



## **PARKS, RECREATION & CULTURE BOARD ADVISORY BOARD MEETING**

May 3, 2022 6:00pm

Windsor Community Recreation Center, Party Room  
250 N. 11<sup>th</sup> 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 April 5, 2022

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

1. Kyger Master Plan
2. Parks, Trails & Open Space Sign Proposal
3. Staff Presentation – Forestry & Horticulture Team

#### **D. COMMUNICATION**

1. Staff
2. Board

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

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

April 5, 2022 6:00pm

Community Recreation Center – Party Room

250 N. 11<sup>th</sup> 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(absent)  
Shawna Hendricks(absent)  
Lainie Peltz  
Heidi Hammer(absent)

Weld RE-4 School Board Liaison  
Town Board Liaison

Patrick Miller  
Victor Tallon

Also Present:

Deputy Director of PRC  
Operations & Facilities Manager  
Parks Operations Manager  
Open Space & Trails Manager  
Town Forester  
Recreation Manager  
Water Conservation Technician  
Administrative Specialist

Tara Fotsch  
Kendra Martin  
Bob Worthen  
Wade Willis  
Ken Kawamura  
Bobby Warner  
Kevin Hartley  
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. Peltz moved to approve the Agenda as presented. Mr. Miller seconded the motion. All members present voted Aye. Motion carried.**

**3. Liaison Reports**

Town Board Liaison/Mr. Tallon

- Parking study completed for downtown, people are realizing that there are more options for parking than thought before, possibility of leasing the back lots during events and evening times, with town maintenance, some misleading information has been coming out, but Board is continuing to look at all other options that may be available in order to meet the needs
- Work Session was held on increasing building height in downtown area, current building height is 35 feet, nothing confirmed at this time, do have the ability to increase, more discussion and vote will occur at April 25<sup>th</sup> meeting, will be an open meeting, proposed height increase to max 45 feet in Area One and 65 feet max in Area Two of the backlots, primarily due to the study done by Urban Three who targeted downtown to be the most profitable area in Windsor

Weld RE-4 School District/Mr. Miller

- Made offer last week for Superintendent to Michelle Scallon current principal at WHS, lots of positive feedback from the community, Dr. Blunk/Interim Superintendent may stay on board longer than June to assist with the transition
- Currently spending time doing policy reviews with the guidance of Dr. Blunk

- Next board meeting will be at Severance High School, building the focus on uniting the communities by rotating meeting locations around Town and providing more opportunities for public input

#### 4. Public Invited to be Heard

- In attendance – John Neal, 1072 Grand Ave, Windsor, CO 80550
  - No Report

### B. CONSENT CALENDAR

#### 1. Minutes from March 1, 2022

**Mr. Miller moved to approve the March 1, 2022 minutes as presented. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.**

### C. BOARD REVIEW / DISCUSSION

#### 1. Capital Project Update for 2022

- 2022 Project Update
  - Open Space & Trails Master Plan – has been adopted, will be looking at implementing a possible OST Tax in order to purchase and acquire new land, Park Ordinance will have 2<sup>nd</sup> Reading on April 11<sup>th</sup>
  - Boardwalk Safety Study – about 70% completed, wrapping up with consultant, will also include quick update to PRC Strategic Plan with focus on staffing plan for the future
  - Kyger Master Plan
  - Harmony Ridge Park Construction – wrapping up construction documents this week, will post request proposal for a contractor this spring, then ready to start construction
  - Boardwalk Park Playground Renovation – September after all summer events, working with PlayCore & Gametime in trying to become the first city in Colorado to meet all 5 designations of a National Demonstration Site (Inclusive Playground Design, Pathways for Play, Nature Grounds, Outdoor Adult Fitness Parks, Play On Promoting Physical Activity), ability to gather data from users at various locations/facilities using QR code surveys for feedback, will help for benchmarking our parks & trails
  - Covenant Park Playground Renovation – September
  - Main Park Restroom Renovation – September, demo old and have new pre-built structure, will become a year-round facility
  - Halfway Homestead Design – public feedback meetings this summer
  - Eaton House Construction – working on grants for construction
  - Central Irrigation Communication System
  - Public Art – Board adopted bylaws at last month’s meeting, will then appoint their board members
  - Trail Projects
  - 27 Capital Projects, 30+ Small Capital Projects
- 2023 Project Ideas
  - Construction of Halfway Homestead – taken out of Park Improvement Fund
  - Design of Tacincala – future new middle school site if bond passes, will still plan for use of other acres
  - Eastman Park Skate Park Renovation – wooden structures will need to be replaced, create full design concept, public input meetings
  - Riverwalk Phase 2 Construction
  - Chimney Park Ballfield Playground
  - Windsor West Playground Renovation
  - Possible Pool Renovation after Chimney Park Pool Study – completion before September
  - Main Park Horseshoe Pit Renovation Project – possible permanent cornhole, ping pong, over-sized chess sets
  - Boardwalk Park Dog Park – Renovation and possible expansion (Eastman Park location as well)
  - Various Park Updates Projects – of benches, shelters, basketball hoops, etc.
  - Future Kyger Master Plan Projects
  - Park Sign Replacements – will bring concepts to the Board for review
- Mr. Neal inquired about location of Halfway Homestead and Tacincala, Future Legends involvement and size of land
- Ms. Peltz inquired about off-road biking/mountain bike trails
  - Shurview property is on the table for including

- Mr. Mask commented on hearing comments about access to indoor basketball courts, especially on weekends, disc golf area is very busy, pickleball courts
  - Will be working on indoor feasibility study
- Mr. Lightfoot inquired about any final decisions on horseshoe pits at Main Park
  - Nothing finalized yet, please pass along any and all ideas/suggestions
- June Meeting – mobile meeting and tour with Board to visit current and future projects

## 2. Staff Presentation – Water Conservation

Kevin Hartley – Water Conservation Technician (CLIA, CLT-I, CIT, WWLP, SLM)

- Introductions
  - Started in the irrigation industry in the mid-80's, trained and certified in everything available in the industry, started performing audits in the early 90's
  - Privately owned and operated an irrigation company since 1995, providing design, installation and maintenance, while primarily specializing in retrofitting existing systems to gain the highest efficiency possible
  - Was the City of Greeley's Water Conservation Specialist for 14+ years, performing indoor and outdoor water audits as a free service to City of Greeley water customers, before moving to the Town of Windsor to start their water conservation program
  - Perfected the auditing process
  - Created an auditing app to increase efficiency
  - Created and implemented the Smart Controller Program
  - Integral in lowering outdoor water use in Greeley by 67-acre feet annually
- Windsor's Water
  - Windsor obtains its water rights from the Colorado-Big Thompson (CBT) and the North Poudre Irrigation Company
  - Windsor supplies potable water to over 9,000 customers
  - Multiple suppliers of potable, and non-potable water to different areas of Windsor
  - Water will continue to increase in cost
  - Windsor's participation in NISP will result in 3,300 acre-feet of yield at a cost of \$115 million, every acre-foot saved from conservation allows the Town to get another acre-foot of water for \$34,787, instead of buying on the open market
- Plans for 2022
  - Audit all parks and make recommendations to obtain the highest efficiencies
  - Help Parks with water management best practices
  - Research alternative central control options for Parks and Town facilities
  - Start installation process of turf alternative demonstration area at Chimney Park
  - Begin offering and performing indoor and outdoor water audits for customers on Windsor's potable supply
- Overall Goals
  - Conserve water
  - Present alternatives to Windsor's esthetic perception
  - Help create a more sustainable society
  - Preserve Windsor's water prosperity for future generations
- 2023 and Beyond
  - Expand audit program beyond Windsor potable water users
  - Begin free lecture series
  - Create a water conservation presence with local schools
  - Start a Cash for Grass program suited to Windsor
  - Continue to explore new ideas, methods and technology
- Mr. Worthen expanded on Turf Plan
  - Focuses on landscape maintenance at the professional level, various soils, best practices in the industry, will take to Town Board to be formally adopted, hopeful for county extension
- Mr. Mask inquired more about turf alternative at demonstration area at Chimney Park
  - Will include expansion on buffalo grass, wild flowers, different irrigation zones to dictate what goes where, educational signage and/or QR codes will be available, currently in the planning/design stage, will present to Town Board and seek funding resources, anticipation for 2023 start

- Mr. Lightfoot inquired more about the Cash for Grass program
  - Does not exist as of now, basically a program that offers money per square foot of turf one removes and in turn replaces with xeriscape or another alternative
- Ms. Peltz inquired about partnership with Resource Central and Garden in the Box Program, appreciates the Town's rebate

## D. COMMUNICATION

### 1. Staff

- Mr. Willis
  - Ordinance reading on Monday, April 11<sup>th</sup>, working on process for permitting, keeping it as simple as possible
  - Kyger Master Plan – hope to share with Board next month, survey results show about half the people want intensity use and about half want low use of the area, Logan Simpson will incorporate a balanced use of the site, met with consultants today to start on design process, will include fishing piers and boat access through grant
  - After Deputy Director of Public Services left, took on the project of working on riprap of north side of Windsor Lake in order to better protect the shoreline, trail closures next week while lake is low
  - OST Strategic Plan - Thank you to PReCAB for input, Logan Simpson want to nominate it for an American Planning Association Award, letters of support
  - Consideration on how to fund more open space and trails – possible future tax
  - Greeley closed on Shurview property, will go to Town Board on April 25<sup>th</sup> to decide what money exists for Town of Windsor
  - Madeline Cheek/Volunteer Coordinator starts on Monday – coming from California, will be generating Town wide volunteer projects, ideas and opportunities, please start thinking about volunteer opportunities/ideas Townwide
- Ms. Martin
  - CRC numbers up to 6,316 members, close to 2019 numbers, 322 higher on eco counter this March compared to March 2019
  - Activity Guide was released yesterday, registration starts tomorrow at 6am, staggered registration in place for certain programs to avoid the registration rush on the CRC end and parents
  - Interviewing for summer positions – Riverwalk, Boardwalk Park, Chimney Park Pool and Windsor Lake
  - Hiring for front desk turnover
  - Prepping for annual shutdown week August 14<sup>th</sup>-19<sup>th</sup>, talking with contractors for help
  - Working on a few electrical projects – Chimney Park Shelter and Brown Palace
  - Hosted first CARA Swim Meet at the high school, 150 participants, over 300 people in attendance
  - Added additional time slots for swim lessons this month, trying to help alleviate waitlist numbers, did incorporate resident vs. non-resident rates
- Mr. Worthen
  - Parks Supervisor position still open, initial offer was declined, another interview to come on Thursday
  - Interviewed and hired Parks Tech II position
  - Chemical control happening, two weeks away from irrigation start-ups, Mr. Hartley will be assisting
- Mr. Kawamura
  - Tree Board met 2 weeks ago, preparing for Arbor Day, Celebrations on April 14<sup>th</sup> at Windsor Charter Academy Elementary from 9:45-10:30am and at Grandview Elementary on April 19<sup>th</sup> from 2:00-2:25pm, Leif Lesoning/Water Resources Administrator presented to Board on Windsor's Water Resources
  - Busy prepping for spring and month of April
  - Lynn Morales/Horticulture Tech – kickoff meeting for Treasure Island Demonstration Garden, conducted test spots for various plants and flowers
  - Eastman Park Riverwalk clean-up in preparation for Phase II
  - Magical Forrest clean-up – 1,013 trees went through the chipper
  - Blake McGrew/Forestry Maintenance Tech – received his Aerial Rescue Certification, testing for Climber's Certification tomorrow
- Mr. Warner
  - Museums hosted Super Science Saturday Celebration, over 400 kids attended, vendors and teachers

- Weld RE-4Elementary Art Show at the Art & Heritage Center, started April 1<sup>st</sup>, will run through entire month
- Smart Start – Becci Ragatz coaching basketball for 4-5 year olds, great ambassador for PRC, received a letter from a little girl who is finally able to participate after watching her siblings go through the program, “Ms. Becci, You are my favorite Coach!”
- Soccer games starting on Saturday, over 1,000 kids participating, which means about 4,500 people out and about at different sites around Eastman Park, Diamond Valley, Skyview Elementary, and Windsor High School
- Flag football will start next Tuesday, first time hosting a program in Severance, utilizing field space at Severance Community Park on Tuesdays, Wednesdays, and Thursdays
- Baseball tournament being held this weekend
- Ms. Fotsch
  - Working on budget
  - Staff Presentations – Forestry and Horticulture Team next month
  - Partnerships with school in order to get entry level positions filled, conversations with Michelle Smith for assistance, possible apprenticeship program
  - Shurview property discussion during Town Board meeting on April 25<sup>th</sup> if anyone would like to join
  - Staff participating in Polar Plunge and 5K run this Saturday at Windsor Lake
  - Mr. Lucas is back and released to work full time, not attending PReCAB unless needed

2. Board

- No Report

**E. ADJOURN**

**Ms. Peltz moved to adjourn the meeting. Mr. Miller seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:27 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, PRC Administrative Specialist