months Parks Maintenance and 4 months Public Works. We are excited to announce that Kyle Nelson, Parks Operator, has been promoted into this role.
- Horticulture staff finished weeding and horticulture detailing the roundabouts (six total) as a late summer cleanup. Deadheading of flowers to encourage more blooms, and pruning shrubs were part of the activities. Irrigation to the Raindance roundabout was increased.
- Our annual mowing contract will be ending in the next few weeks. We normally end the contract when we close our restrooms and commence irrigation blowouts October 15th.

Trails & Open Space

- Wade participated in the 7th and Walnut Streets multi modal design charrettes through the week.
- We received 7 trail construction bids for the link between 17th Street and Colorado Boulevard. The apparent low is within our budgeted dollars. We anticipate awarding in the next two weeks with construction commencing in early October with completion by end of 2020.
- 11 bids were received for the project. All bids are within the allocated budget which indicates a strong set up bid documents developed by the project team. This week we met with the

apparent low bidder for the Eastman Park River Experience Phase 1 project. The contractor seems to fully meet the qualifications for completing the scope of work and appears to have the capacity to complete the work in the allotted timeframe. Work is anticipated to commence mid-October and completion is anticipated in March of 2021.

- In an update meeting with the Coalition for the Lower Poudre Water Shed, the fish passage design development on the BH Eaton and Whitney Ditch Structures is ready to commence with a signed contract for the grant award anticipated within the next month.
- Wade received an update from Larimer County and Fort Collins, it appears that the remaining portions of the Poudre Trail for Larimer County and Fort Collins are anticipated in 2022 due to a scheduling adjustment for the I-25 and Poudre Bridge replacement.
- Wade met with the River West HOA regarding the installation of the bridge for the Colorado Boulevard Trail. The HOA Board is excited about the new connection to Kyger and the #2 Ditch Trail system in and through Windsor. They have requested some additional fencing to encourage trail users to remain on the designated trails, the fencing will be incorporated into the bid documents which will be released October 15th.
- Wade participated in the third Get Outdoors Greeley steering committee meeting for the City of Greeley Natural Areas and Trails Master Plan. This is a great opportunity for Wade to observe and participate with one of Windsor's key land conservation partners as we look to complete our own plan in 2021. Our participation helps to further support collaboration on acquisition and preservation of open spaces and trail corridors.

RECREATION –

Community Recreation Center

- In August the CRC saw 5,006 wellness visitors, 4,658 pool visitors and 1,865 fitness class visitors. This was slightly lower than July which was expected as our community worked through the changes in going back to school. On Saturday September 12th we extended Saturday hours and opened back up on Sundays to open up some availability as the weather starts to cool down and people move their workouts indoors. We will also be opening back up our

childcare to give those parents with kiddos an opportunity to work out.

- Child Care is now be offered to our guests.
- Staff is preparing for the use of the CRC for the November election. We expect a large turnout given this year is a Presidential Election.
- As you may remember, last month the CRC dehumidification unit had a motor issue that was compounded when the piece broke during replacement. The part was ordered right away but was not available for over a month. MTECH has replaced the motor, wheel and hub and the unit is back to full strength.

Aquatics

- Chimney Park pool has remained open on the weekends and is hosting swimming lessons and swim team during the week. We had a little setback with a broken heater pump which was replaced quickly to help heat up the water for swimming lessons, swim team and open swim. Windsor lake will finish its last weekend of motorized boating on September 20th but will remain open to non-motorized boaters for the remainder of the year as long as ice is not present.

Athletics/General Programs

- Staff are working on our November/December activity guide. These smaller guides have replaced our quarterly guides in an effort to keep information up to date and fresh as our parameters for play change. Registration for Nov/Dec activities will begin October 14th.
- Fall Sports have 3 weeks remaining. Staff have done a great job re-shifting with the current restrictions.
- We are offering a Middle School Hybrid program for students that offers class instruction assistance and recreation activities during school hours.

CULTURE –

- The Museum Collections has been moved into their new location. They inventoried over 39,000 artifacts during the move.
- Caitlin H, Museum Curator, received a grant for an Archaeological Assessment to be held at Jacoby Farm. The State Historical group came out last Saturday to conduct their assessment of the site. We should have results by the next meeting.

SPECIAL EVENTS –

- The Farmer's Market has wrapped up for the season.
- Staff are busy planning for the Halloween Carnival and Windsor Wonderland
- We hosted our first ever Food Truck Rally on Thursday September 17th, with over 110 individuals pre-registered to partake in the festivities. The Waffle lab, Human Bean, Kona Ice and The Salty Dog Sausage Co were all there to serve from 4:30-7:30pm at Boardwalk.
- Christmas in Windsor made the difficult decision to cancel for this year due to the restrictions placed on the facility during this Safer at Home period
- Labor Day Weekend Festivities went well given the modifications this year. Below is a synopsis of the event and participant numbers:
 - Hot air Balloons were great! 9 balloons went up Saturday and Monday morning, unfortunately not on Sunday due to weather.
 - 14 people registered for the Virtual Labor Day 5k
 - 37 people registered for the Porch Party Kits- feedback from the families on the included activities was great!
 - 6 people participated in the Fall Yard Decorating Contest
 - Farmers Market attendance was great!
 - 117 people and their pups registered for the Doggie Dip and it went great!
 - 120 people attended the Sunday evening Movie in the Park featuring Aladdin