



PARKS, RECREATION & CULTURE BOARD ADVISORY BOARD MEETING

April 5, 2022 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 March 1st, 2022

C. BOARD REVIEW / DISCUSSION

1. Capital Project Update for 2022
2. Staff Presentation – Water Conservation

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN FUTURE MEETINGS

May 3, 2022 Regular Parks, Recreation & Culture Meeting

June 7, 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

March 1, 2022 6:00pm

Community Recreation Center – Party Room

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Mr. Mask called the meeting to order at 6:00 PM

1. Roll Call

The following PReCAB members were present:

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

Weld RE-4 School Board Liaison
Town Board Liaison

Patrick Miller(Absent)
Victor Tallon

Also Present:

Operations & Facilities Manager	Kendra Martin
Parks Operations Manager	Bob Worthen
Open Space & Trails Manager	Wade Willis
Town Forester	Ken Kawamura
Recreation Supervisor-Aquatics/Facilities	Greg Hughes
Recreation Coordinator	Rachel Stefanich
Recreation Coordinator	Ethan Ragatz
Administrative Specialist	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. Nagl seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Liaison/Mr. Tallon

- Taking a deeper look into all Metro Districts – refined to be more transparent and finding ways to get more residents involved and giving ability to attend board meetings, new metro district approval moving forward in order to benefit the citizens living there
- Approval of historical sites – Town Hall
- Discussion around parking opportunities for downtown especially during larger events, shuttles, everything is not be utilized to its capacity

Weld RE-4 School District/Mr. Miller

- No Report

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from February 1, 2022

Ms. Peltz moved to approve the February 1, 2022 minutes as presented. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Museum Acquisitions

- Potential Acquisition No. 001-2022
 - Description and Provenance of Object(s)
 - (1) Blotting paper, “McCaul-Dinsmore Co.”
 - (1) Book of check stubs, Nov. 05, 1903 through Feb. 22, 1903
 - (1) Bill of landing, Nov. 16, 1904 for Windsor Mercantile delivery
 - (1) Invoice from Pueblo National Bank to Windsor Mercantile, Nov. 04, 1901
 - (13) Balance sheets from Windsor Mercantile between Feb. 1902 through April 1904
 - (2,441) Returned checks written by the Windsor Mercantile, 1901-1905
 - (3) Ledger books, accounts and purchases from the Windsor Mercantile Co.
 - Jan. 1890-April 1890
 - Feb. 1901-Sept. 1901
 - Feb. 1890-Sept. 1899 (on onionskin paper)
- Potential Acquisition No. 002-2022
 - Description and Provenance of Object(s)
 - (1) High School Letter, “W” with three pins, “WHS ‘62”, MGR”, and a football
 - (1) High School sweater, yellow, Windsor High School, W letter, band emblem, Yellow with (7) pins from various high school activities, Rainbow Girls, 4-H, Quill and Scroll Honor Society, Y-Tee, Pep Club 1963, Girl Scouts
 - (1) Pin, U.S. belonging to Robert Buxmann, us Marine Corps, stationed at Pearl Harbor, Robert Buxmann moved to Windsor in 1949
 - (1) Navy uniform, shirt and pants, 1945-1958, worn by Eugene Rider, served in Mediterranean, north Atlantic and Pacific, plank owner and served aboard USS Monticello and USS Begor, Gene Rider is originally from Kansas, but he has lived in Windsor since 1960
 - (1) High School Letter, “W” belonged to Bill Buxmann, class of 1964
- Potential Acquisition No. 003-2022
 - Description and Provenance of Object(s)
 - (58) Photographic prints of Jacoby Farm/Dickey Farm/Historic Halfway Homestead and negative of images
 - (1) Thumb drive with 118 digital documents including photographs and documents associated with the Dickey/Jacoby families and Steven Fancy book about the Halfway House

Ms. Hammer moved to approve the recommendation to accept the Potential Accessions No. 001-2022, 002-2022, and 003-2022 into the Museum’s permanent collection as presented. Ms. Peltz seconded the motion. All members present voted Aye. Motion carried.

2. Parks, Open Space & Trails Ordinance Update

- Mrs. Willis
 - Presented the draft to Town Board on February 14th, overall very receptive to the idea
 - Will be open for public comment by the end of the week
 - Option for PReCAB to recommend to Town Board for approval
 - Discussion was held
 - Mr. Mask inquired on the following
 - 10-9-10 (a) - What does "potential parks" mean and how would we define a potential park?
 - ❖ Land that the Town owns, but is not yet developed into a park
 - 10-9-10 (a) - "The protection of natural habitats and features is the highest priority", could this be used against the Town and park sites? Since conservation is defined in 10-9-20, would it make sense to replace "protection" with "conservation"?
 - ❖ Will run by legal counsel
 - E-bike classifications and verbiage of parking of e-bikes – realize we are trying to fall in line with surrounding others only allowing Class 1 & Class 2, but feel like Class 3 bikes are being

targeted for being capable of going too fast, while road bikes with an experienced rider can reach speeds up to 20+ mph, philosophically, it does not feel right

- ❖ Intent is to discourage higher speeds of 28+ mph, will take back to legal counsel for clarification, need to determine if it is specific e-bike classification restrictions or simply a limit on speed in areas
- Specific and detailed prohibitions on rockets, RC boats and other similar devices and making that a municipal violation, is there a permitting process for those uses or what will that look like?
 - ❖ Permitting process has not been developed, the intent is the protection of the resource, will see more and more usage, how do we limit and protect with minimal enforcing resources
- 10-9-30 Hours of Operation - Refers to 11-8-10, which this ordinance is repealing and replacing, will email specifics to Mr. Willis for review/clarification
- Mr. Willis will take back to legal counsel to address questions and make clarifications that were brought up
- Will present to Town Board on April 14th

3. Staff Presentation – Aquatics Team

- Greg Hughes – Recreation Supervisor
- Ethan Ragatz – Aquatics Coordinator
- Rachel Stefanich – Aquatics Coordinator
- Our Facilities
 - Community Recreation Center
 - Opened in October 2016
 - Year-round facility
 - Lap pool, leisure pool with lazy river and play structure, hot tub
 - Staffed with up to 35 part-time year-round lead guards, lifeguards and swim instructors
 - Offer swim lessons, water aerobics and CARA swim team
 - Pool is part of birthday packages
 - Chimney Park Pool
 - Seasonal facility, open from Memorial Day weekend to Labor Day weekend
 - Christmas in July is held the third Saturday in July
 - Offer swim lessons, lap swim, CARA, water aerobics
 - Doggie Dip closes out the season
 - In 2021, we had 13,430 admissions
 - Windsor Lake
 - Seasonal Boat Rentals open from Memorial Day weekend to Labor Day weekend
 - Offer kayaks, water trikes, canoes, Hobie boards, Hydrobikes, CORCLs and paddleboards
 - Non-motorized and motorized boating permits available to purchase
 - 20 annual boating permits each year
 - Annual non-motorized permits went up 135%
 - Majority of permits sold to 80550 residents
 - Swim beach area open to swim at your own risk
 - Fishing available in designated areas
 - Dog beach area available
 - Concessions available during boat rental hours
 - Eastman Park River Experience
 - New in 2022
 - Open seasonally from Memorial Day weekend to Labor Day weekend
 - Offer all day tube rentals and concessions
- Swim Lessons
 - Created own lesson curriculum, trainings are offered twice a year
 - Ages 6 months – 12 years
 - Private lessons for all ages
 - Taught 411 private swim lessons in 2021
 - Taught 993 participants how to swim in group swim lessons at the CRC in 2021
 - Taught 635 participants how to swim in group swim lessons at CPP in Summer 2021

- Had 944 swimmers on indoor lesson waitlist and 425 swimmers on CPP lesson waitlist
 - Waitlist overlaps can increase the numbers due to people on multiple waitlists, so they can be skewed a bit, but do need to keep working on ways to offer more and bring that number down
- Offering an additional 131 lessons this summer
- Launched 3rd Grade Learn to Swim Program
 - Partnership with Windsor High School Swim and Dive Team
- Had 238 CARA swimmers in 2021
- Participate in the World's Largest Swim Lesson each year
- Ms. Hammer
 - Auctioned off Riverwalk experience in Fort Collins for school, great fundraiser and fun way to get people utilizing the resource
 - Inquired about swim lessons and the most limiting factor for not being able to accept more people
 - Restrictions due to facility space, staffing, water depth space for certain classes vs. numbers enrolled and still being able to provide water space for open swim throughout the day
 - Possibility to do lesson at the Windsor Lake
 - Instructors need to be open water certified, would require more staffing during summer months to be at an additional location besides CRC and CPP
- Water Aerobics
 - Contracted instructors who teach Monday through Friday in morning and Wednesday evening at CRC, move some classes to CPP during the summer months
- In-Service Trainings
 - Each month at minimum to get all staff together, conduct in water safety trainings, CPR, rescue, partner with the fire department for trainings and while including their expectations and roles

D. COMMUNICATION

1. Staff

- Mr. Willis
 - Currently recruiting for Open Space & Trails Volunteer Coordinator position, three interviews scheduled for this week
 - OST Strategic Plan was presented to Town Board on February 14, 2022, on Project Connect website for public comment, will take back for adoption in early April
 - Still working on Kyger Open Space Master Plan, soliciting input on use and level of development, will then look toward design/development in 2023, received grant funds from Colorado Parks & Wildlife for fishing access
- Ms. Martin
 - Trying to get summer staffing positions out and available so hiring process can start
 - Lifeguard training class will start this Sunday
 - 3rd grade free swim lessons were very successful last Saturday, great to see partnership with high school swim/dive teams, parents were very receptive to seeing the program progress
 - First initial conversation held with officer who will be a Windsor Lake this summer
 - CRC almost to 6,000 members again and raising, promotions currently going on in order to draw more people in and increase memberships – Motivational Mondays and Free Fitness Fridays
 - Hot tub motherboard is out, hopefully fixed tomorrow and back open on Thursday
- Mr. Worthen
 - Town Board approved for additional part-time year around positions for Parks, hourly pay was increased by roughly \$1 as more incentive, more ability to work around school hours
 - Interview held for Parks Supervisor, two more scheduled for next week, very hopeful
 - Park Tech II position has been open since June of last year, interviewing on Friday
 - Snow clean up last week on the facilities side, great coordination this year with Kendra Martin and Jason Price from Public Works
- Mr. Kawamura
 - Tree Board met last week, new member John Brown, one position still open
 - Judged Arbor Day Poster Contest submissions, overall winner is a 2nd grader from Tozer, received over a 1,000 submissions just from Tozer and Windsor Charter Academy
 - Arbor Day celebrations will take place on April 14th at Grandview and Windsor Charter Academy Elementary

- Tree Sale on April 16th, discounted trees on sale now, pick up at Public Works Campus
- Town Board Arbor Day Proclamation will be read at April 11th meeting
- Poster contest winners will be recognized by Town Board and Mayor on April 25th at Main Park shelter during work session
- Approved for four part-time and one seasonal position, one will be dedicated to the Downtown Development Authority
- Magical Forest event was a huge success, over 1,013 trees were donated, all were used, and unfortunately, had to turn some people away, will remain up for people to enjoy, then will send all through the chipper and clean up area
- Completion of pruning and additional pots for annuals have been ordered

2. Board

- Ms. Peltz
 - Inquired about when will spring Town Clean Up days be held
 - May 13th & 14th, back-up days the following weekend, if needed
- Ms. Hendricks
 - Inquired about greenhouses that were used downtown during COVID
 - Mr. Willis will talk to Ms. Fotsch about future plans for them
 - Inquired about use of basketball courts and gym at CRC and if Ascent School was renting space, in turn, not available for others to use
 - Renting space is always an option, Ms. Martin will look further into it
- Mr. Mask
 - Received email from Tiki Lee about need for more soccer coaches

E. ADJOURN

Mr. Talon moved to adjourn the meeting. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 6:54 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