



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

March 2, 2021 6:00pm

<https://windsorgov.zoom.us/j/96334827034?pwd=M2dNWGRZb2ZyMVMzcXB2SWt4dWRCZz09>

Meeting ID: 963 3482 7034

Passcode: 582744

Minutes

A. CALL TO ORDER

Mr. Mask called the meeting to order at 6:01 PM

1. Roll Call

The following PReCAB members were present:

Board Chair

Nick Mask
Patrick Lightfoot(absent)
Michael Nagl(absent)
Shawna Hendricks
Lainie Peltz
Heidi Hammer
Ethan Hahn

Weld RE-4 School Board Liaison
Town Board Liaison

Chris Perkins
Victor Tallon(absent)

Also Present:

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

Eric Lucas
Tara Fotsch
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. Hahn moved to approve the Agenda as presented. Ms. Hammer seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Liaison/Mr. Tallon

- No Report

Weld RE-4 School District/Mr. Perkins

- Middle schools and high school students will return to school in-person full-time on March 15th
- Brad Irion retired from the School Board, will hold interviews next Monday for the interim, candidate will have to re-run next fall if they choose
- Planning Committee – projections for going back to school next fall, looking at numbers, will have to go to bond again due to capacity
- Mr. Hahn inquired about a petition that was going around about re-opening on social media
 - Was not aware of a petition, a few students came to the last board meeting to express their concern, the board hears both sides of the story from parents and students, board makes a decision on what is best for the students, please pass along any other information or concerns

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from February 2, 2021

Mr. Hahn moved to approve the February 2, 2021 minutes presented. Mr. Hendricks seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Hot Air Balloon Fee Discussion – continued from February

- Current usage in parks
 - 2020 – 120 flights + 24 on Labor Day weekend
 - 6 permit holders allowed per year
 - \$50 annual permit for non-commercial use
 - \$75 annual permit for commercial use
 - Allowed to launch from parks and open space within our system
- Surrounding Communities
 - City of Greeley – does not allow
 - City of Fort Collins – does not allow
 - Town of Erie - \$6,000 per year to use one undeveloped area, exclusive to one vendor
 - Proposed Fee - \$500 per year for commercial; \$100 for non-commercial
- Balloonists typically charge \$300-\$350 per ride, launch about 2-3/week during season
- Ms. Peltz – proposed fees are much more in line for an annual permit, inquired about still limiting to 6 permits and possibility of resident and non-resident fees for non-commercial use
- Mr. Hahn – agrees with fee increase, especially since Windsor is only one in area to offer launches, designate certain launch sites
- Mr. Perkins – use fee money to help improve the land area for launches
- Mr. Mask – inquired about consistency of 6 vendors, see the value of having the balloons, on the fence for moving forward one way or the other
- Recommendation was made to move forward with \$500 for commercial and resident/non-resident fees for non-commercial, staff will discuss with vendors and report back to the board

2. Park Funding 101

- Fee Study presented to Town Board
- Information will help for plans to budget CIP 2022
- Parks, Trails & Open Space Construction Funding Sources

ACCT. NO.	ACCOUNT NAME	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	ACTUAL - Thru JUNE 2020	PROJECTED JUL-DEC 2020	2020 PROJECTED	2021 BUDGET
PARK IMPROVEMENT FUND REVENUE - 02									
4001-000	Beginning Fund Balance	5,693,369	8,051,605	10,404,513	12,961,454	12,961,454		12,961,454	12,924,785
4316-000	Larimer County Open Space Tax	222,332	175,714	242,630	192,068	96,429	95,659	192,068	192,068
4334-000	Grants	0	0	0	0	0	0	0	1,300,000
4353-000	Cash In Lieu of Park Land	331,063	0	275,702	0	0	0	0	0
4359-000	Community Park Fees	1,185,746	603,996	576,400	0	131,028	0	131,028	0
4364-000	Interest Income	1,373	1,726	2,629	100,105	665	666	1,331	1,331
4382-000	Park and Trail Development Fees	0	2,116,478	2,514,213	2,073,664	1,531,182	542,482	2,073,664	1,555,248
4387-000	Neighborhood Park Fees	1,758,363	1,261,131	86,388	0	0	0	0	0
4369-000	Miscellaneous Income	0	0	0	0	0	0	0	0
PARK IMPROVEMENT FUND REVENUE TOTAL		3,498,876	4,239,045	3,697,977	2,445,857	1,759,304	638,807	2,398,111	3,048,667
AVAILABLE RESOURCES		9,192,245	9,806,422	14,102,491	14,697,872	14,720,758	638,807	15,359,565	15,973,452

ACCT. NO.	ACCOUNT NAME	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 BUDGET	ACTUAL - Thru JUNE 2020	PROJECTED JUL- DEC 2020	2020 PROJECTED	2021 BUDGET
CONSERVATION TRUST FUND REVENUE -03									
4001-000	Beginning Fund Balance	720,132	921,863	1,009,607	1,156,261	1,156,261		1,156,261	423,814
4330-000	State Lottery Revenue	232,427	248,831	301,514	248,743	143,183	143,183	286,366	286,366
4334-464	Grants	101,696	73,234	21,373	1,300,000	0	0	0	100,000
4364-000	Interest Income	891	1,605	2,052	16,990	614	614	1,228	1,228
CONSERVATION TRUST FUND REVENUE TOTAL		335,014	323,749	324,938	1,565,733	143,797	143,797	287,594	387,594
AVAILABLE RESOURCES		1,055,146	1,245,612	1,334,545	2,721,548	1,300,058	143,797	1,443,855	811,408

- Source/Restrictions
 - Larimer County Open Space
 - Support a ¼-cent sales and use tax to conserve and maintain open spaces, natural areas, rivers, wildlife habitat, parks and trails
 - Conservation Trust Fund
 - Colorado Lottery Dollars
 - Traditionally used for trails
 - Cash or Fee in Lieu*
 - Fee paid in lieu of land donation
 - \$58,788 per acre
 - Park land acquisition or trails
 - Dissolved in 2018
 - Community Park Fund
 - Neighborhood Park Fund
 - Both development driven based on type of park needed
 - Dissolved on August 2018
 - Park & Trail Development Fund
 - Community & Neighborhood Park fees combined – August 2018
 - Allows use for trails
 - \$5,785 per unit
- Parks Remaining
 - Neighborhood Parks
 - Harmony Ridge
 - Jacoby Farm
 - Wayne Miller
 - Community Parks
 - Eastman Park – South
 - Labue
 - Tacinacala
 - Kyger – additions ?
- Growth Pays Its Way
 - Funding exists for Neighborhood Parks – serves existing residents
 - Funding exists for Phasing of Eastman Park South – serving existing residents
 - Labue & Tacinacala Parks built when funding permits – serving future residents
 - Trails & Open Space – funding shortfall projected
- Path Forward/Park System Buildout
 - Hired GreenPlay for Park Impact Fee Study 2020
 - Determine if PIF be modified
 - Funding of Open Space & Trails
 - Proposing Open Space & Trails Master Plan in 2021
 - Determine target areas for acquisition & connectivity
- Fee Study Preview
 - New Parks Funding Needed
 - Harmony Ridge: 3 acres

\$1,327,950 Target 2022 construction

- Wayne Miller: 6 acres \$2,655,900 Target 2025 construction
- Jacoby Farm: 3 acres \$1,327,950 Target 2022 construction
- Eastman Park South: 21 acres \$6,000,000 Target 2022-2024 construction
- Labue: 20 acres \$9,450,000 Unknown construction date
- Tacincala: 54 acres \$18,900,000 Unknown construction date
- 68 acres of Future Parkland unidentified \$25,650,000 Unknown construction date
- 44.5 Trail Miles \$44,250,000 From 2021-2060
- Total Dollars needed to fund future parks \$109,561,800



How Do We Pay For Buildout

Cash flow with existing fee of \$5,785						
	Population	Available Funding from Current Development Fees	Previous Fund Balance	Costs Associated with Maintaining LOS Standard for Neighborhood and Community Parks	Costs Associated with Maintaining LOS Standard for Trails	Fund Balance
2021	34,161	\$0	\$14,894,786	1,555,248	\$0.00	\$13,339,538
2034	44,001	\$20,257,793	\$13,339,538	\$39,661,800	\$13,660,000	\$(19,624,469)
2060*	75,000	\$63,818,225	\$(19,624,469)	\$24,094,752	\$30,690,000	\$(10,590,996)

- So what Does this Mean
 - We can afford to build out our system without any, major fee adjustment
 - Probably a recommended \$750 per lot increase – solves the \$10 million deficit
 - Chicken or the Egg Decision
 - Must solve the Open Space funding
 - One step...bring back fee in lieu

3. PRC Strategic Plan – Envisio Software

- Public facing on website in June/July
- Include monthly reports of staff updates in Board Packets
- 7 Focus Areas followed by Goals
 - Recreation Programs
 - Develop a strategic and adaptable pricing approach to maximize participation and revenue generation
 - Develop creative programming that utilizes outdoor spaces to enhance community engagement with their natural environment
 - Parks System
 - Build out and manage our park system, while ensuring equitable access and recreation amenities for all citizens
 - Foster our urban forest and landscape for today and future generations
 - Open Space & Trails
 - Establish pedestrian and bicycle connectivity throughout Windsor
 - Establish community separators and preserve open space that ensure Windsor maintains its identity and quality of life
 - Develop and implement a funding strategy that allows for growth, preservation and on-going maintenance of out trails and open space system
 - Facilities & Amenities
 - Establish and ensure existing facilities sustain a level of service that preserves the user experience
 - Explore growth opportunities of indoor recreation spaces
 - Continue to improve historic preservation efforts of town historic landmarks
 - Marketing
 - Enhance communication efforts that create a greater awareness of Parks, Recreation and Culture programs and services
 - Develop and implement a Department marketing plan
 - Develop a Return of Investment workbook and performance measures to help staff make strategic decisions about marketing

- Fiscal Responsibility
 - Identify funding and revenue strategies
 - Seek productive and meaningful partnerships with both community organizations and individuals to deliver quality and seamless services
 - Explore opportunities to increase revenues and decrease expenditures
- Community Engagement
 - Implement a Public Art Program
 - Support efforts to make the Windsor downtown area a cultural center for public art, events, and activities
 - Develop a robust complex of museums and cultural opportunities for the community
 - Evaluate and improve current special events
- Mr. Mask – inquired how the Town balances equity with revenue generation
 - Work with sponsorships, various park programs and are fees always included, how are opportunities being offered, closely looking at business analytics for programming, comparison to surrounding communities,

D. COMMUNICATION

1. Staff

- Mr. Worthen
 - Conference for greens industry, held virtually for staff to attend and assist with continuing education and/or broaden knowledge base
 - Hardscape inventory – heaved sidewalks and trails, list is extensive, compare in-house cost vs. contract
 - Isolation valve went out at Windsor Lake, irrigation control to Greenspire, contracted out
 - Parks/Forestry staff assisted with outdoor furniture to local businesses, grant received, article highlighting work in CDOT Mainstreet publication
- Mr. Kawamura
 - Tree Board met last week, selected the overall winner of the poster contest, all winning posters will be showcased in next year's calendar, Arbor Day celebration will be held virtually for students at Skyview Elementary on April 16th at 1:45pm
 - Will be presenting with Alison O'Connor/Tree Board Chair at Tree City USA Conference about Sick Tree Day
 - \$4,000 grant awarded to support tree replacement program
 - Magical Forrest event, 830 recycled trees, will leave up for 2-3 weeks, then mulch
- Ms. Martin
 - Short staffed with custodial employees, contractual company has been coming in for the past 3 weeks to cover gaps in evening shifts, more interviews being held
 - Power outages within the facility – pool and UV system
 - RFP's for upcoming projects
- Mr. Willis
 - Open Space & Trails Technician started today
 - Capital projects going well, Eastman Park Riverwalk Experience grand opening in May, re-paving of Eastman Park Drive, Phase 2 which includes EP South is under design development
 - RFP out for Open Space & Trails strategic plan
- Mr. Lucas
 - Guest lecture for UNC recreation students yesterday, presented at CSU today to computer information system students about how to use data within government, will teach a class with Ms. Fotsch next week at UNC on recreation programming
 - Lots of project and fees associated
 - Staff preparing for right of way mowing
 - Performance based budgeting focus heading into 2022
 - Town Operations Manual – updating and improving
- Ms. Fotsch
 - Mr. Warner is announcing this evening at WHS basketball game, will make the offer for new Recreation Supervisor tomorrow
 - Staff working on recreation summer planning, restrictions
 - Capital projects, bids due on Friday for Harmony Ridge Park design

- Museum presented to the Town Board on Eaton House, Halfway Homestead, Dickey Farm House
- Will be proposing first round of Public Art Commission next Monday, 6:00pm, at Town Board work session
- Volunteer Program update – Otter Box reached out and will be sending 600 volunteers on April 22nd, Trail Group interest, Boys Scouts, Sponsorships, will hopefully kickstart the momentum and show that there is a great need for volunteers
- Next month's meeting will start at Eastman Park Riverwalk at 6:00pm

2. Board

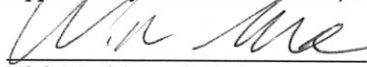
- Mr. Hahn
 - Students looking for work, difficult with limited hours, beneficial to get the word out
 - Summer and seasonal jobs have been posted online
- Mr. Mask
 - Inquired about EP South updates and conceptual ideas of possible arboretum
 - Currently working with NISP on mitigation of the area, will bring more info to April meeting
 - Topic of Culture, name is included in the Board name, how is it included in the Strategic Plan, how as a Board do foster and address more
 - Discuss further at next month's meeting, define better and how it fits in Strategic Plan and CIP, presentation from Culture Division in near future

E. ADJOURN

Mr. Hahn moved to adjourn the meeting. Mr. Peltz seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:24 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 4th day of May 2021



Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist