



PARKS, RECREATION & CULTURE BOARD ADVISORY BOARD MEETING

December 7, 2021 6:00pm

Windsor Community Recreation Center, Party Room
250 N. 11th Street, Windsor, CO

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 November 2, 2021

C. BOARD REVIEW / DISCUSSION

1. Proposed Park, Open Space & Trails Ordinance Changes
2. Open Space & Trails Master Plan Update

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN FUTURE MEETINGS

January 4, 2022 Regular Meeting Cancelled

February 1, 2022 Regular Parks, Recreation & Culture 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

November 2, 2021 6:00pm

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Mr. Mask called the meeting to order at 6:06 PM

1. Roll Call

The following PReCAB members were present:

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

Weld RE-4 School Board Liaison
Town Board Liaison

Regan Price (sub for Chris Perkins)
Victor Tallon

Also Present:

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

Eric Lucas
Tara Fotsch
Kendra Martin
Bob Worthen
Wade Willis
Kristy Zulkoski

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

Ms. Hammer moved to approve the Agenda as presented. Mr. Tallon seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Liaison/Mr. Tallon

- No communication from the Board

Weld RE-4 School District/Ms. Price

- Election Day – School Board and Bond Issues
- WHS Student Reports
 - Band competed at State last night and won 2nd Place
 - Entire Girls Cross Country team went to State
 - Football State Playoffs this Saturday vs. Bear Creek
 - Volleyball Regionals on Saturday at 10:00am
 - Windsor & Severance FFA traveled to Indianapolis for competition
 - Windsor & Severance Girls Softball just finished with Regionals and are advancing to State

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from October 5, 2021

- Mr. Kawamura/Town Forester was present at the October 5, 2021 meeting

Ms. Peltz moved to approve the October 5, 2021 minutes amended. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Museum Acquisitions – if approved, will be taken to Town Board on November 22nd
 - Potential Acquisition No. 001-2021
 - Objects found in Town Hall/old Park School in January 2021 while staff was preparing for basement renovations, objects were selected by Museum staff
 - Books, glass bottle, cemetery forms, plaques, scale models, signs, theater seats, fabric mask, insulator
 - Potential Acquisition No. 002-2021
 - Collection of DVDs and digital files containing oral histories
 - Potential Acquisition No. 003-2021
 - Collection of promotional pencils, pens, and calendar from local and surrounding area businesses
 - Potential Acquisition No. 004-2021
 - Sauerkraut Stomper from Windsor worker/farmer
 - Potential Acquisition No. 005-2021
 - Donation belonged to a long-time Windsor resident – Native American artifacts were used in Windsor schools for education purposes in the 1990's, military uniforms belonged to the donor's parents who did not live in Windsor, but are associated with the area and objects fills a gap in the museum's collection
 - Uniforms, capes, jacket, skirt, photocopy, photographs, bedspread, mano stones, artifacts found on the Hoehone property located south of Safeway, once owned by R.S. Dickey and Jacoby family
 - Potential Acquisition No. 006-2021
 - Objects collected by Town of Windsor staff during 2020/2021 pandemic and in Park School (Town Hall) and dates to the 1909 addition when the school received electricity for the first time
 - Face mask, "Mask recommended" sign, Challenge Coin (Rennemeyer) 2020-2024
 - Potential Acquisition No. 007-2021
 - Objects owned and likely worn by Mable Evans Bates who graduated from Windsor High School in 1912 and lived/farmed in Windsor
 - Dress, leather gloves, fabric gloves
 - Potential Acquisition No. 008-2021
 - Series of three photographs taken inside 414 Main Street, Suite B; Manweiler Appliance – photos are of the old elevator used to move items in/out of basement, elevator kit was made in Wisconsin in the early 1900's, photographs are matted and framed in since frame, photographs were taken by the donor
 - Potential Acquisition No. 009-2021
 - "Ice Water" pitcher, ceramic – donor suggests that it was used at the Great Western Sugar Factor Hotel, was given to the donor's father by Mr. Weinmeister, both men worked in the Great Western Sugar Factory in the 1950-1970's
 - Potential Acquisition No. 010-2021
 - Windsor High School class of 1953 items belonging to donor's husband who was a class of 1953 graduate
 - Letter and pamphlet dated 1993 about the 40 Year class reunion, photographs of class of 1093 students, some have names and messages written on the back
 - Potential Acquisition No. 011-2021
 - Framed black and white aerial photograph of Windsor from 1968 – view of Windsor from 7th Street, looking east
 - Potential Acquisition No. 012-2021
 - Flyer of "Harvest Festival and Achievement Day" from 1949, includes list of events and activities

Ms. Peltz moved to approve the recommendation to accept the museum accessions into the Museum's permanent collection as presented. Ms. Hammer seconded the motion. All present voted Aye. Motion carried.

2. Goals & Initiatives for 2022 in Relation to the Parks, Recreation & Culture Strategic Plan
 - Forestry
 - Implement tree replacement plan to get division caught up over next three years

- Create management plan for roundabouts, medians, and beds in our system
- Create benchmarks – collecting data on maintenance hours
- Parks/Cemetery
 - Conduct Fee Study and fee increase proposal – parks, shelters, cemetery
 - Create Level of Service standards
 - Create turf management plan
 - Create Assessment Management Plans while utilizing Cartegraph
 - Create benchmarks
 - Hiring and onboarding Parks Supervisor
 - Transition from Seasonal support to Part Time Year Round
- Open Space & Trails
 - Riverwalk construction Phase 2
 - Restoration/development of drought hardy areas in Village East and Chimney Park – overall native grass management program
 - Open Space Conservation & Trails Development IGA with Timnath and other partners
 - Work towards a future funding initiative for Open Space Conservation in Windsor
 - Completion of #2 Ditch Trail System from River West to Great Western Trail
 - Open Space & Trails Strategic Plan adoption by Spring
 - Poudre Trail Alignment Project
 - Hiring and onboarding Volunteer Coordinator/Volunteer Management Program
 - Roll out of Water Conservation Program
 - Kyger Open Space Grant implementation of projects
- Community Events
 - Improve application process and communication amongst departments and with the event coordinators
 - Fee Adjustment for 2022 based on proposed insights
 - Offer family-oriented events for the community
 - Create benchmarks
 - Enhance Department run special events/programs – Farmer’s Market
- Recreation Programs
 - Develop adaptable pricing approach to maximize participation and revenue generation
 - Generate creative programming that utilizes outdoor spaces to enhance community engagement with their natural environment
 - Roll out Severance Recreation Athletics Program in 4 Severance parks
 - Benchmark/metrics for a manageable amount of programs
 - Conduct annual life cycle for general programs
- Art & Heritage
 - Support Public Art Commission in first full year
 - Enhance outdoor program offerings
 - Landscape plans for Dickey Farm site (Jacoby Farm)
 - Create benchmarks
- Aquatics – Outdoor
 - Evaluate future use of Chimney Park Pool based on study results
 - Study and recommend improvements for Windsor Lake Management
 - Roll out Free Swim Lesson Program
 - Study opportunities for additional swim lesson programs
 - Create benchmarks
- Community Recreation Center
 - Evaluate programs, memberships and set a pricing strategy while considering location and market rates
 - Set benchmarks to determine programming options for the future
 - Conduct energy audit for future budget recommendation for energy efficiencies
 - Annually conduct guest service experience survey and benchmark results
 - Determine metrics that will prompt future facility needs assessment
 - Allocate credit card fees toward program fees and registrations
 - Replace cardio equipment in Fitness Room
- Mr. Mask inquired about the process of identifying goals

- Discussions among Management Team
- Strategic Plan from PROS Consulting
- Upcoming Capital Projects

3. Open Space Discussion on Potential Acquisitions

- Logan Simpson – Open Space & Trails Master Plan
- Went to Town Board community buffers
- Funding
- Present and future acquisitions and how to move forward
- Opportunities
 - Shur View – Greeley Partnership (located in Greeley)
 - Purchase secured at \$8.5M – end of March 2022 closing
 - GOCO Land Acquisition Application submitted \$1.5M
 - ❖ Decision by early December
 - ❖ \$1.2M acquisition; \$250k planning and design
 - LWCF Application submitted \$1.25M
 - ❖ Presentations January 2022
 - ❖ CPW Wildlife Commission decision late March 2022
 - City of Greeley Funding Commitment
 - TPL Bridge financing to complete initial purchase
 - Herman Property
 - 60 acres
 - ❖ Adjacent to 155 acres of Kodak Watchable Wildlife and 1,000 acre Shur View
 - ❖ Water rights
 - ❖ Community buffer
 - Negotiations underway with TPL
 - Thornton Farms (1)
 - 51 acres
 - ❖ CO Blvd re-alignment
 - ❖ River access
 - ❖ Buffer
 - ❖ Trail access
 - ❖ Adjacent to Kyger Open Space
 - Considering Engagement with TPL Thornton
 - Thornton Farms (2)
 - 200 Acres
 - ❖ Community buffer north
 - ❖ Adjacent to Harmony
 - Considering engagement with TPL Thornton
- Regional Open Space Opportunities
 - The Dilemma
 - Acquisition Opportunities
 - ❖ All lack funding
 - ❖ Regional collaboration – Greeley-Imminent, opportunities with others?
 - ❖ Windsor Properties – Herman, Thornton, Others?
 - Capitals & Maintenance
 - ❖ Regional?
 - ❖ Windsor?
 - ❖ Both?
 - ❖ Prioritize?
 - Your Priorities
 - Acquisition
 - Capital/Maintenance
 - Both
 - Other thoughts?

- Ms. Hammer – Other partnerships with any communities currently, fear of Thornton properties, focus on Windsor properties
- Mr. Nagl – Priority would be the buffer piece for the common good, wouldn't matter who owned it
- Ms. Peltz – Windsor properties, developer limitations on building, zoning, no specific funding
- Ms. Price – Conservation easements as an option
- Mr. Mask – Buffers on Severance side if possible, could always put maintenance on the back burner

D. COMMUNICATION

1. Staff

- Mr. Willis
 - Offer on the table for Water Conservation Technician
 - 17th Street Trail will start tomorrow, change order with contractor on CO Blvd project, #2 Ditch trail completed by end of the year, Great Western Trail paving
 - 2nd survey for Open Space & Trails Strategic Plan opens tomorrow
- Ms. Martin
 - Head start on program for 3rd grade swim lessons, reached out to WHS, CSU and UNC coaches for help in alleviate the burden on current CRC aquatics staff
 - Winterized all of the facilities and prepping for snow
 - Promotions for CRC, membership numbers have increased, but still pushing
 - Student from high school WEST program started working today – 2-3 hours/day, cleaning and other tasks around CRC
 - New contractual cleaning company is going well, 4th Facility Specialist position is still open
- Mr. Worthen
 - Acknowledge Mr. Willis for his work with Water Conservation Tech hiring process
 - Windsor Village playground replacement is almost complete, waiting on one piece, followed by pour in place surface
 - All irrigation blowouts were done Oct. 15th
 - Tech II position still open, one applicant currently
 - Finalizing budget items, contracting line items
 - Mr. Kawamura planted 14 trees with the help grant received, continues to keep busy with inspections around Town
 - Clean up days were held on October 15th & 16th
 - Treasure Island produced and volunteers harvested 3 tons of vegetables which were given to the local food bank
- Mr. Lucas
 - Continuing work on benchmarking and wrapping up budgeting on fees, final approval on Nov. 22nd
 - Water Literate Leaders of Northern Colorado – farms are buyable, need to ensure that they stay as farms or bought by local communities to make sure that water is kept in Northern Colorado
- Ms. Fotsch
 - Mr. Warner's mother passed away, service is this Saturday, Nov. 6th at Lady of the Valley, reception to follow at CRC
 - Park Impact Fee Study was approved
 - Proposal to Town Board concerning Events, added a part-time position along with additional seasonals
 - Wrapping up IGA with Severance, hopes that their Town Board will approve in late November, will start with spring soccer offerings
 - Windsor Wonderland will be December. 4th, Santa will be arriving by train again
 - Struggling to hire people, so pass along any referrals

2. Board

- Thank you to Mr. Nagl for providing dinner

E. ADJOURN

Mr. Lightfoot moved to adjourn the meeting. Ms. Hammer seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:32 PM.

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