



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

November 3, 2020, 6:00 P.M.

Public Services Campus

922 N. 15th 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
Patrick Lightfoot
Michael Nagl
Shawna Hendricks(absent)
Lainie Peltz
Heidi Hammer
Ethan Hahn

Weld RE-4 School Board Liaison
Town Board Liaison

Chris Perkins
Victor Tallon

Also Present:

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

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

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

3. Liaison Reports

Town Board Liaison/Mr. Tallon

- Continuing to work on budget
- Negotiations were held over the last month and Town has acquired the Stromberger Farm east of Kum & Go property, will include 120 acres and water rights, most likely will lease out for agriculture, future use for FFA, park land, rec activities, storage

Weld RE-4 School District/Mr. Perkins

- Doing the best they can in order to keep as many kids as possible for in-person learning and keep virtual teaching staff at a minimum, any given time about 1-2% of kids out on quarantine, all positive cases of COVID have been from a parent to a kid, a teacher from another activity, or from club sports, still struggling to get enough subs, so large groups may be out due to that, social distancing and separating classes has shown to be helping
- Small growth this year, only about 10-15 new students, surrounding districts are seeing the same or decreases in enrollment, most likely due to more homeschooling

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from October 6, 2020

- Chris Perkins was absent, but listed as being present

Mr. Mask moved to approve the October 6, 2020 minutes as amended. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. 2021 Operations Budget Review

- Community Events
 - Accomplishments
 - Socially Distanced Farmer's Market
 - Movies in the Park
 - 4th of July Fireworks
 - Family Game Nights in the Park
 - Monthly Food Truck Rally
 - Upcoming Halloween Carnival & Windsor Wonderland
 - Partnered Events – Modified Harvest Festival & Windsor Half Marathon
 - Changes in 2021
 - 3% Increase
 - Reasons – Fireworks, Sound, Bands for Summer Concert Series
 - Goals
 - Improve application and communication among departments
 - Offer family-oriented events for the community
 - Partner with outside groups to bring events and participants to our community
 - Relationship to Strategic Plan
 - Focus Area: Enhance and expand community and downtown vitality
 - Quality of Life
 - Small Town Feel
 - Support efforts to make Windsor downtown area a cultural center for public art, events, and activities
- Cemetery
 - Accomplishments
 - Wreaths Across America project – coming in December, wreaths will be placed on all Veteran's graves
 - 27 Burials – 12 cremains
 - Changes in 2021
 - 4% Increase
 - Reasons – Inter Fund Transfers/Fleet
 - Goals
 - Update Cemetery Policies and Guidelines
 - Continue working toward completing phases of the Master Plan
 - Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Small Town Feel
 - Quality of Life

- Forestry
 - Accomplishments
 - Bed renovation at Highland Meadows completed
 - Treasure Island Seasonal hired to assist for the Summer months
 - New shade structure installed along with work trailer purchased for Treasure Island
 - Utilized repurposed team members from the Recreation Center to get Spring plantings completed
 - Changes in 2021
 - 6% Decrease
 - Reasons – Reduced Operating Costs
 - Goals
 - Create and implement a tree replacement plan to get the Division caught up over the next 3 years
 - Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Quality of Life
 - Ensure equitable infrastructure in all neighborhoods and areas throughout town
- Recreation Programs
 - Accomplishments
 - Repurposed programming staff to assist with April Election
 - Served 13,354 Senior lunches through September – will continue offering drive up service through the winter, up 56% from 2019
 - Offered successful Outdoor Youth Volleyball League – maintained indoor numbers
 - 26% decrease in Youth Baseball and Softball due to COVID and delay in season
 - Changes in 2021
 - 4% Increase
 - Reasons – Inter Fund Transfers/IT and Fleet
 - Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - PRC Strategic Plan – set goals and action steps for next 3 to 5 years
 - Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Fiscal Responsibility
 - Small Town Feel
- Aquatics – Outdoor
 - Accomplishments
 - 4,632 swimmers at Chimney Park Pool with a modified schedule
 - Swim Lessons are back up and running at the CRC with limited numbers
 - Windsor Lake – 99% increase in Daily Motorized Permits, 104% increase in Annual Non-Motorized Permits, 144% in Daily Non-Motorized Permits
 - Changes in 2021
 - 4% Increase
 - Reasons – Inter Fund Transfers/Fleet
 - Goals

- Evaluate programs and set a pricing strategy while considering location and market rates
 - Free Swim Lesson Program for all 3rd Graders in Windsor town limits
 - Evaluate future use of Chimney Park Pool
 - Study and recommend improvements for Windsor Lake Management
 - Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Fiscal Responsibility
 - Small Town Feel
- Open Space & Trails
 - Accomplishments
 - Riverwalk Phase I Project kicked off
 - Kyger Trail Ribbon Cutting
 - Highway 392 Trail connecting to Kyger and Colorado Blvd.
 - Record Breaking Trail Usage – 650,000 users, 44% increase from last year
 - Changes in 2021
 - 16% Decrease
 - Reasons – Full Time position moved from 2020 to 2021, no seasonal, reduced contract services
 - Goals
 - Riverwalk construction Phase I and design & construction for Phase II
 - Highway 392 Trail
 - Colorado Blvd. bridge and trail connection
 - Trails & Open Space Master Plan in 2021
 - Relationship to Strategic Plan
 - Focus Area: Strategic Growth & Sustainable Infrastructure
 - Establish community separators and preserve open space that ensures Windsor maintains its identity and quality of life
 - Establish pedestrian and bicycle connectivity throughout Windsor
 - Ensure equitable trails and open space in all neighborhoods and areas throughout Windsor
 - Maintain and ensure existing infrastructure in all neighborhoods and areas throughout Windsor
- Parks
 - Accomplishments
 - Utilized repurposed staff during beginning phase of COVID to maintain parks, saving money in the contractual budget
 - Completed irrigation audit along with improvements based on recommendations
 - Successful in obtaining DOW Archery Grant for construction of project in late 2020-21
 - Changes in 2021
 - 2\$ Increase
 - Reasons – Staffing, Inter Fund Transfers/Fleet
 - Goals
 - Minimize use of contracts and bring more operations in house while collaborating with the Public Works team
 - Enhance marketing to promote shelter rentals
 - Create Level of Service Standards
 - Relationship to Strategic Plan

- Focus Area: Sustainable Infrastructure
 - Quality of Life
 - Ensure equitable parks in all neighborhoods and areas throughout Windsor
 - Maintain and ensure existing infrastructure in all neighborhoods and areas throughout Windsor
- Art & Heritage
 - Accomplishments
 - Cataloged and moved nearly 40,000 items to the new Museums Collections Facility at the Public Services Campus
 - Successful in obtaining a grant for an archeological dig at the Jacoby Farm to find out more history of the trail and Halfway House
 - Successful local historic designation of Halfway House and the Dickey Farm House
 - Held first open house along with a virtual option for the Unsettled Exhibition at the Art & Heritage Center
 - Changes in 2021
 - 10% Decrease
 - Reasons – Creamery Building project was cut in 2020, so programming costs are not needed
 - Goals
 - Create Public Art Commission and implement more public art in Windsor
 - Enhance programming at the Art & Heritage Center
 - Schematic and design documents for the historical Halfway House and Dickey Farm House
 - Design and construction documents for Eaton House at Boardwalk Park
 - Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Implement a Public Art Plan
 - Enhance & Expand Community and Downtown Vitality
 - Make Windsor a Tourist Destination
- Community Recreation Center Fund
 - Changes in 2021
 - 10% Decrease
 - Reasons – Reduced programming and facility costs
 - Goals
 - Evaluate programs and set pricing strategy while considering location and market rates
 - PRC Strategic Plan – set goals and action steps for next 3 to 5 years
 - Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Community Safety
 - Quality of Life
 - Fiscal Responsibility
- Community Recreation Expansion Fund
 - Accomplishments
 - 6,728 members – 5,657 memberships, 1,071 Silver Sneakers/Renew Active
 - 2020 Cancellations – 1,091 COVID related
 - Gained 477 new memberships since July

- Offered Middle School Hybrid Program and other alternative programs during COVID
 - Changes in 2021
 - 2% Increase
 - Reasons – Inter Fund Transfers/IT
 - Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - Propose fee increase for memberships – 4 year mark
 - Staff will be examining all aspects of business operations – E-prep/Performance Based Budgeting
 - PRC Strategic Plan Recommendations
 - Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Community Safety
 - Quality of Life
 - Fiscal Responsibility
- Mr. Mask – inquired about additional programming at A&H and/or plans for 2nd floor
 - Working with Infusion Architects, held kick-off meeting with design team and discussed how to best utilize that space whether it is used as office space or public use
- Mr. Nagl – congratulated the entire team for their accomplishments through COVID, re-purposing, working with number restrictions, fantastic to see as a board member and citizen

D. COMMUNICATION

1. Staff

- Ms. Martin
 - Researching bi-polar ionization which would be added to the air handling unit, can help attack bad germs/viruses within facilities
 - Voting ends tonight, steady flow, but no lines, heavy and consistent traffic at the drop off box
 - Working on getting all touchless faucets and water dispensers installed throughout facilities
 - Added Saturday swimming lessons and all filled within a couple of hours with no publicizing, uptick on fitness classes
 - Team helped with first snow event, learned a lot, great adventure over the couple of days span
- Mr. Worthen
 - Parks, Public Works and Facilities all knocked it out of the park after the first big snow event, significant changes were made by Mr. Lucas which resulted in minimal complaints
 - Full-time Park Operator position has been filled, large number of applicants
 - Horticulture just completed their annual spring flower order, included over 1,000 annuals which will fill 47 large pots and around the flagpole at the cemetery, hats off to Lynn Morales
 - Forestry is finishing structural pruning and planted 22 new trees, due to loss from hard freeze, Christmas lights will go up the week of the 16th

- Mr. Willis
 - Eastman Park Riverwalk – fencing is up, storm water controls, looked at the rock that will be used for the overlook, will be delivered soon, work will start later this week or early next week
 - Trail on 392 is coming along, will start pouring westside on Thursday/Friday, ran into poor soil on the eastside, taking extra precautions for structure so they can pour concrete on it
- Mr. Lucas
 - Next meeting is December 1st, no meeting in January

2. Board

- Mr. Hahn – heard concerns about Town Clean Up Day and why it was offered so early
 - Aware of similar feedback, offering later in the year causes issues with staffing availability due to snow assignments/on-call schedules, looked at partnerships with trash services to come assist and cost was extremely high, the public does have other options for disposal
 - Suggestion to send out a survey to ask residents if they would be willing to pay for that day of service
- Ms. Peltz – appreciate the street sweepers and the schedule sent out
- Mr. Perkins – inquired about status of Future Legends
 - Currently in a legal hang-up around a historical designation that happened back in the 50's or 60's with the John Law Ditch, halting their ability toward receiving the next set of funding of \$60 million in loans, not moving dirt as much now, but utilities are being set underground for the stadium, still in negotiations about the Shared Use Agreement which needs to be completed by end of year, sod on multi-purpose fields will probably not happen until spring, upcoming work sessions scheduled

E. ADJOURN

Mr. Talon moved to adjourn the meeting. Mr. Hahn seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 6:59 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 2nd day of

February, 2021



Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist