



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

July 7, 2020 6:00pm
Community Recreation Center
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 Board 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 3, 2020
2. Minutes from May 12, 2020

C. BOARD REVIEW / DISCUSSION

1. Kyger Survey Results – W. Willis
2. Archery Grant Presentation – W. Willis & L. Anderson
3. Fish Passage Project – W. Willis
4. COVID-19 Financial Update
5. Strategic Plan – Final Update

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

August 4, 2020
September 1, 2020

Regular Parks, Recreation & Culture Advisory Board Meeting
Regular Parks, Recreation & Culture Advisory Board 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.

Exceptional Customer Service * Diversity, Equity, Inclusion * Sustainability * Innovation * FUN



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

March 3, 2020, 6:00 P.M.

Public Services Campus

922 N. 15th 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
Matt Morgan
David Sandlin
Patrick Lightfoot(absent)
Michael Nagl
Shawna Hendricks
Ethan Hahn(absent)

Weld RE-4 School Board Liaison
Town Board Liaison

Chris Perkins
Barry Wilson

Also Present:

Public Services Director
Recreation Manager
Operations & Facilities Manager
Open Space & Trails Manager
Park Operations Manager
Culture Supervisor
Administrative Specialist PRC

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

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

Mr. Nagl moved to approve the Agenda as presented. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.

2. Liaison Report

Mr. Wilson / Town Board Liaison:

- PRC Strategic Plan- very well received, recognition of high levels of service and maintenance and comparison to others around the nation
- Fracking in neighborhoods- new state laws based on Senate Bill 181, no industrial operations in residential zones except oil and gas, failed vote 4 to 3, business as usual for now, in July the State will release rules and may produce setbacks
- Transportation Master Plan- presented to Town Board last week, playing catch up with community's growth, Poudre Express now available from Greeley to Fort Collins with stops in Windsor, not only looking at expansion of roads (lane and roundabouts), but other means of travel besides vehicles for residents throughout town in the form of trails and other connectivity

Mr. Perkins Weld RE-4 School District:

- Design advisory committee has been hard at work finalizing concepts of new schools and renovation of middle school, putting together detailed cost modeling with construction

management and general contractors to prepare for the bond and pushing forward with those initiatives

- New principals - Evan Netzer/Skyview and Jen Brownhill/Severance High School

3. Public Invited to be Heard

- No report

B. CONSENT CALENDAR

1. Minutes from February 4, 2020.

Correction Town Board Liaison Report – Town Board Budget \$250,000 for funding for air quality

Mr. Morgan moved to approve February 4, 2020 minutes as amended. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. PRC Strategic Plan

- Draft created by PROS Consulting was presented to Town Board last night, adjust wording slightly and make some minor changes, intention to go back to Town Board for final adoption at the end of this month
- Will be a tool for staff to move forward in order to guide future decisions, actions and steps moving forward in the next 5 years, will be extremely important due to revisit after that time due to our community's fast-paced growth
- Planning Process – Where are we today? Where are we going tomorrow? How do we get there?
- Staff input, site visits, community engagement, statistically valid survey, program and fee analysis
- Program Services Assessment –
 - Program Services Strengths
 - Well-rounded, diverse array of programming
 - Program descriptions effectively communicate the key benefits and goals
 - Current programs have high participation and low cancellation rates
 - Financial practices support a high cost recovery goal with varied differential pricing strategies
 - Dedicated staff with heavy customer service focus
 - Location, fees and quality of programs help drive participation
 - Participants get their marketing through word of mouth, activity guide and website
 - Programs are heavily supported through participation -waitlists are used regularly
 - Program Services Opportunities
 - Seek to become CAPRA Accredited
 - Evaluate core programs and individual programs annually
 - Develop and implement a written formal program development process
 - Develop Emergency Action Plans- by location for programs/events
 - Update cost recovery policy and create performance metrics for programs
 - Enhance marketing and messaging to reach target markets for all offerings
 - Increase program equity with greater distribution across multiple sites using GIS
- Site Assessments
 - Site and Facility Strengths
 - Quality & level of service by Town is excellent (recreational and site amenities, public art, interpretive signage, landscaping, CPTED, etc.)

- Number of experiences across all park offerings
 - Maximizing available spaces – sports field overlay, office space, hallways, bump outs
 - New facility hub at DPW
 - NRPA Pillars – Health & Wellness, Conservation, Social Equity (e.g. stormwater BMPs, number of experiences, wide segment appeal, natural and man-made integration, and ADA access)
 - Cultural heritage and assets are preserved and celebrated
 - Playgrounds – toddler/youth combined
 - Trail quality and level of service
- Site & Facility Opportunities
 - Develop site master plans -open space, undeveloped property, redevelopment
 - Update aging playgrounds and repair surfacing
 - Update digital promotions until development settles down
 - Develop land acquisition criteria for vetting opportunities to accept/ purchase property
 - Update the Maintenance Management Plan – in progress
 - Conduct feasibility studies for high priority investments and business plans for revenue generating facilities
 - Improve deteriorating sections of trails, improve crossing (Kodak Rd.), enhance trailheads and add standards
 - Increase access to water-based recreation resources
 - Land use/management policy – environmental conditions, developed vs. undeveloped, O&M
- Benchmark Overview
 - Compared Windsor to other communities who are CAPRA Accredited, NRPA Gold Medal Winners, and who have gone through similar population growth patterns
 - Allen Parks & Recreation Dept/Texas, Park District of Oak Park/Illinois, Castle Rock Parks & Recreation/Colorado, Golden Parks & Recreation/Colorado and Parker Parks & Recreation/Colorado
 - Windsor currently ranks above the National Best Practice in the areas of Parks, Trails, and Indoor Recreation Space, but as time goes on and population continues to rise, that will not be the case for long
- Statistically Valid Survey
 - Goal 375 responses; 400 actual completed responses
 - Residents were able to return the survey by mail or complete it online
 - 95% level of confidence and +/- 4.9% margin of error
 - Primary reasons respondent households participate in programs (one of their top 3 choices)
 - Location of program facility – 61%
 - Fees charges for class – 38%
 - Quality of program facility – 32%
 - Times program is offered – 27%
 - Reasons preventing use of parks, recreation facilities and programs (multiple choices could be made)
 - Not enough time – 28%
 - I do not know what is being offered – 23%
 - Program times are not convenient – 20%
 - Class full – 18%
 - Most preferred sources of information (one of their top three choices)
 - Parks, Recreation & Culture Activity Guide – 52%

- Town of Windsor website – 49%
 - Social Media – 35%
 - Word of mouth (friends & neighbors) – 30%
 - Level of agreement with various statements concerning potential benefits of Parks & Recreation System
 - Makes Windsor a more desirable place to live – 52% strongly agree, 42% agree
 - Preserves open space & protects environment – 42% strongly agree, 44% agree
 - Improves my physical health & fitness – 41% strongly agree, 43% agree
 - Helps keeps kids out of trouble – 25% strongly agree, 51% agree
 - Items most willing to fund with tax dollars (one of their top four choices)
 - Develop additional trails & connectivity of trails throughout the community – 44%
 - Acquire open space for passive activities – 39%
 - Upgrade existing multipurpose trails – 25%
 - Upgrade existing outdoor pool – 22%
 - Develop a new community recreation facility – 20%
 - Mechanisms respondents most support using to fund items (one of their top two choices)
 - User fees by patrons – 49%
 - A local sales tax increase – 46%
 - An increase to local property taxes – 14%
 - I do not support any of these – 13%
 - Don't know or not sure – 16%
 - Prioritization of \$100 for parks and recreation
 - Maintenance of parks/trails & facilities – 26%
 - Acquire/construct open space & trails – 25%
 - Indoor multi-generation, multi-use recreation facilities – 18%
 - Outdoor facilities (athletics, parks, etc.) – 16%
 - Other – 16%
 - Top priorities for investment for recreation facilities based on the priority investment rating (high priority 100+)
 - River access/riverwalk – 160
 - Mountain bike & hiking trails – 149
 - Natural areas/wildlife habitats – 149
 - Walking trails – 148
 - Outdoor splash parks – 141
 - Community recreation centers – 138
 - Paved greenway trails – 130
 - Boating/canoeing/kayaking facilities – 128
 - Indoor swimming pool – 125
 - Botanical gardens/arboretum – 108
 - Top priorities for investment for recreation programs based on the priority investment rating (high priority 100+)
 - Farmer's Market – 200
 - Adult fitness & wellness programs – 178
 - Special events -116
 - Outdoor adventure programs – 109
 - Nature programs – 106
- Core Values
 - Exceptional Customer Experiences
 - Diversity, Equity, and Inclusion
 - Innovation
 - Sustainability

- FUN
- Vision
 - To be the national leader in exceptional recreation experiences
- Mission
 - To Build Community
- Big Moves
 - New Signature Facility – that compliments the current recreation center, providing spaces that currently exists and need more capacity and new spaces, fieldhouse, cultural center and arts facility
 - Focus on Planning & Executing – Master Plan and specific focus plans for Major Functions and Services
 - Funding – start a foundation and identify dedicated funding sources (e.g. public funding, community support, partnerships, etc.)
 - Technology – integration into all aspects of operations
 - Enhance culture of Customer Service excellence – customer service training from top to bottom
- Next Steps
 - Board adoption
 - Final Report
 - Public viewing through Envisio software
 - Focusing on Windsor residents

2. Public Art Master Plan

- Presented by Laura Browarny/Culture Supervisor, Carolyn Wagner Snyder in attendance
- Presented draft at a work session with Town Board, will go back next Monday for final adoption, Windsor may be slightly behind in public art, but is in a good position and plenty of opportunities to grow with this plan as a guide and receive public support
- Master Planning Team – University of Colorado Denver and DOLA
 - A team of graduate students in the fields of Landscape Architecture and Historic Preservation worked alongside an advisor from the University Technical Assistance Program to complete the plan
- Guiding Principles
 - Engaging – The Town the Windsor promotes a sense of place within the community. Public Art will encourage residents to interact with their environment in new and exciting ways
 - Inclusive – The Town of Windsor values diversity and strives to promote equity in all of its programs. Public Art will be accessible to all people regardless of age, race, or socioeconomic status
 - Relevant – The Town of Windsor is a modern town with historical roots. Both of these aspects are key to the community’s identity, and Public Art will help illustrate how Windsor is inspired by the past and looking toward the future
- Districting Approach – broke up the Town by areas that tend to have common architecture, age and industrial traits (Northwest, Northeast, Od Town, West, Southeast, Industrial)
- 633 total number of survey respondents
 - Would you like to see more artwork in Windsor?
 - Yes 83%, No 5%, Neutral 12%
 - Would you support the Town designating a portion of funding for Public Art?
 - Yes 66%, No 14%, Neutral 20%
 - Top 3 locations for art
 - Downtown, Parks, Trails & Pathways

- Types of art that could be included in the plan
 - Sculpture, infrastructure, murals, environmental, community art, temporary installations
- Priority sites for public artwork
 - Short Term – Recreation Center, Jacoby Farm Historic Site, Ditch Trail connecting Windsor Lake and Jacoby Farm
 - Long Term – Tacinca Park (2021), Harmony Road Corridor
- Recommendations
 - Create a Public Art Advisory Committee to oversee art selection, commissions, budgets, community input, and management
 - Create a management plan to ensure that there are procedures in place for a care, cleaning, repair, and potential removal of all public art
 - Look to other cities for ideas and inspiration, Loveland and Greeley can both provide valuable insights
 - Continue to involve the public as much as possible

3. Future Legends Update

- Drawings and concepts are done
- Town Board approved last week an extension for the two fields due to snow, now June deadline for sod, this will extend final completion date of project
- Still working through an Operations Agreement
- Will start construction on other fields once weather gets better with the intention of being done by Spring of 2021
- Nothing will change for us this year as for as usage and maintenance
- Fields will sit for summer and expected to be for soccer and football use this fall
- Other amenities will include – additional fields, a miracle field (all turf), dormitories, stadium (received fees for foundation review, will house minor league baseball, minor league soccer, and professional women’s soccer teams, seat about 4,000 with capacity of up to 20,000 for concerts), indoor dome facility with synthetic turf and sport court, additional parking, bar/restaurant, hotels, other areas still in concept for future retail

4. Public Services Department Update

- Mr. Lucas’ new role as Director of Public Service – oversees Parks, Recreation & Culture and Public Works
 - Focus on efficiencies and process improvement, vision/strategic plan, workplace culture, and the future of Windsor
 - Advertise for Deputy Director of Parks, Recreation & Culture in near future
 - Terry Walker/Director of Public Works had announced his retirement for late September

D. COMMUNICATION

1. Staff

- Staff Report
 - New format, less time consuming, very well received by board
- Ms. Fotsch
 - Continuing the focus on workplace culture with staff
 - Junior Achievement for 3rd-5th graders at Mountain View on March 17th to talk about jobs in local government within the departments of PRC, finance and public works
 - Summer hiring time – aquatics positions have been posted
 - RFP Bids are out for concessions/liquor for Yappy Hour and Oktoberfest

- Mr. Willis
 - Still recruiting for Open Space and Trails Technician, full time position
 - Poudre Pour at the end of the month at Boardwalk Park, will send out reminder/invite
 - Capital Improvement Projects – fieldtrip to look at other riverwalks in Lyons, Boulder and Loveland
 - Attended HOA meeting with Mr. Wilson
 - Kyger construction starting this week and completion by early May
- Mr. Worthen
 - Senior Technician position filled, 12 applicants
 - 392/257 beautification near cemetery, irrigation improvements, treasure island upgrades
- Ms. Martin
 - Focus on facilities team which is currently down 3 positions, have used facility techs to help during days hours, and working on creative ways to find coverage while meeting cleaning needs

2. Board

- No Report

E. ADJOURN

Mr. Sandlin moved to adjourn the meeting. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 8:02 P.M.

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



JOINT PARKS, RECREATION & CULTURE & TREE BOARD ADVISORY BOARD

MEETING

May 12, 2020 5:00pm

Zoom Meeting

Please click the link below to join the webinar:

https://windsorgov.zoom.us/j/97104786313?pwd=NjhjSWM5b1dsbkVseHNkOTJlbnS9GZz09

Password: 171096

Minutes

A. CALL TO ORDER

Mr. Mask called the meeting to order at 5:05 PM

1. Roll Call

The following PReCAB members were present:

- | | |
|--------------------------------|-----------------------|
| | Nick Mask |
| | Matt Morgan |
| | David Sandlin(absent) |
| | Patrick Lightfoot |
| | Michael Nagl |
| | Shawna Hendricks |
| | Ethan Hahn(absent) |
| Weld RE-4 School Board Liaison | Chris Perkins |
| Town Board Liaison | Victor Tallon |

The following Tree Board Members were present:

- Alison O'Connor
- Wendy Ball(absent)
- Sue Bielawski
- John Pankonin(absent)
- Rebekah Wilson
- Bill Monroe(absent)
- DJ Calvin(absent)
- Neva Peltz(absent)

Also Present:

- | | |
|---------------------------------|-----------------|
| Director of Public Service | Eric Lucas |
| Acting Deputy Director of PRC | Tara Fotsch |
| Operations & Facilities Manager | Kendra Martin |
| Open Space & Trails Manager | Wade Willis |
| Park Operations Manager | Bob Worthen |
| Town Forester | Ken Kawamura |
| Administrative Specialist PRC | Kristy Zulkoski |

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

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

3. Liaison Reports

Mr. Tallon / Town Board Liaison:

- Expressed gratitude for everyone's hard work, especially PRC Department, for their willingness to change positions, keep up with demands and make sure all is still moving along

Mr. Perkins / Weld RE-4 School District:

- Finishing the school year with remote learning

- Graduation will be a virtual ceremony, has been scheduled
- Budget is unknown at this time, the State has not been meeting and there have been no updates, likely not going to be good, planning out scenarios with about 5-10% reduction of dollars, however, have been hearing that numbers could be upwards to about 30% reduction for funding for schools, the State has about \$3.3 billion short-come for funding which will greatly impact future distributions, until the General Assembly meets again, the district is still waiting
- District continues to distribute free meals to kids, more than 70,000 served to date
- No recommendations for the fall as of yet, hoping for more updates in July, told to plan for the worst and hope for the best, with more information to come
- Due to the current situation and financial/economic impact of COVID and oil and gas, the District will not move forward with the upcoming bond initiatives this fall

4. Public Invited to be Heard

- No report

B. BOARD REVIEW / DISCUSSION

1. COVID-19 Update (Ms. Fotsch/Mr. Lucas)

- General Updates
 - Playgrounds, tennis courts, shelters, swim beach and facilities remain closed for the month of May
 - Trails and park spaces remain open and are heavily used
 - Spring sports were cancelled while the beginning of summer sports are still on a delayed start
 - Barriers have been installed at the CRC, Windsor Lake, and Chimney Park Pool for the anticipated openings
 - 10 Part Time recreation employees were furloughed and 32 were repurposed in the Parks Division
 - Special Events though June have been cancelled
 - Farmer's Market anticipated opening late June
 - Currently on a hiring freeze for all Full Time and Seasonal positions
 - Budget cuts – Capital and General Fund
- Division Updates
 - Parks
 - Spring maintenance and start-ups are in full swing – aeration, irrigation start-ups, fertilizing, spring bed clean up and much more
 - Mowing contract has been put on hold and Part Time staff have been repurposed and became part of a mow crew
 - Staff are preparing all parks and the cemetery for Memorial Day weekend
 - Forestry
 - The flowers for the pots and beds have arrived and will be planted this week around town
 - Planted trees in Town Board grove for outgoing members
 - Cancelled Arbor Day celebrations
 - Held Tree Sale – sold and delivered 49 trees in the community
 - Risk tree assessments have been completed
 - Treasure Island is starting up with their plantings
 - Roundabout spring clean-up is wrapping up
 - Open Space & Trails
 - Kyger Trail project continues to make strong progress, with opening anticipated the week of May 20th

- Mr. Willis and Mr. Ian McCargar/Town Attorney continue to review Frank State record documents - many of the documents that Parks and Wildlife provided make reference to other documents that we are requesting for review, considering the easement was originally dedicated in 1967, it's no surprise that modifications with different land owners would have occurred, Mr. Willis and Mr. McCargar meet weekly to review documents and keep the project moving forward
 - Held kick off meeting for Colorado Boulevard and #2 Ditch Trail Project – the trail improvements will be interwoven with the 392 and Colorado intersection improvements, fortunately, able to award the design development of both projects with a single design engineering firm
 - Trail usage has skyrocketed and the EcoCounter numbers at the #2 Ditch Trail, Boardwalk Park, Eastman Park and Poudre East prove it
 - Recreation
 - Athletics Team has spent the past month assisting with the prep and maintenance of the 3 athletic complexes, due to the cancellations, it has allowed for many projects to be completed
 - Staff are working on preparing for the tentative opening of Summer Day Camp post Memorial Day
 - Programmers are working on smaller scaled park programs to hopefully roll out in June
 - CARA Sports for the summer have been cancelled, if restrictions are lifted we will run our own in-house programs without competitions
 - Over 600 meals a week have been served since mid March, lunch sponsors include Heidi Washburn/State Farm, Oak Valley Homes, and On Target Roofing
 - Community Recreation Center
 - Teams completed a Shut Down Week cleaning of the CRC this past month – wood floors have been refinished, pools drained, cleaned and filled, carpets cleaned, walls painted
 - One on one personal training began last week with 33 sessions being held
 - CRC users survey has been sent out
 - Culture
 - The Collections move will be gin on May 20th to the new facility
 - Out first virtual Make & Take program begins next week
 - Jacoby Farm clean up has begun, staff and teams of Part Time employees have begun this big project of cleaning up the site
 - Budget Updates
 - Reduced CIP by \$11,564,606
 - Infrastructure - \$2,677,281
 - Quality of Life - \$5,031,000
 - Small Town Feel - \$1,342,000
 - Economic Sustainability & Vibrancy - \$170,000
 - Safety - \$2,345,325
 - Health of Capital Fund Balances after Reduction of Expenses

Fund	2020 Fund Balance Compliance Requirement	2021 Budgeted Fund Balance	2021 Estimate Fund Balance
Park Improvement Fund (A-22)	\$870,164	\$8,435,369	\$11,957,321
Conservation Fund (A-25)	\$113,000	\$1,550,047	\$1,874,046
Capital Improvement Fund (A-39)	\$7,227,195	\$8,550,126	\$7,227,523
Water Fund (A-39 thru A-44)	\$6,810,716	\$20,010,500	\$25,286,663
Sewer Fund (A-45 thru A-49)	\$1,778,862	\$13,420,735	\$16,899,970
Storm Drainage Fund (A-50 thru A-52)	\$917,125	\$3,694,735	\$3,865,421

- Reduced General Fund by \$8,253,092
 - Surplus from 2019: \$2,458,727

- Surplus from 2020: \$3,187,424
- Hiring Freeze: \$657,650
- Identified Non-Essential Department Expenditures: \$1,417,637
 - Staff & Board Development: \$221,349
 - Recycling Center: \$99,546
 - Stripping & Thermal Marking: \$205,000
- Parks: (\$41,037)
- Forestry: (\$43,010)
- Cemetery: (\$9,450)
- Open Space & Trails: (\$70,515)
- Recreation: (\$5,262)
- Aquatics: (\$11,990)
- Community Events: (\$15,900)
- Art & Heritage: (\$4,154)
- CRC: (\$5,277)
- CRCX: (\$210,916)
- Health of Operating Fund Balances after Reduction of Expenses

Fund	2020 Fund Balance Compliance Requirement	2021 Budgeted Fund Balance	2021 Estimate Fund Balance
General Fund (A-20)	\$4,550,996	\$16,022,726	\$15,256,977
Community/Rec Center Fund (A-38)	\$626,109	\$346,393	\$86,500
CRC Expansion Fund (A-66)	\$ 1,739,715	\$10,885,193	\$9,074,320

- Staff Shout Outs
 - The Parks Crew has maintained the Parks and restrooms for the past two months by doing extra sanitizing, cleaning of restrooms and trash runs that have multiplied due to heavy use, they have beyond proven themselves as essential employees
 - Since March 17th, Ms. Martin was asked to handle everything related to the Recreation and Culture teams and facilities, she has not only met the challenge, but has exceed expectations by creating work flow schedules, tasks lists, and reporting functions for all employees, worked with staff to update website, transfer work to applicable staff, proof documents to be mailed to members, led budget reduction recommendation efforts from Rec, Culture, CRC, CRCX, and Facilities, provided sound council for PS Director of a variety of topics, attended every Senior Lunch service 5 days a week, shifted custodial priorities to cover public works staff so that open buildings can maintain cleaning standards
 - Many employees under the direction of Mr. Eckhardt and Ms. Martin have made senior lunches happen every day, deliveries are made right to the cars while staff mask up with smiles underneath to make sure our community members continue to receive well-balanced meals, five days a week
 - Ms. Zimdahl, Ms. Spykstra, Mr. Anderson and Mr. Sandin volunteered to assist with counting the election ballots to ensure that the election still went on, they dedicated over a week to assisting the Town Clerk
 - Autumn Chub and Jayna St. John (two lifeguards from the CRC) reached out and volunteered to work anywhere, they were then tasked with becoming part of the mow crew and they are killing it, their enthusiasm and character have been an appreciated addition
 - The CRC Facilities Team jumped in when needed and were willing to go anywhere, they have filled in at other facilities while they were short handed and trained other Division's Teams to do services that typically have been contracted out, they have deep cleaned and done contractor's jobs to save the Town money

C. COMMUNICATION

1. Staff

Mr. Lucas

- Diamond Valley/Future Legends update – last night Town Board approved Business Improvement District allowing them to create their own taxing district including a new parcel that was just purchased on the property, get funding and financing going, announced that they now have a private investor will now sell bonds soon, June 1st deadline to complete fields with lights, lights will not happen, expecting an extension until August 1st, staff has proposed that this will be the last extension on the Town’s end, working on solidifying operations agreement and Town’s use of site, footing for the stadium has been approved, expecting footers are in ground in June for use next spring
- No June Meeting for PReCAB, will meet in July either by Zoom or in-person

2. Board

Ms. O’Connor / Tree Board Chair

- Cancellation of Arbor Day – Tree Board, along with Mr. Kawamura, still plan on honoring the winners of poster contest, working out the details
- Sick Tree Day – June 23rd, if restrictions allow, takes the place of regularly scheduled meeting

E. ADJOURN

Mr. Morgan moved to adjourn the meeting. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 5:58 P.M.

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

Parks, Recreation & Culture Advisory Board Update – July 2020

Greetings Board Members! We have missed interacting with you over the past few months and are excited to reconnect on the 7th of July! We are excited to catch up on some exciting new happenings and projects that are still under way even during these trying times. We would also like to take some time recognize some of the staff that have jumped into roles completely opposite of what they were hired for and did it with great enthusiasm.

If you are unable to attend the board meeting please let me know as soon as possible. If you have any questions in the meantime please feel free to reach out to me.

Have a safe and fun 4th of July!

Tara Fotsch, CPRE
Acting Deputy Director Parks, Recreation & Culture
ffotsch@windsorgov.com
970-674-3512

Here are few Department updates from the month of June:

Parks –

- Parks awarded the annual mowing contract to All Terrain landscape and they commenced mowing operations in late June. Aquatics and Fleet Part Time staff filled this role for the months of May through mid_ June. The mowing contract includes mowing, trimming and blowing off at neighborhood parks, the CRC and the Police Department.
- Parks are continuing to hire for their seasonal roles. The Division was approved to hire 6 seasonal employees late in the season to assist with the demand in all of the parks and trails.
- Final landscape construction is scheduled for the roundabout at 13th/New Liberty next week. The work is the balance of carryover from fall of 2019 and is being contracted by Innovative Site Services.
- Forestry and Horticulture coordinated the installation of a new shelter and storage trailer at Treasure Island this month.
- Forestry and Horticulture staff held Sick Tree Day whereby 29 households were visited for tree assessments and advice.

Trails & Open Space

- The Kyger trail is showing continued strong use with a 12 day snapshot we are seeing an average of 131 people per day looping the trail. Of interest is that weekend use is just slightly higher than weekday use.
- Met on Archery Range Grant and developed a schedule for completion of the project. Parks and Wildlife anticipates approximately 2 months to complete development and execution of a contract with the Town. At this point we are planning on late fall construction utilizing volunteer groups and some contract labor. The parking lot will be designed by Town Engineering staff and will go out for bid in winter/spring of 2021.
- Participated in a Poudre River Initiative zoom meeting with Greeley and Coalition for the Poudre River Watershed staff. Of interest at the Poudre River Initiative meeting, Greeley is moving forward with their Natural Areas Master Plan with the intent of preparing for the potential dedicated tax request to Greeley voters.
- Wade and Ian met with Parks and Wildlife to discuss next steps on the FSWA easement conveyance. We have discovered a step was not taken when Parks and Wildlife negotiated the easements from Hall. Since there is no record of that action occurring, a more in-depth look is required to determine whether the Frank Easements will fit the Town's plans. A real estate specialist has been hired who will do a deeper dive into all of the existing easements. As staff we do not see this as a deal breaker, but want to have a thorough understanding of what we would be accepting.

RECREATION –

Community Recreation Center

- The CRC has seen 14,604 visitors for the month of June with the restrictions of 50 people per 1 hour and 15 minute time slots. Last year in June we had 28,922 users through our front doors.
- We are averaging 1,200 filled spots during the course of the week.
- Senior lunch numbers have maintained for the month of June averaging around 65 customers per day. Meals are available Monday through Friday and are a suggested donation of \$4.
- Fitness Classes have all resumed back in house with the exception of the Silver Sneaker classes which are still being offered through Zoom.

Aquatics

- Chimney Park pool has been selling out for the majority of its days since opening in June. We sold 3,949 spots out of 4,750 for the month. Many of the spots fill up as soon as the registration opens.
- Windsor Lake has been very busy since the swim beach and rentals opened to the public.
- We have sold over 290 non-motorized annual permits and 202 non-motorized daily permits in 2020 compared to 169 annual and 55 daily in 2019.

Athletics

- Fall Athletic Registration opened this past Monday with a total of 509 registrations done in the first day.
- T-ball, Baseball and Softball began in mid-June. We had 558 participants enrolled that continued on for the season. In 2019 we had 829 enrolled in our Summer baseball and softball program. The feedback we have received from those that have cancelled was that they felt the COVID restrictions were too much.
- Practice and games have been in full swing for the past three weeks. Staff continue to educate parents, coaches and other spectators on our new guidelines and restrictions and are often met with resistance but they have held in their and continue to do their best to encourage individuals to follow the set guidelines so we can continue to play.

CULTURE –

- Summer Museum Camps and programs are happening on a daily basis at the Windsor History Museum (formerly Boardwalk Park Museums). These camps and programs each maxed out shortly after they were advertised.
- The Museum Team spent the early Winter months in a branding project to create a logo and branding for the current buildings that we have in our collection. We will share the findings and plans to roll it out in a future meeting.
- The Windsor History Museum opened in conjunction with the Farmer's Market and had over 40 visitors on our first day.
- The Town of Windsor Museums/Collections are collecting COVID-19 related stories, artifacts, photos and more. Please check out our website to submit.

SPECIAL EVENTS –

- We hope you enjoy the fireworks this weekend in its new location. We are appreciative that we were still able to offer this fun event that many look forward to every year.
- We are hoping to get our Movies in the Park series going in mid-July to offer a safe, social distancing activity for families.
- All other events are still on hold for the upcoming months until more restrictions are lifted.