



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING
July 10, 2018, 7:00 P.M.
Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Chair John Nuspl called the meeting to order at 7:00 P.M.

1. Roll Call

The following PReCAB members were present:

Matt Morgan
Patrick Lightfoot
Rebecca Holder-Otte
John Nuspl
Dave Sandlin
Sandy Brug
Chris Perkins-absent

Town Board Liaison

Barry Wilson

Also Present:

Parks, Recreation and Culture Director
Manager of Recreation
Park Operations Manager
Open Space & Trails Manager
Recreation Supervisor-Fitness
Recreation Coordinator
Museum Program Coordinator
Museum Curator
Town Forester
Administrative Specialist

Eric Lucas
Tara Fotsch
Bob Worthen
Wade Willis
Matt Kraus
Britt Zimdahl
Laura Browarny
Caitlin Heusser
Ken Kawamura
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. Brug moved to approve the Agenda. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

• **Town Board**

Mr. Wilson reported on the following:

- New extraction/oil and gas operation to Raindance on northeast corner on other side of river from Eastman Park area, within 50 ft. of Poudre River Trail. Approved by the state with exemption and agreement from homeowners since only about 290 ft. from houses (less than the required 500 ft.).
- Mr. Nuspl inquired about area up by Crossroads/south of Army Reserve area-Mr. Wilson and Mr. Lucas responded: Brands East which includes multi-housing unit and hotel, Steeplechase connection to event center within Loveland and Windsor, Martin Lind development. Other side will be Brands West, including IMAX theater.

- **Weld RE-4 School District**
No Report

4. Public Invited to be Heard

No Report/Hearings

B. CONSENT CALENDAR

1. Minutes from June 5, 2018.

Mr. Lightfoot moved to approve June 5, 2018 minutes as submitted. Ms. Brug seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Treasure Island Garden Recognition

- Bill Pratt and Janene Willey-Weld County Master Gardeners reported the following:
 - Recent recognition of Plant Select 2018 Showcase Garden Award. 78 gardens and 7 states included in the competition. End of the year donated 2 ½ tons of food from the garden to donate to Windsor Food Pantry. Mr. Lucas thanked them for their hard work and congratulated them on their success.
 - Introduced garden volunteers in attendance- Becky Spinnette, Rob and Marilyn Bradley.
 - 40 volunteers and leadership team of 6-8 master gardeners with extensive training. 1,600 volunteer hours last year. Now in 11th year of operation.
 - Important relationships-Town of Windsor, Plant Select-rigorous testing to approve plants that can or cannot be planted in specific area (www.plantselect.org-details), Bonnie Plants, Gulley's Greenhouse, Pioneer Sand & Gravel, NoCo Bloom (featured on cover and two other times within).
 - Destination attraction with lots of numbers. Educational fieldtrips to look at other gardens and gain knowledge. Sought the importance of making Windsor more beautiful and get service hours instead of traveling to Greeley.
 - Presented PowerPoint on garden and the changes from 2008 throughout the years, highlighting activities and additions- children's art show and home tours, donations/memorial plaque, pavers added, new signage, educational presentations 1st and 3rd Wednesdays, Peace Pole-universal symbol, creatures, no storage-tools go back and forth, request to Parks & Recreation-place on map and add address.

2. Fitness/Recreation Presentation

- Mr. Kraus presented on the following:
 - Reviewed chart of staff, their roles and duties
 - Wellness center-16,000 square ft. fitness space, Cybex equipment, free weights, Junior Fitness Program (12-15 year olds, 44 so far in 2018), Elevated Walking/Jogging Track, 3 staff about 48-50 hours/week.
 - Group Exercise-12 instructors, 60 classes (28 formats) free to members or included with daily visit, approximately 1,000 participants per week, 5 session based classes that require additional fee and registration.
 - Personal Training-2 trainers, 44 individuals with active training sessions, approximately 35 training sessions per week.
 - Other Duties-RecTrac, website updates, Summer Concert Series, event support, front desk support, TOW Wellness program.
- Ms. Zimdahl presented on the following:
 - Camp Windsor-licensed summer camp offered at CRC for children ages 5 to 12, established in 2017, offered Monday-Friday 7:30 a.m.-5:50 p.m., up to 50 kids per week, approximately 70 families served this year, weekly swimming at CRC and CPP, weekly fieldtrips (only issue is transportation limited to only 25 children/week), Skyhawks Sports Camp to provide instruction 7 out of 16 weeks, 6 seasonal staff.

- Rec Mobile- brings offering and benefits of Windsor CRC right to your neighborhood, goal is to introduce youth to recreational activities that are fun, challenging and encourage Windsor's community to get out and play, 2 staff members, visit 8 different parks Tuesday-Saturday each week, available to rent for birthdays, block parties and more.
- Special Events-4th of July 4 Legged Walk/Run (approximately 150 registered), Family Health and Fitness (approximately 250 people attended).
- Preschool Classes-Preschool Open Gym (drop in class) ages 0-6 provided during school year, approximately 175 non-members and 100 members served in 2018. Preschool Classes (pre-registration) ages 0-5, in-house on Wednesdays and Fridays, approximately 55 families served in 2018.
- Youth Classes-Karate, fencing, dance, cheer, Music Together, cooking camps, Fun Spanish for Kids, Play-Well TEKnologies Camp, School Out Days/Break Camps.

-Ms. Brug inquired about what kind of educational background one would need for this type of position and the roles that come with it.

-Mr. Wilson explained what a great benefit Camp Windsor is and the praise he has heard from community members while visiting the CRC.

3. Museum Acquisition

- Mr. Lucas presented two acquisitions for consideration from Windsor PD that were donated
 - Items ranging from 1970's -1990's (uniform, badge, emblem, radar guns, radio pack, breathe tester)
 - Challenge Coin given May 22, 2018 to commemorate honorees for their efforts during the tornado.
 - If approved to assess the items, next step is to take presentation to Town Board at end of month, they will vote, if approved at that level, Ms. Heusser (Museum Curator) will put them into our permanent collection.

Mr. Morgan motioned to request a section in the museum as presented. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.

4. Creamery Programming Discussion

- Mr. Lucas gave overview of process with creamery acquisition and the future use of that building, will take presentation, research and community/public feedback to Town Board.
- Ms. Browarny presented on the following:
 - Community Survey Overview-open from May 15th-30th, 547 total respondents 80% from Windsor, two focus groups held on June 4th and 6th, 18 people total participated, was able to gather data on community awareness of Culture Division, museum and programs offered/community engagement.
 - Top community choices for creamery use-Specialty studio space, Makerspace, Classroom space, most desired programs were based around children.
 - The takeaway- community is not aware of the Culture Division and the programs offered, most don't know where to find these types of programs, people want a variety of programs for different audiences and are willing to pay for programming that has value to them.
 - Next steps-work with new communications team to increase visibility of division, continue to solicit community feedback throughout the process of developing programs for the creamery, begin to seek community partners.

- Vision-Create Space for all ages, audiences, and interests that is dynamic, versatile, multi-generational, provides structured classes and open creation opportunities, and builds community.
 - Mr. Morgan loved the presentation, the analysis, and the approaches that the Culture Division is taking, very well-thought out.
 - Ms. Fotsch explained that programming took off in the last year and a half, 250% growth in visitors to the museum, praised both Ms. Browarny and Ms. Heusser for all their efforts in such a short time.

5. 2018 Capital Improvement Project Update

- Mr. Lucas reported the following:
 - Windshire Park-developer build, held final neighborhood meeting on February 1, 2018, finalizing design/cost, working with developer, hope to have built by end of the year.
 - Village East Park Build-bid project July 13th, construction late summer/fall 2018.
 - Diamond Valley Construction-delayed due to additions of parks maintenance shop, museum storage, brush site, working on bid document.
 - Main Park Playground Replacement-staff has started demolition and second week in August will begin construction, goal to open by Harvest Festival.
 - Cemetery Parking Project-selected design firm January, bid July, construction summer/fall.
 - Roundabout 7th/Crossroads-bid July 6th, September construction
 - Creamery/Mother Statue-signed contract, commission artist, installation in fall.

6. 2016-18 Goals (Quarterly Update)

- Mr. Lucas reported the following:
 - Improve Marketing, Communications, & Regional Visibility-has done a great job overall and made progress in getting name out there as a department and what we do, but still segments within that don't get enough visibility.
 - Customer Service-membership numbers have come back, down about 366 to date, but Silver Sneakers have more than doubled and really made up for the difference, would like to implement an annual customer survey and more on-going training.
 - Fiscal Responsibility/Revenue Generation-great strides with sponsorships, around 43, implement new program opportunities which provide for revenue generation.
 - Diversification of Programs and Facilities-continued growth, simply can't meet every need/want with programs and keep up with budget and staff.
 - Community Recreation Center-measurable and successful, out pacing building visits compared to last year, people are continuing to use the building even in what is considered the "slow time" for rec centers, averaging around 1,100 people walking in everyday with the exception of Sundays, added about 60 programs that are free to members, need for creating more revenue generating programs in order to balance out.

7. 2019 Budget (Staffing Requests)

- Mr. Lucas reported the following:
 - Many discussions with staff about their needs/recommendations, biggest things hurting the department are growth and staffing/levels.
 - Recommended various areas of need/positions based on full and part-time requests, reclassification and elimination.
 - Positions/Needs not addressed-will be needed at some point in the future, Risk & Safety Coordinator, Volunteer Coordinator, Athletic Maintenance Supervisors, Park Manager, Programming Staff, Park, Trails & Open Space

-Mr. Nuspl inquired about what percentage of budget is for personnel cost, when you add a program and you have to add people, it creates a huge impact on budget, can't meet everyone's needs and wants.

-Mr. Lucas emphasized Town's strategic planning, while still listening to the public/community for needs/wants.

-Mr. Wilson discussed new board members, new town manager, operating differently, different philosophies, growth does bring economic opportunities, Parks, Recreation and Culture is the face of the town, the Town Board is aware of needs.

8. 2019-20 Goals Discussion

- Mr. Lucas reported the following:
 - Reviewed proposed goals, would like to bring back in September after strategic planning on August 25th, consultant will gather input from Town Board, staff, and public to ensure that goals are matching the strategic plan, as well as, budget and financial analysis.
 - Accreditation, Leave a Legacy (Conservation, Health and Wellness, Social Equity), Customer Service, Fiscal Responsibility.

D. COMMUNICATION

1. Staff

- Consider moving September meeting to the 11th due to Harvest Festival
- Getting ready to post Luke Bolinger's position-Recreation Supervisor/Culture
- Robert Alcaez-New Parks Maintenance Tech
- Karin Henriksen/Guest Services Coordinator last day Friday, July 13th, position posted
- Decision to split Ms. Fotsch's position, will post soon
- Work Session/Board-in favor of staff decision, 3.2 alcohol to go away January 1, 2019-new code will allow 6% + beer and wine in all parks, with the exception of Diamond Valley and Chimney Park which will be by permit/beer garden license only, will study the impact over the year
- Neighborhood and community park fees are no longer as of August 1st, becomes one development fee

2. Board

- Mr. Nuspl will not be in town for August meeting

ADJOURN

Ms. Holder-Otte moved to adjourn the meeting. Mr. Morgan seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 9:05 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 11th day of Sept., 2018

John Nuspl

John Nuspl, Chairman
Parks, Recreation & Culture Advisory Board

Submitted by:

Kristy Zulkoski, PR&C Administrative Assistant