



## PARKS, RECREATION & CULTURE BOARD ADVISORY BOARD MEETING

March 2, 2021 6:00pm

Zoom Meeting

<https://windsorgov.zoom.us/j/96334827034?pwd=M2dNWGRZb2ZyMVMzcXB2SWt4dWRCZz09>

Meeting ID: 963 3482 7034

Passcode: 582744

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. CONSENT CALENDAR**

1. Minutes from February 2, 2021

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

1. Hot Air Balloon Fee Discussion – continued from February
2. Park Funding 101
3. PRC Strategic Plan – Envisio Software

#### **D. COMMUNICATION**

1. Staff
2. Board

#### **E. ADJOURN FUTURE MEETINGS**

April 6, 2021	Regular Parks, Recreation & Culture Advisory Board Meeting
May 4, 2021	Regular Parks, Recreation & Culture Advisory Board Meeting
June 1, 2021	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**



Minutes

**A. CALL TO ORDER**

Mr. Nagl called the meeting to order at 6:01 PM

1. Roll Call

The following PReCAB members were present:

Nick Mask  
Patrick Lightfoot  
Michael Nagl  
Shawna Hendricks  
Lainie Peltz  
Heidi Hammer  
Ethan Hahn

Weld RE-4 School Board Liaison  
Town Board Liaison

Chris Perkins(absent)  
Victor Tallon

Also Present:

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

Eric Lucas  
Tara Fotsch  
Kendra Martin  
Wade Willis  
Bob Worthen  
Ken Kawamura  
Bobby Warner  
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. Lightfoot moved to approve the Agenda as presented. Ms. Peltz seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

Town Board Liaison/Mr. Tallon

- Helping with NOCO Nosh, \$50,000 from Economic Development Department to assist service to the customers for local restaurants
- Town Hall re-design, making it more available to the community

Weld RE-4 School District/Mr. Perkins

- No Report

4. Public Invited to be Heard

- No Report

**B. CONSENT CALENDAR**

1. Minutes from November 3, 2020

**Mr. Lightfoot moved to approve the November 3, 2020 minutes presented. Mr. Hahn seconded the motion. All members present voted Aye. Motion carried.**

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

#### 1. Potential Acquisition – Town of Windsor Museum Collections

- Potential Acquisition No. 003-2020
  - Town of Windsor Patch
  - 2 photographs
  - Public Works Photo Album
  - Many more photos from past Public Works projects
  - COVID-19 signage
- Potential Acquisition No. 004-2020
  - Confirmation Certificates from the Lutheran German Church in Windsor (1934 & 1930)
- Potential Acquisition No. 005-2020
  - Calendar from 2011 – “111 years of change come to the Windsor School District, Windsor School 1890-2001”
- Potential Acquisition No. 006-2020
  - Collection of Faith United Church of Christ scrapbook of “World Day of Prayer” combines ephemera from Windsor churches to celebrate the day between 1961-2010
- Potential Acquisition No. 007-2020
  - Digital image of two students during Windsor High School graduation which was cancelled due to COVID-19, image illustrates the changes the Windsor Community went through to adapt to the global pandemic
  - Windsor High School class of 2020, their last day of kindergarten was affected by the 2008 tornado and their graduation was cancelled due to the pandemic
- Mr. Hahn inquired if timing of acquisitions matter, maturity
  - No, continuously gathering older and current items which will become Windsor’s history to future community members
- Ms. Peltz inquired about the names of the two WHS Seniors pictured
  - Ms. Heusser should have that information on record and will pass along
- Ms. Fotsch proposed a tour of new Collections Facility

**Mr. Nagl moved to request the acquisitions 003-2020, 004-2020, 004-2020, 005-2020, 006-2020 and 007-2020 in the museum collections as presented. Ms. Hammer seconded the motion. All members present voted Aye. Motion carried.**

#### 2. 2021 Forecast/Goals/Projects

- Administration
  - Completion of Capital Projects (22 major projects)
  - Strategic Plan implementation in Envisio Software
  - Complete design of Harmony Ridge Neighborhood Park
  - Evaluation of Boardwalk Park Safety
  - CAPRA Accreditation
  - Creation of Business Division for the Department
- Parks
  - Creation and implementation of Level of Service Standards
  - Completion of System Wide Asset Depreciation Program
  - Cemetery Landscaping Project
  - Windsor Village Playground Replacement

- Implementation of Water Conservation Program and hiring of Irrigation Specialist
- Complete design of Harmony Ridge Neighborhood Park
- Main Park Infrastructure Updates
- Open Space & Trails
  - Opening of Phase 1 Eastman Park Riverwalk
  - Trail completion along CR 13 from Hwy 392 to Poudre River
  - Bridge completion over Poudre River along CR 13
  - Completion of Trails & Open Space Master Plan
  - Phase 2 design Eastman Park Riverwalk
  - Hiring and onboarding of Open Space & Trails Technician
  - #2 Ditch Trail from 17<sup>th</sup> to High Hops construction
  - Poudre Trail repair design
- Facilities & Operations
  - Community Recreation Center facility upgrades
  - Main Park restroom design
  - Grinder Pump at Eastman Park
  - Chimney Park Pool Engineering Study
- Recreation
  - Implementation of Free Swim Lesson Program
  - Creation of Public Art Commission
  - Complete schematic design document for the Halfway House and Dickey Farm House
  - Complete design and construction documents for the Eaton House
  - Enhanced Farmer's Market

### 3. Hot Air Balloon Fee Discussion

- Current usage in parks
  - 2020 – 120 flights + 24 on Labor Day weekend
  - 6 total permit holders allowed per year
  - \$50 annual permit for non-commercial use (5 users – approximately 8-10 launches)
  - \$75 annual permit for commercial use (1 user – approximately 72 launches)
  - Allowed to launch from parks in our system
  - Fee increase for future?
- Board discussion included comparison of surrounding community regulations and fees, Town of Erie holds a contract with 1 commercial vendor who pays \$6,000/annually to launch from open space area, ground/grass damages, park locations vs. open space, timing to work around launches/landings and other Town programming/availability to community, 6 permit cap inquiry, consideration of allowing commercial vendors to profit from use of tax-payer funded parks, nice to see balloons over Windsor on any given day and adds to the community
- Further research on costs will be conducted and brought back at next meeting

### 4. Define our role as the Parks, Recreation & Culture Advisory Board

- What do we currently do?
- What would you like to see us become?
- Are there topics/areas you would like for us to present/educate on?
- Are there events/programs that you would like to attend or be a part of?
  - Mr. Nagl – likes the content that is presented, data/info, strategic goals/plans, attend events, appreciates the effort that the staff puts forth and what is presented
  - Ms. Hammer – more fieldtrips to various locations and project sites after COVID

- Mr. Hahn – visiting locations, would need 2-week notice due to work/time off, more exposure
- Mr. Lightfoot – information about the Divisions, go beyond the numbers, tell stories
- Mr. Mask – continue to be involved further in Master Planning process and advising Town Board to further support PRC
- Please send an email to Ms. Fotsch with further ideas/opportunities

## **D. COMMUNICATION**

### **1. Staff**

- Mr. Worthen
  - Main Park electrical infrastructure, reduce the number of meters, goal to make more suitable for large events
  - Main Park restroom renovations and design
  - Cemetery/257 beautification, kickoff meetings, writing up RFP's
  - DDA grant from CDOT, purchase and installation of outdoor furniture items for increased outdoor dining
- Mr. Kawamura
  - Tree Board met last week, Arbor Day planning discussions, virtual celebration at Skyview
  - Assisting with snow removal
  - Riverwalk project, clear out of vegetation
  - Over 800 Christmas trees collected for Magical Forest event on February 12<sup>th</sup>
- Ms. Martin
  - Increased capacity in January, maximize visits, open until 9pm as of Jan. 25<sup>th</sup> and will remain open later on weekends as well
  - Busiest day seems to be Wednesdays
  - Gearing up for summer, hiring preparations
- Mr. Willis
  - Ribbon cutting for new 392 Trail in front of High Hops, cups and drink tickets available
  - Eastman Park Riverwalk – Access to the river, parking mid-March completion, improve 7<sup>th</sup> Street roadway/maintenance if extra funds are available, great work on vegetation clearance
  - Pre-construction meeting for bridge over Poudre River/Colorado Blvd.
  - Recruiting for Open Space & Trials Technician
- Ms. Fotsch
  - Complete general plan with budget moving forward
  - The move of the Collections Facility opens up 2<sup>nd</sup> floor of Art & Heritage Center, get community more access and provide staff with dedicated office space, installation of elevator/ramp, area by creamery – small pocket park, pull people in before and after events at Boardwalk Park, make downtown into a cultural destination
  - Snowstorm operations, kudos to all efforts involved while merging PW & PRC Departments
- Mr. Warner
  - New Recreation Manager
  - Introduction, background growing up in Windsor, School Board Member, experience with the Town/Athletics Supervisor
  - Challenges faced due to COVID restrictions/protocols, only agency within Northern Colorado to start basketball in January
- Mr. Lucas
  - Riverwalk clean up, amazing job, conceptual vision in focus and very exciting

- Great efforts from Athletics Team for their management and work on the facilities at Eastman Park and Diamond Valley
- Archery project underway, will be reaching out for volunteers to help with placement of items, any age limit, grand opening hopefully in July
- Continuously full art classes at A&H without much advertising

2. Board

❖ **Internet connection unstable during this discussion, all content not recorded**

- Mr. Hahn
  - Future opportunities to notify high school/public of what's going on with PRC and around Town
  - Interest in air soft/air guns as a growing sport, expansion of archery range or designated space for training/practice
- Mr. Tallon
  - Requested Ms. Fotsch to forward presentation
- Mr. Mask
  - Inquired about Foundation School that Ms. Fotsch attended
    - Before COVID started the paperwork process for 501c3 status, get community group going in order to move forward similar to Weld Re-4 foundation

**E. ADJOURN**

**Mr. Hahn moved to adjourn the meeting. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:33 P.M.**

CERTIFICATION:

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

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

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Nick Mask/Board Chair  
 Parks, Recreation & Culture Advisory Board  
 Submitted by: Kristy Zulkoski, PR&C Administrative Specialist