



PARKS, RECREATION, AND CULTURE REGULAR MEETING

November 7, 2023 - 6:00 PM
Community Recreation Center, 250 N. 11th Street Windsor, CO
80550

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
3. Liaison Reports
 - Town Board Liaison
 - Weld RE-4 School District
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes (October 3, 2023)

C. BOARD REVIEW/DISCUSSION

1. Approve 2024 Park Improvement Fund Budget
2. Strategic Plan Update

D. COMMUNICATIONS

1. Staff
2. Board

E. ADJOURN

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 Thursday prior to the meeting to make arrangements.



Parks Recreation & Culture Regular Meeting

October 3, 2023 - 6:00 PM
Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. PELTZ CALLED THE MEETING TO ORDER AT 6:0 PM

1. Roll Call

Present: Lainie Peltz – Board Chair
Vanessa Bouchard
Heidi Hammer
Patrick Lightfoot
Nick Mask
Michael Nagl(absent)

Patrick Miller – Weld Re-4 Liaison
Ken Bennett – Town Board Liaison(absent)

Also Present: Tara Fotsch – Deputy Director PRC
Wade Willis – Open Space & Trails Manager
Bobby Warner – Recreation Manager
Bob Worthen – Parks Operations Manager
Ken Kawamura – Town Forester
Matt Kraus – Business Supervisor
Kristy Zulkoski – Administrative Specialist

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

MR. MASK MOVED TO APPROVE THE AGENDA AS AMENDED. MS. HAMMER SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Liaison/Mr. Bennett

- NO REPORT

Weld RE-4 School District/Mr. Miller

- School construction is in full force, groundbreaking for new middle school
- Staffing kick-off meeting for new schools, limits from each school, new staff recruitment
- Reviewing Board Policies on library materials, codified, want to be clear and precise on the process, different process for parent vs.

- non-parent different
- Bond projects – Severance design next summer, challenge is looking at boundaries and many things to consider, survey will be sent out, will come to the Board after elections in November
- Work Sessions and Regular Meetings now held jointly on one night

4. Public Invited to be Heard

- NO REPORT

B. CONSENT CALENDAR

1. Minutes from August 1, 2023

MR. LIGHTFOOT MOVED TO APPROVE THE AUGUST 1, 2023, MINUTES AS PRESENTED. MR. MASK SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Potential Acquisition Items

- Potential Acquisition No. 2023-005
 - (10) posters with a total of 250 individual photographs associated with the Assembly of God Church. Photographs include construction of the church in 1940, first church service, first funeral, members, baptisms, vacation bible school, missionary families, etc. Photograph collection ranges from 1939-1985. Collection was found in the basement of the church in the 1990's by Jack and Doris Darnall
- Potential Acquisition No. 2023-006
 - Collection of over seventy-five objects, photographs, and clothing associated with the E.P. Hickman and Carlson families. In 1909, E.P. Hickman purchased a share of the First National Bank in Windsor, served on the Bank Board (1909-1946, worked as a cashier at the bank, and served on the school board (1616-1919). Some of the objects include:
 - photographs, (2) wedding dresses, (2) aprons, (3) baby bonnets, baby bunting, Christening dress, doll clothing, (8) baby dresses, dresser set, handkerchief, (3) hats, (4) jackets, muff, (3) baby outfits, (2) decorative plates, poem, purse, robe, cup and saucer, baby shirt, baby sweater, vase, vest
- Potential Acquisition No. 2023-007
 - Bible, printed in German, brought to U.S. from Russia, belonged to Harold and Katie Klaus of Windsor, archival materials include naturalization certificates and obituary information
- Potential Acquisition No. 2023-008
 - Section of overhang from German façade from 428 Main Street during façade improvements in 2022
- Potential Acquisition No. 2023-009
 - Ledger, Windsor Sugar Factory Lab Reports, 1904-1906

MR. MASK MOVED TO APPROVE THE RECOMMENDATION TO ACCEPT MUSEUM ACCESSIONS NO. 2023-005 – 2023-009 INTO THE MUSEUM’S PERMANENT COLLECTION AS PRESENTED. MS. BOUCHARD SECONDED THE MOTION. ALL MEMBERS PRESENTED VOTED AYE. MOTION CARRIED.

2. 2024 Budget Review

- Met with Town Board, Budget Retreat on Saturday, October 14th at Public Services
- Proposed 2024 Capital Improvement Program & Operations Budget
 - Park Improvement Fund
 - Opening Fund Balance: \$22.2 million
 - Anticipated Revenues: \$6.8 million
 - Total Resources Available: \$29 million
 - Proposed Capital Spending: \$5.9 million
 - Estimated Ending Fund Balance: \$23.1 million
 - Minimum Fund Balance Requirement: \$178,000
 - Eastman Park South / Riverwalk Phase II
 - ❖ Phase II Total: \$4.6
 - ❖ Construction: NISP \$2,050,000, Community Park Fund \$2,550,000
 - ❖ Projected Cost in 2023: Budgeted \$3,900,000, Actual Bid \$4,712,664, Shortage \$812,664
 - ❖ Recommended Path Forward: Increase is inflation driven, remove playground and temporary irrigation, \$873,037 combined, Northern Negotiation
 - Kyger Open Space
 - ❖ Carryover Project: \$890,000, \$128,000 from CPW Fishing is Fun Grant, parking lot expansion, additional trails, boat access, fishing piers, wildlife viewing areas
 - Highland Meadows
 - ❖ Pickleball courts: \$450,000, replace sand volleyball and basketball court
 - Flood Resiliency Plan \$75,000
 - Poudre Trail Re-Alignment Project \$1,050,000
 - TAP Grant \$544,075, Town match \$257,966
 - ❖ \$802,041 to complete project
 - ❖ Year three of three project
 - ❖ Design
 - ❖ 2023/24 construction
 - Conservation Trust Fund
 - Opening Fund Balance: \$744,000
 - Anticipated Revenues: \$584,000
 - Total Resources Available: \$1.3 million
 - Proposed Capital Spending: \$575,000
 - Estimated Ending Fund Balance: \$753,000
 - Minimum Fund Balance Requirement: \$0
 - Capital Improvement Fund
 - Opening Fund Balance: \$43.2 million
 - Anticipated Revenues: \$22.3 million

- Total Resources Available: \$65.5 million
- Proposed Spending & Reserves: \$56.9 million
- Estimated Ending Fund Balance: \$8.5 million
- Minimum Fund Balance Requirements: \$10.7 million
- Community Park Improvements
 - ❖ Main Park: Irrigation replacement \$526,250, Sign Replacement Plan \$100,000
 - ❖ Chimney Park: Pool feasibility study \$250,000, evaluate the condition of Chimney Park Pool and collect community's preferences, needs and priorities for outdoor swimming, Irrigation Replacement Chimney Park North \$250,000, replace aging infrastructure
 - ❖ Eaton House / Carryover Project: \$470,000, renovation of the historic property
 - ❖ Eastman Park: \$300,000, skate park improvements, replace wooden structures
 - ❖ Boardwalk Park / Windsor History Museums: \$60,000, train depot deck replacement
- Neighborhood Park Improvements
 - ❖ Founders Playground: \$300,000, 21 years old
 - ❖ Highland Meadows Dragon repairs: \$25,000
- Windsor Lake Rip Rap Project: \$350,000 rip rap, north shoreline east of dog park to existing rip rap
- Non-Potable: \$280,000, add four LG Sonic Units to Windsor Lake to control algae blooms and improve water quality
- Community Recreation Center Expansion Fund
 - Opening Fund Balance: \$8.7 million
 - Anticipated Revenues: \$6.4 million
 - Total Resources Available: \$15.2 million
 - Proposed Capital Spending: \$715,000
 - Estimated Ending Fund Balance: \$14.4 million
 - Minimum Fund Balance Requirement: \$21,000
 - Community Recreation Center
 - ❖ Outdoor fitness + Cross Fit: \$400,000
 - ❖ Pool resurfacing and slide repairs: \$315,000
- General Fund
 - Cemetery
 - ❖ Accomplishments: Fee increase incorporated in 2023, 39 burials YTD
 - ❖ What is changing in 2024: 8% increase - seasonal wage increase
 - ❖ Goals: Review Master Plan and produce solutions for columbarium which is nearing capacity
 - ❖ Relationship to Strategic Plan: Sustainable Infrastructure – small town feel, quality of life
 - Community Events
 - ❖ Accomplishments: Farmer's Market, Movies in the Park, 4th of July Fireworks, upcoming Halloween Carnival, Windsor Wonderland, Volunteer Program – 4,264 volunteer hours = \$146,500 (does not include coaches), 16 volunteer events, 236 community members engaged (one-time commitments), 9

- ❖ volunteer teams, 104 community members engaged
 - ❖ What is Changing in 2024: 23% increase – additional staff for safety at events including onsite ambulance service, fireworks
 - ❖ Goals: Create an Emergency Management Plan for all events, evaluate events annually with new program summary
 - ❖ Relationship to Strategic Plan: Enhance and expand community and downtown vitality – quality of life, small town feel, support efforts to make Windsor downtown area a cultural center for public art, events, and activities
- Forestry
 - ❖ Accomplishments: Safely removed some large trees and continue to maintain our urban forest, hosted the Arbor Day Celebration at Tozer Elementary School, rejuvenating all the landscape beds in parks and public facilities (over 300), maintained a record number of flowerpots in town (91), saved the Halfway Homestead project \$24,000 by completing the tree demo
 - ❖ What is changing in 2024: 22% increase – staff, median maintenance contract
 - ❖ Goals: Create a safety program for the use, access and storage of personal protective equipment, improve efficiencies in forestry and horticulture operations, create Level of Service Standards for Division
 - ❖ Relationship to Strategic Plan: Sustainable Infrastructure – quality of life, ensure equitable infrastructure in all neighborhoods and areas throughout town
- Recreation Programs
 - ❖ Accomplishments: Worked around inclement weather, highest participation in Camp Windsor, Pickleball resurface project, obtained CAPRA Accreditation for Department
 - ❖ What is changing in 2024: 23% increase – NCSO fees
 - ❖ Goals: Transition of Field Maintenance staff to Parks, rebuild and train new NCSO staff, successfully obtain sponsors for five day a week Senior Lunch Program, expand Teen programming
 - ❖ Relationship to Strategic Plan: Vibrant and Healthy Economy – quality of life, fiscal responsibility, small town feel
- Aquatics – Outdoor
 - ❖ Accomplishments: 11,632 swimmers at Chimney Park Pool – 260 membership add-on's, 638 total passes, swim lessons through August – 128 private lessons YTD, 1520 group lessons indoor & outdoor, 336 wait listed for swim lessons, Windsor Lake – 2194 boat rentals, 368 annual non-motorized permits, 742 daily non-motorized permits
 - ❖ What is changing in 2024: 11% decrease – more accurate staffing requests
 - ❖ Goals: Evaluate future use of Chimney Park Pool based on proposed feasibility study, create a management plan for Kyger Reservoir, continue improvements for Windsor Lake management, focus on staff management and development for seasonal and part-time to improve retention

- ❖ Relationship to Strategic Plan: Vibrant and Healthy Economy – quality of life, fiscal responsibility, small town feel
- Open Space & Trails
 - ❖ Accomplishments: Open Space evaluation tool created and implemented, created Natural Resource Plan for accreditation, kicked off Asset Management Program, restoration/development of drought hardy areas in Village East and Chimney Park – demonstration areas and communication plans
 - ❖ What is changing in 2024: 3% increase
 - ❖ Goals: Riverwalk Phase II construction, Open Space Conservation & Trails Development IGA with Timnath and other partners, acquire open space, complete Kyger capital project
 - ❖ Relationship to Strategic Plan: Strategic Growth & Sustainable Infrastructure – Establish community separators and preserve open space that ensures Windsor maintains its identity and quality of life, establish pedestrian and bicycle connectivity throughout Windsor, ensure equitable trails and open space in all neighborhoods and area throughout Windsor, maintain and ensure existing infrastructure in all neighborhoods and areas throughout Windsor
- Parks
 - ❖ Accomplishments: Boardwalk Park playground replacement, Covenant Park playground replacement, Harmony Ridge Park construction, completed Central Control System for irrigation, implemented Productive Parks for daily parks tasks, kicked off construction of Halfway Homestead Landscape project
 - ❖ What is changing in 2024: 12% increase – mowing contract increase and staffing increases
 - ❖ Goals: Transition athletic field maintenance to parks operations, continue to create Assessment Management Plans while utilizing Productive Parks, complete local market research for insights and inspiration for the future, analyze equipment needs to determine what purchases are needed to make work more efficient
 - ❖ Relationship to Strategic Plan: Sustainable Infrastructure – quality of life, ensure equitable parks in all neighborhoods and areas throughout Windsor, maintain and ensure existing infrastructure in all neighborhoods are areas throughout Windsor
- Art & Heritage
 - ❖ Accomplishments: Windsor Arts Commission – CRC mural, public art piece at Halfway Homestead, mural at Chimney Park Pool, six Art Live events, volunteers – Curator Crew, Museum Education Garden volunteers, HOST, held three volunteer days at Windsor History Museums, Nature Programming which resulted in maxed out classes and wait lists
 - ❖ What is changing in 2024: 8% increase – staffing
 - ❖ Goals: Enhance outdoor program offerings, work on increasing Cost Recovery for non-community based programs,

construction of Halfway Home Designation site, Eaton House construction, begin future programming plans for Eaton House and Dickey Farm site

- ❖ Relationship to Strategic Plan: Vibrant and Healthy Economy – quality of life, implement a Public Art Plan, enhance & expand community and downtown vitality, make Windsor a tourist destination
- Community Recreation Center Expansion Fund
 - ❖ Accomplishments: 6755 members – 3933 memberships, 2883 Silver Sneakers/Renew Active memberships, completed all small renovation and upgrade projects, created and implemented CRC Capital Reserve Policy
 - ❖ What is changing in 2024: 7% decrease – combination of CRC budgets, facility transfer now being done
 - ❖ Goals: Evaluate programs and set a pricing strategy while considering location and market rates, conduct energy audit for future budget recommendation for energy efficiencies, pool diamond brite and slide project, continue to grow membership base – maintain or increase retention rate, implement membership rate increase
 - ❖ Relationship to Strategic Plan: Sustainable Infrastructure – community safety, quality of life, fiscal responsibility

3. Park Ordinance Update

- What was adopted?
 - AN ORDINANCE **REPEALING CHAPTER 11**, ARTICLE VIII, IN ITS ENTIRITY AND ALSO **REPEALING AND REPLACING CHAPTER 10**, ARTICLE IX OF THE WINDSOR MUNICIPAL CODE REGARDING REGULATIONS APPLICABLE TO CONDUCT OF PERSONS IN TOWN-OWNED PARKS, OPEN SPACE, AND TRAILS IN THE TOWN OF WINDSOR, COLORADO
 - WHEREAS, since the adoption of the 2013 Parks and Open Space Regulations (“Regulations”), the parks, trails and open space areas have **grown in size**, and their usage has **intensified** to the point where a reference to Regulations does not adequately address public safety and public health; and
 - WHEREAS, to achieve consistency in its application, the Ordinance **codifies** the rules, regulations and standards of conduct in the Town-owned parks, trails and open space in **one location**, under the General Offenses section of **Chapter 10**; and...
- What’s different?
 - ARTICLE IX – Regulations Applicable to Conduct of Persons in Town-Owned Parks, Trails, and Open Space
 - Sec. 10-9-10. Parks, Recreational Facilities, Trails and Open Space.
 - C) **Authority to modify or regulate allowed uses.** The Town shall have the authority to **place regulatory signage** at ant trail, portion of trail, or other areas within the Town-owned parks, recreational, facilities, trails and open space areas, if in the **sole discretion of the Deputy Director**

of Parks, Recreation and Culture or their designee, it is necessary to **preserve the Town's property**, trail system and/or ecosystems within the Town's Parks, Facilities, and Open Space and Trail network.

Sec. 10-9-40. Prohibitions.

~~5) To ride or drive any Class 1 or 2 e-bike on any park or open space surface other than multi-use trails and other areas that are open to non-motorized biking.~~ **Unless otherwise posted, it shall be prohibited to ride or drive any e-bike, e-scooter, or electric skateboard (including one-wheel boards) on any park or open space surface other than paved trails, (except by those individuals with a mobility disability).**

6) To ride or drive any Class 3 e-bike, **low-speed electric vehicles, low-power scooters, or any other low-speed conveyances, as defined in Colorado Revised Statutes ("CRS") Section 42-4-1412.5** on any park or open space surface other than designated roadways and designated bike lanes.

- Next Steps
 - Town Board Work Session – October 16th
 - Town Board Regular Meeting – October 30th, November 13th

MS. HAMMER MOVED TO APPROVE THE RECOMMENDATION OF THE PARK ORDINANCE UPDATE AS PRESENTED. MS. BOUCHARD SECONDED THE MOTION. ALL MEMBERS PRESENTED VOTED AYE. MOTION CARRIED.

D. COMMUNICATIONS

1. Staff

- Mr. Worthen
 - Irrigation shut-offs around October 15th
 - Staff is wrapping up licenses and certifications
 - December 15th official retirement
- Mr. Willis
 - This week 7-8 people reviewed the Safe Routes to School Program curriculum, will start at Grandview Elementary in the coming weeks, hired new Seasonal who is a retired teacher to help middle school with appropriate curriculum, continuing to work on how to get into schools in order to offer and to distribute materials, resources, getting engagement
 - Poudre Trail realignment – 30-year lease for federal funds, in the last three years of the lease, working with property owners to get a dedicated easement
 - Kyger project out to bid this week, water wasn't a problem earlier this year, now it is an issue with trying to get improvements installed, signage and press release about that area thanking tax payers coming around November 1st, last Saturday Eagle Scouts built a single-track bridge on the southwest corner, this Saturday will be hosting volunteer event to build the single-track trail to connect to the bridge
- Mr. Warner
 - More than half-way through with fall athletic season – soccer, flag

- football, volleyball
 - Wrapping up Adult Sports, tournament for co-ed softball this weekend, men's softball next weekend, kickball finished last weekend
 - New mural at Chimney Park Pool
 - Eagle Scout from Windsor taking on the project of the outhouse at the halfway homestead site, will be restored and functional, but people are asked not to use it
 - Poudre Pour was last weekend
 - Mystery Night at Museum, kids did better than the adults on solving the mystery
 - Jellyfish Lighting was installed around the Farmer's Market pavilion and Depot, will be a great addition to our events including Halloween Carnival and Windsor Wonderland coming up
 - Colorado Down Syndrome Walk will be held at Boardwalk Park this weekend
 - Senior lunch program still going strong five days a week, about 500 lunches each week, recently hired a new driver
 - Short staffed in area of lifeguards, other certified staff have been covering shifts and filling in
- Mr. Kawamura
 - Tree Board met last week at Harmony Ridge Park site, conducted tree audit of new plantings, over sixteen different species, no irrigation at the time, hand watering has been done in the meantime
 - Staff have been busy with the help of about forty volunteers, renovated all the beds at Brunner Park
 - Removed a large Cottonwood at Boardwalk Park in the area of the new parking additions, as well as, one at the new police station site
 - Attended International Conference in New Mexico with Blake McGrew, great networking opportunity and see how others around the world maintain trees
 - Tree planting volunteer event at cemetery and Public Services on Oct. 13th and 14th in order to replace trees that were lost
 - 100th Harvest Festival – microburst storm on Sunday afternoon, fifteen year old tree fell, staff cut and cleared it out immediately
- Ms. Fotsch
 - CAPRA submission came back at 100%, Ms. Fotsch and Mr. Kraus will attend final hearing next Monday in Dallas at NRPA Conference, Best of the Best Awards on Wednesday evening
 - 4th of July rainstorms, although fireworks still went on, received enough rain that evening, therefore, received \$65,000 insurance reimbursement check
 - Events – Lexie Spykstra working on more LED lights, receiving help from high school for welding project for Windsor Wonderland
 - Attending Bond Oversight meetings as the Town Representative, learning a lot, school district is doing great things
 - Fall Clean Up Days will be held on October 13th and 14th at the Public Services campus
 - Bob Worthen retirement – Parks and Forestry under Ms. Fotsch for rest of the year, will post position in December, hopefully hire early in the New Year
 - Still hiring in facilities and aquatics

2. Board

- Mr. Mask
 - Like to recognize all the little things around town that have been really positive - 4 x 6 concrete installation at the signal on 7th between New Liberty and Eastman Park, restriping on Steeple Chase, turn lanes into bike lanes
 - Has the Town considered defibrillators at bigger and busier parks
 - Located at all sports parks, will remind field supervisors and staff of location

E. ADJOURN

MS. HAMMER MOVED TO ADJOURN. MR. LIGHTFOOT SECONDED THE MOTION. MEETING WAS ADJOURNED AT 7:53 PM

Name/Board Chair

Date