



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING
September 10, 2019, 6:00 P.M.
Community Recreation Center
250 N. 11th 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
Matt Morgan
David Sandlin
Mitchell McNiell
Patrick Lightfoot
Michael Nagl

Weld RE-4 School Board Liaison

Chris Perkins

Town Board Liaison

Barry Wilson

Also Present:

Parks, Recreation and Culture Director
Manager of Recreation
Operations & Facilities Manager
Open Space & Trails Manager
Park Operations Manager
Town Forester
Administrative Specialist PRC

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

Introduction of New Member – Michael Nagl

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

Mr. Lucas asked to change 2020 CIP Presentation Update to PRC Strategic Plan Update under Board Review / Discussion

Mr. Morgan moved to approve the Agenda. Mr. McNeill seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Mr. Wilson/Town Board Liaison:

- Approved metro district for Future Legends Sports Park (formally CNSP), ability to tax within their district, 100 acres broken into two districts, will not take away from Town's tax and anything collected will go back into it especially for improvements like roads / sidewalks, 1st reading was last night Sept. 9, 2019
- Party for the Poudre - Thursday September 12th, 5:30-7:30pm, tickets available online

Mr. Perkins Weld RE-4 School District:

- New enrollment after the first week of school – 596 total students, 522 within Windsor-Severance and 74 within Charter, represents 8.8% growth

- School Board member Tempy Bowman term limited out, Russ Smart is the only one who turned in paperwork, he will replace Mr. Bowman, Jennifer Lieber and Regan Price will be re-appointed on the Board
- Open House / Ribbon Cutting for Severance High School Thursday, September 12th at 5:30 pm

4. Public Invited to be Heard
No Report

B. CONSENT CALENDAR

1. Minutes from August 6, 2019.

Mr. Morgan moved to approve August 6, 2019 minutes as submitted. Mr. McNiell seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

Mr. Lucas presented on the following:

1. Youth Membership

- Town Board has voted to have a youth member 18 yrs. and under to PReCAB, Tree Board and one other board, one year term that are renewable, voting position, increase board from 7 to 8 members, if current member terms out and does not want to be reappointed, the youth member will stay on and board will then go back to 7 members

2. 2019-20 Department Goals Update / Status

- Accreditation (40% is complete, but delayed due to PRC Strategic Plan commitment)
 - Apply Spring 2019 / Applying Fall 2019
 - Submit for Site Visit Winter 2019
 - Site Visit Summer 2019 / Site visit 2020
 - NRPA Accreditation October 2020
- Leave a Legacy in Conservation
 - Develop regional approach to open space acquisition / Begun discussion with Greeley on development of IGA and ongoing discussions of potential acquisition of Shurveiw property
 - Master Plan Kyger parcel / No progress, master plan is proposed on 2020 budget
 - Begin offering environmental education classes / Have offered several throughout the year
 - Paddle the Poudre event to raise awareness - Create interest in river use / No event, however we put summer camp kids in the river, as well as, Windsor Youth Academy participants, river access was ranked at the top of Strategic Master Plan areas for growth by public in survey
 - Take over management of Frank State Wildlife / In progress, Parks & Wildlife has confirmed, anticipate early 2020 finalization
 - Build museum collections facility / Project is 60% complete, scheduled to finish Feb. 2020
- Leave a Legacy in Health & Wellness
 - Nature play & Poudre River access / Day camp kids accessed the river, new nature programs offered this past Spring, summer and Fall for youth and adults, started a field trip program that incorporates out history and access to Windsor Lake on kayaks
 - Sunscreen stations at all community parks / Boardwalk & Chimney Park currently have them, working on grant with Bright Guard to provide stations in all parks

- Ensure programming balance between recreation & competitive athletics / Currently reviewing with Eprep software
- Increase Windsor Lake programming / Purchased more boats and paddle boards for more access to the lake, Master Plan-Lake Operations Plan needs a review-edit in the future to address new wants and needs, PRC Strategic Plan also addressing
- Strive to maintain or exceed 80% of residents within 10 minute walk of a recreation facility or amenity / Department was 92%, not much has changes, Strategic Plan will confirm status
- Leave a Legacy in Social Equity
 - Implement # free days, rentals at lake, CPP, CRC / Held weekly free days all summer at the CRC, CPP and Windsor Lake, participate in PR Month and offered a month full of activities to the community
 - Expand Day Camp, after school, making is super equitable / Added 10 spots due to new agreement for transportation
 - Free swim lessons for all 3rd grade students who are resident of Windsor / We did not receive the grant to accomplish this goal, ran into hurdles at school district, discussing a partnership with local swim lessons to engage all 3rd graders in the community
 - Free Boating or fishing lessons / Not yet begun work in the area, Fishing Derby
 - Expand Senior Lunch to 5 days / Expanded from 3 to 4 days this summer
 - Ensure new development provides adequate open space & trails / In progress as part of PRC Strategic Plan and Transportation Master Plan, completion Spring 2020
 - Improve connectivity, walkability though right of way's, trails and accessible open space / In progress as part of Transportation Master Plan, completion Spring 2020
 - Mr. Mask inquired about ensuring new developments provide adequate open space and trails and the process to do so – only conversations and requests to developers right now, challenges in certain areas due to lack of funds, could go to Town Board to make requirements in future with Transportation Plan
- Customer Service
 - Complete needs analysis for programs and facilities / Being addressed in PRC Strategic Plan, completion is February 2020
 - Survey customers at CRC on service levels with goal of improving by 5% following year, assuming initial survey is 80% positive / Staff creating survey tool, intend to survey this fall, within Strategic Plan survey we received great scores
 - Increase outreach and communication efforts to engage residents, promote transparency and gather public input / Silver Sneakers survey, Strategic Plan, Public Art Plan, Envisio (coming late 2019)
 - Develop a robust training program for the front line staff / CRC completed operations manual and subsequent training guidelines based on manual
 - Develop a Sustainable Volunteer Program / No progress, staffing is required to meet this goal
 - Mr. Morgan inquired about volunteers at Town level – nothing currently, but definite need for it
- Fiscal Responsibility
 - Study and recommend fee structure change for development / Not started, work in 2020, waiting completion of Strategic Plan

- Study and identify other funding mechanisms / Ongoing and park of Strategic Plan
- Create a financing plan to develop parks and recreation facilities that meets the needs and demands of a growing community / Waiting on Strategic Plan completion
- Effectively manage the replacement and repair of existing capital assets / Held annual Shutdown Week, replaces RTU #2, 2020 budget has \$150k in repair, replacement, of assets at CRC, Parks and Facilities teams utilize Samanage and Cartegraph to track work
- Decrease dependency on the General Fund / Ongoing, we are also utilizing Eprep software to review all programs and make changes as necessary, if Wubit approved, this should help in the area of aquatics
- Evaluate and implement business practices, technology and training, professional development to improve organizational effectiveness / Town has invested in Envisio for tracking goal progress, staff has implemented a Rec Trac training monthly, staff is attending IT department trainings in an effort to improve utilization of existing software
 - Mr. Sandlin inquired about budget presentation to Town Board – Capital is Monday September 16th, Operations on Monday, October 7th, will provide updates as PReCAB Board meetings occur

3. PRC Strategic Plan Update

- Strategic Plan objective and process
- Community Engagement
 - www.RecreationLivesHere.com
 - Community meeting discussion
 - Subjective findings on PRC Strengths – quality facilities, staff relationships with guests, museum and activities, proximity of parks and facilities, Community Recreation Center, great youth sports (participation and performance), number of playgrounds, clean parks, concert and special events, trails and connectivity, variety of offerings, sports and responsiveness to new sports
 - Subjective findings on Top Priorities – meet existing need and prioritize, multi-generational sports opportunities, more sports fields and sport courts, maintain high level of service, ease of entry and exit to parks during events, financial sustainability and alternate funding sources, increased awareness, more cultural activities, access for all families (cost & ability to pay), geographic equity of access, manage growth and balance offerings, Riverwalk / river access
 - Statistically Valid Survey Results – Goal 375 responses, actual completed 400 responses, residents were able to return the survey by mail or complete it online, 95% level of confidence and +/- 4.9% margin of error, benchmarked to national averages
 - PowerPoint presentation & discussion held on survey results / data for each question participants answered
- Program Services Assessment
- Next Steps
 - Continue online survey – look at data independently, not statistically valid
 - Benchmark Assessment – sent letter / survey to Gold Medal agencies and towns who have gone through major growth: Cobble, TX, Allen, TX, Castle Rock, CO, Golden, CO & Parker, CO

- Level of Service Analysis – Early October visit from consultants to meet with Mr. Willis and Mr. Worthen
- Visioning – consultants will return in November
- Report to Town Board for adoption in January / February

D. COMMUNICATION

1. Staff

- Mr. Lucas –
 - Future Legends Sports Park, still on time for March 2020, turned in updated concept plans for review, next meeting with them on September 12th
 - Will be out September 14th- 22nd, Ms. Fotsch is in charge
- Mr. Worthen –
 - Technician position was filled internally which leaves a full-time operator position open, will post September 11th and remain open for two weeks
- Ms. Martin –
 - Shutdown Week: new flooring, equipment moved and updated upstairs, feedback has been very positive
- Mr. Willis –
 - Kyger Trail bid is out due on Monday, September 16th, GOCO Grant vote on Sept. 27th, will be attending Colorado Open Space Alliance Conference September, 16th-18th
- Mr. Kawamura –
 - Tree Board is hosting an educational class on What's Sap with Windsor's Trees in lieu of their regular scheduled meeting on September 24th
 - Clean up around Town due to two microbursts
 - Bed renovations at Founder's Park
- Ms. Fotsch –
 - Oktoberfest Sept. 21st, 1-7pm at Boardwalk Park
 - Harvest Fest: kudos to all hands-on deck and all the work and time that was put in during the weeks leading up and days following
 - Public Art Plan: partnership with DOLA and CU Architect Program, preliminary plans completed, looking forward to presenting to PReCAB in possibly January
 - Diving into EPrep and cost recovery / financials for our programs

2. Board

- Mr. Wilson –
 - Pelican public art in round a bout at 7th installation late October / Early November
 - DDA and Brinkman are holding a meeting September 11th about developing back lots behind downtown area, connecting mill to Boardwalk Park, parking lot, condos, possible move of American Legion
 - Poudre Express bus to link UNC to CSU starting Jan 1st, possibly 3 stops with one in Windsor
- Mr. Sandlin –
 - Harvest Festival kudos, great event and bands once again, held a party at pavilion from 3-6pm, will pass along pictures to Ms. Fotsch

E. ADJOURN

Mr. Lightfoot moved to adjourn the meeting. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:15 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 1st day of

October, 2019



Nick Mask/Board Chair
Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist