



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

November 3, 2020 6:00pm

Public Services Campus

922 N. 15th Street

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 October 6, 2020

C. BOARD REVIEW / DISCUSSION

1. 2021 Operations Budget Review

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

December 1, 2020 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.

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



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

October 6, 2020, 6:00P.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
Patrick Lightfoot(absent)
Michael Nagl
Shawna Hendricks
Lainie Peltz
Heidi Hammer
Ethan Hahn

Weld RE-4 School Board Liaison
Town Board Liaison

Chris Perkins
Victor Tallon

Also Present:

Public Services Director
Deputy Director PRC
Operations & Facilities Manager
Open Space & Trails Manager
Park Operations Manager
Town Forester
Business Supervisor
Administrative Specialist

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

Introduction of new Board members

- Lainie Peltz – Windsor resident for the last 20 years
- Heidi Hammer – Special Education teacher, has lived in the Windsor for about 2 ½ years

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

- Addition of September 1, 2020 Executive Session Minutes to Consent Calendar

Mr. Mask moved to approve the Agenda as amended. Mr. Hahn seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Liaison / Mr. Tallon

- Capital Improvement tour with Town Board and Mr. Lucas, looked at Poudre River project, great things coming to the community which will attract many people, excited to be a part of the organization

Weld RE-4 School District / Mr. Perkins

- No Report

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from August 4, 2020
2. Minutes from September 1, 2020 (Executive Session)

Mr. Hahn moved to approve the August 4, 2020 and September 1, 2020 minutes as presented. Mr. Mask seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. 2021 Budget Review
 - Capital Improvement Requests
 - 2021 Funds Overview

FUND	2021 ESTIMATED BEGINNING FUND BALANCES	2021 ESTIMATED MINIMUM FUND BALANCES	PROJECTED REVENUES	PROJECTED EXPENDITURES	2021 ESTIMATED ENDING FUND BALANCES	OVER/(UNDER) MINIMUM FUND BALANCE
Park Improvement Fund	\$ 12,924,785	\$ 828,595	\$ 3,048,667	\$ 5,222,021	\$ 10,751,431	\$ 9,922,836
Conservation Trust Fund	\$ 423,814	\$ -	\$ 387,594	\$ 520,000	\$ 291,408	\$ 291,408
Capital Improvement Fund	\$ 13,419,374	\$ 7,758,716	\$ 14,538,995	\$ 20,357,638	\$ 7,600,731	\$ (157,985)
Water Fund	\$ 26,927,981	\$ 2,558,780	\$ 10,964,083	\$ 10,893,620	\$ 26,998,444	\$ 24,439,664
Sewer Fund	\$ 15,886,357	\$ 1,678,639	\$ 4,357,057	\$ 6,991,430	\$ 13,251,984	\$ 11,573,345
Storm Drainage Fund	\$ 3,622,757	\$ 634,333	\$ 2,243,004	\$ 1,915,681	\$ 3,950,080	\$ 3,315,748

Project Name	Priority	Focus Area	2021
Park Improvement Fund			
Riverwalk and South Side Master Plan	Priority I -MUST DO	Sustainable Infrastructure	\$ 3,700,000
Colorado Blvd. Trail (LCOS)	Priority I -MUST DO	Sustainable Infrastructure	\$ 365,875
7th Street Pedestrian Bridge (50%)	Priority III -COULD DO	Sustainable Infrastructure	\$ 337,500
Windsor Trail System - Poudre Bridge (LCOS)	Priority I -MUST DO	Sustainable Infrastructure	\$ 678,063
Neighborhood Parks	Priority I -MUST DO	Sustainable Infrastructure	\$ 110,000
2021 Proposed Totals			\$ 5,191,438

Original cost for the Poudre Bridge construction was \$150,000. The new estimate of \$678,063 will be fully funded with Larimer County Open Space dollars.

- 2021 Proposed Capital
 - Eaton House - \$300,000 renovation to develop a business incubator
- 2. Park Improvement Fund
 - Eastman Park South / Riverwalk
 - Phase I Recap
 - Construction Fall/Winter 2020-21
 - \$1.6 Million
 - Parking improvements (160 spaces)

- 2 river put in / take out points
 - 120 ft river overlook
- Phase II
 - Land acquisition \$500,000
 - Protect river corridor / buffer, creation of additional access, private business partnership
 - Design / construction Fall/Winter 2021-22
 - \$3,200,000
 - Design / Engineering \$480,000
 - Wetland mitigation \$900,000
 - Drive / parking improvements \$200,000
 - Trails, classroom & nature playground \$220,000
 - 2 river access points \$100,000
 - Bridge \$600,000
 - Overlook expansion \$700,000
 - In channel improvement \$100,000
 - Treasure Island Garden expansion \$300,000
- Funding
 - Total Phase II \$3,700,000
 - Land Acquisition \$500,000 – cash / fee in lieu fund, balance is \$735,000
 - Construction – NISP \$1,000,000, Community Park Fund \$2,200,000, Balance \$3.1 million
 - Mr. Hahn inquired about public transportation to the area
 - Public transportation does not stop near there
 - Mr. Mask inquired about funding from NISP and too many strings attached
 - Still in negotiations, did narrow the amount of acreage, originally going to fund \$2.5 million, currently around the \$1 million mark, but may getting more due to Phases III & IV in areas where they will obtain wetland mitigation credits
- Neighborhood Parks
 - Harmony Ridge Park design \$100,000
 - Windsor Village playground replacement \$300,000
 - Jacoby Farm \$10,000
- Conservation Trust Fund
 - Windsor Trail System
 - Trail & bridge construction at CR17 \$550,000 (adjustments for Thornton Pipeline)
 - 17th Street Jacoby Road South to Main Street at High Hops \$100,000
 - Poudre Trail System
 - Flood Resiliency Plan \$75,000
 - Trail repairs at Water Valley \$45,000
 - West bank repair design and permitting \$35,000
 - Kodak Watchable Wildlife Area
 - Archery Range expansion \$130,000 (grant funding of \$100,000 received)
 - Trails & Open Space Master Plan \$50,000
- Capital Improvement Fund
 - Cemetery Restoration / Improvements
 - Landscaping between Highways 392 and 257 \$100,000
 - Community Parks Improvements
 - Chimney Park \$50,000 – pool replacement /expansion study
 - Boardwalk Park \$40,000
 - Eastman Park \$70,000 – acquisition of sewage grinder pump

- CRC Expansion Fund
 - Community Recreation Center Improvements
 - Roof top unit replacement (x2) \$140,000
 - Kitchen floor replacement \$30,000
 - Locker replacement in current locker room \$75,000
 - Miscellaneous items \$41,000 – Evergreen baseboard replacements, entrance carpet replacement, activity pool structure, pool caulking, locker bench replacements
 - Mr. Mask inquired about replacement of Boardwalk Park play structure
 - Beyond 5 year capital, usual lifetime is about 10 years, heavily used, expect to come back to PReCAB and Town Board in 2-3 years

3. 2020 Project Update

- Jacoby Farm clean up – completed
 - \$10,000 carry over item, repurposed staff (lifeguards) during COVID to help, Parks staff has worked on irrigation and cleaning up trees/weeds
- Museum Collections Facility – completed
 - Moved over 39,000 items
 - Thousands of items have not been approved for accession, will be presented to the Board over the next year
- New Liberty/WCR 13 roundabout landscaping
- Construction of #2 Ditch Trail connection (High Hops to CR 13) – in progress now
- Windsor Trail System – trail from south side Poudre River at CR13 to Hwy 392 intersection
- Phase I Riverwalk project – construction starting in next couple of weeks

D. COMMUNICATION

1. Staff

- Ms. Martin
 - Winterization on facilities done and preparing Chimney Park Pool for closure, working with Mr. Worthen’s team on Parks buildings and irrigation
 - CRC will be a voting site while maintaining COVID restrictions and keeping patrons safe
 - Facilities crew has been tasked to help work with snow operations, learning a lot to be prepared since this is new to staff
- Mr. Worthen
 - In process of hiring a technician, currently 35 applicants
 - Water audit on all irrigation systems of 6 different parks completed 2 weeks ago
- Mr. Willis
 - Getting ready for capital projects
 - Eastman Park Corridor Study, project kicked off today, planning for vehicular and pedestrian traffic east of Hwy 257 which includes Future Legends Park, Great Western industrial park, combination of residential and industrial vision
 - Large signs promoting planning efforts to change the look of 7th Street and Walnut due high volume and future safety
 - Participating in Greeley’s Master Plan tomorrow
- Mr. Kawamura
 - Tree Board held a Work Session for planning 2021, still unknown due to being very publicly involved, Jason King appointed as new member, 2 vacancies remain
 - Horticulture changed over pot plantings from summer to fall
 - Staff assisted with American flags displayed throughout downtown
 - Master Gardener training class held a Tree Walk at Main Park

- Ms. Fotsch
 - Transitioned from summer day camp to middle school hybrid camp, 5 days a week, 15-20 kids check in, school in the morning, rec activities in afternoon such as swimming, kayaking, open gym
 - Activity Guide for November & December will come out October 14th, will get back to 4-month guides for the new year
 - Able to submit requests for gym space to the school district, hoping to offer more this winter
 - Halloween Carnival at Windsor History Museum at Boardwalk Park, sign up registration for 50 participants every half hour to help with restrictions
 - Participating in snow training, getting ready for the winter season
 - Continued work with GreenPlay to help on how to fund the Park Improvement Fund, have not raised rates, looking at trends across the nation, hoping to present to the Board in January
 - A variety of park ordinances will be coming to the Board that Mr. Willis has been working on with the Town Attorney
 - Moving forward with a Public Art Commission
 - Recreation Staff Meeting – wanting to bring back different staff to share with Board on what they do and projects they are working on
- Mr. Lucas
 - Snow season is upon us, getting equipment and teams ready, more effort on the roads to increase customer satisfaction in terms of removal
 - Town’s Strategic Plan is live on website, currently working on assigning specific tasks/action steps to staff
 - Continued work on Performance Based Budgeting, which is new to the Town, will take the entire year to get through
 - Town has asked residents to turn off water on Oct 1st to help with product at Horsetooth, the Town is following that request as well, and stopping irrigation with the exception of one park

2. Board

- Mr. Mask- inquired about how does PRC arrive at a capacity number at facilities for certain programming, especially sports fields
 - Ms. Fotsch – bring in athletics team to discuss field use and impact, right now during COVID the team has had to be creative on how to encourage social distancing, and number restrictions given by the Governor, looking further into proposing new fee structure for residents vs non-residents in order to meet community’s needs first

E. ADJOURN

Mr. Mask moved to adjourn the meeting. Mr. Hahn seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 6:57 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 – November 2020

Greetings Board Members! Your meeting agenda will include a review of the proposed 2021 operations budget. We met with the Town Board this past weekend and will follow up with them on November 9th.

Please note that we will be meeting at the **Public Services Facility** at 6 pm. We will not be meeting at the Community Recreation Center due to it being an election site. Masks are required in our facility and we will make sure that all seats are appropriately distanced. If you are unable to attend the board meeting please let me know as soon as possible and we will send you a zoom invite. If you have any questions in the meantime please feel free to reach out to me.

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

Here are few Department updates from the month of October:

Parks –

- Parks , Forestry and Horticultural all assisted Public Works in our annual Cleanup Days held October 2nd and 3rd. The event was a huge success!
- Parks filled the Hybrid Technician position and has been offered to our internal candidate Kyle Nelson. An offer was also made this week for the open Park Operator.
- Snow operations trainings are well underway as all staff prepare for winter. The teams did a great job this past week with their first storm!
- Forestry staff have begun plans for ten replacement trees scheduled for this fall
- Parks and Forestry staff have done a great job cleaning up the Jacoby property. Work included trimming up and removal of dead stumps of lilac around property perimeter, retrofitting the irrigation system and fertilizing all the turf.
- Restrooms at Boardwalk and Main park will be closed on Monday, October 19th. Restrooms will remain open at Windsor Fire Museum, Eastman and Chimney parks.

Trails & Open Space

- We received the permit from the Army Corps of Engineers for the Eastman Park and 392 Trail projects this week. We were originally told it could take another 4-6 weeks to get the permit, fortunately we are on schedule for both projects. The 392 trail work will start next week with survey staking, erosion control installation and demolition. We are holding the pre-construction meeting for the Eastman Project on October 19th with work anticipated to start shortly thereafter.
- Wade met with River West HOA board representatives to discuss the acquisition of some easement for the new pedestrian bridge over the Poudre River. The members are supportive of the easement and trail. Bid document for the Colorado Boulevard Trail and Bridge are under development with anticipated release October 21.
- Wade continues to coordinate with the Thornton Pipeline Construction team on project scheduling and coordination of the 392 Trail. Below is an e-mail we received this week from the pipe contractor: "I just sent over our latest schedule and as it shows we are getting close to starting pipe laying in Windsor soon. That being the case I was hoping to start getting any information you have on your trail projects (schedule and layout) so that we can coordinate and schedule our work to avoid any potential conflicts or delays." We are hoping to be able to create a temporary bypass around the Thornton work as users cross at 392 or Colorado Boulevard to get to and from the Kyger Trail.
- Wade coordinated a meeting between Town Staff and GWIP to discuss site requirements as well as a permanent Poudre Trail Dedication. GWIP shared planned mining operations and potential restoration concepts.

RECREATION –

- Aquatics is experiencing a high demand for swimming lessons with a waitlist for each October class. In response to this demand, we added a Saturday swimming lesson session that started Oct. 17th. Private lessons are being filled as quickly as we can. We have 14 active private lessons and will continue to pull individuals off the waitlist as quickly as we can fill them.
- Did you knowThe TOW Recreation division currently has 9 full time employees that grew up in Windsor and of those 9, 7 had their very first job working for the Town.
- Bingo was held at the CRC for the first time since March. We have been hosting at Main Park but with the colder weather coming our way, we

wanted to get them inside. We are maxing out on Mondays with 25 happy seniors.

- The extended Chimney Park pool season has come to an end for 2020. Our overall revenue for pool admissions in 2020 only fell short of our 2019 revenue by \$1643. The big hit that the aquatic budget took was with swimming lessons. 2019 swimming lesson revenue was \$36,908, this year we were not able to offer lessons until September. We taught a total of 47 swimmers which made less than \$1800. A team of 12 individuals assisted with putting the cover over the pool for the winter.
- Lexie procured a \$6250 sponsorship over the next three years from State Farm that will help support Camp Windsor and Camp Windsor Hybrid. Way to go Lexie!

Community Recreation Center

- The CRC continues to morph operations in an effort to accommodate members. We re-opened childcare and the word spread fast. We were able to save 2 family membership cancellations in the first week! Pickleball started back up and will be offered on Wednesdays and Thursdays going forward. Fitness classes are in high demand. The offering of a Silver Sneakers class was so popular that we adding them back onto our calendar on Mondays as well. We will continue a virtual class as for those that are not able to join us in person.
- Cory and Kendra have been working diligently on the replacement of handled sinks with touchless and adding water bottle fillers to facilities where appropriate. In addition to this project, we have been investigating the addition of needle point bipolar ionization to our town facilities. This process would purify the air by eliminating airborne particulates and pathogens in our facilities.
- Visits to the Community Recreation Center are trending higher and higher each month since our reopening in June. September saw an increase of 636 wellness visits for a total of 5,642. The pool saw 4,275 individuals and we had 1,813 participants take a fitness class for a total of 11,730 individuals checked into the facility in September.
- Voting is underway at the CRC. We have a drop box in front that can be accessed in your car quickly and easily any time of the day. We will also open for in person voting Friday October 30th, Saturday October 31st and Monday November 4th from 8am to 5pm. Election day, November 3rd will have extended hours from 7am-7pm.

CULTURE –

- An archaeological assessment of the Historic Halfway Homestead began over the weekend. This project is funded by a grant from the State Historical Fund and is being coordinated by Caitlin Heusser, Museum Curator. So far, Dr. Lawrence Conyers from the University of Denver kicked off the project by performing ground-penetrating radar analysis of the entire site. The Culture Division is hoping to locate the original location of the 1873 Halfway House before it was moved along with any other structures or man-made features that used to be on the site.
- The Art & Heritage Center is hosting a new and exciting community art exhibition through December 19th called '(UN)SETTLED' You can also check it out virtually here: https://poly.google.com/view/ctm00VV1d_3