



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=NjhjSWM5b1dsbkVseHNkOTJlbS9GZz09>

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)
Chris Perkins
Victor Tallon

Weld RE-4 School Board Liaison
Town Board Liaison

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
Acting Deputy Director of PRC
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

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 in 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

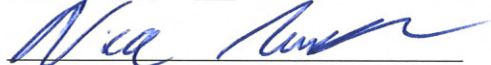
E. ADJOURN

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 7th day of

July, 20 20



Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist