



PARKS, RECREATION & CULTURE BOARD ADVISORY BOARD MEETING

April 6, 2021 6:00pm

Eastman Park (Shelter),

7025 Eastman Park Drive, 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 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 March 2, 2021

C. BOARD REVIEW / DISCUSSION

1. Eastman Park Riverwalk Tour
2. Museum Acquisition Items
3. Museum Deaccession Batch

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN FUTURE MEETINGS

May 4, 2021 Regular Parks, Recreation & Culture Advisory Board Meeting

June 1, 2021 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



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	Eric Lucas
Deputy Director 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	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
 - o 2020 – 120 flights + 24 on Labor Day weekend
 - o 6 permit holders allowed per year
 - o \$50 annual permit for non-commercial use
 - o \$75 annual permit for commercial use
 - o Allowed to launch from parks and open space within our system
- Surrounding Communities
 - o City of Greeley – does not allow
 - o City of Fort Collins – does not allow
 - o Town of Erie - \$6,000 per year to use one undeveloped area, exclusive to one vendor
 - o 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	242,638	192,068	96,429	95,659	192,088	192,088
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
4358-000	Community Park Fees	1,185,746	683,996	576,408	0	131,028	0	131,028	0
4364-000	Interest Income	1,373	1,726	2,629	180,105	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
4368-000	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

- 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	\$13,560,000	\$(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
 - o 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
 - o Chicken or the Egg Decision
 - o 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
 - o 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
 - o 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
 - o 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 our trails and open space system
 - o 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
 - o 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

- o 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
- o 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
 - o Conference for greens industry, held virtually for staff to attend and assist with continuing education and/or broaden knowledge base
 - o Hardscape inventory – heaved sidewalks and trails, list is extensive, compare in-house cost vs. contract
 - o Isolation valve went out at Windsor Lake, irrigation control to Greenspire, contracted out
 - o Parks/Forestry staff assisted with outdoor furniture to local businesses, grant received, article highlighting work in CDOT Mainstreet publication
- Mr. Kawamura
 - o 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
 - o Will be presenting with Alison O'Connor/Tree Board Chair at Tree City USA Conference about Sick Tree Day
 - o \$4,000 grant awarded to support tree replacement program
 - o Magical Forrest event, 830 recycled trees, will leave up for 2-3 weeks, then mulch
- Ms. Martin
 - o 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
 - o Power outages within the facility – pool and UV system
 - o RFP's for upcoming projects
- Mr. Willis
 - o Open Space & Trails Technician started today
 - o 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
 - o RFP out for Open Space & Trails strategic plan
- Mr. Lucas
 - o 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
 - o Lots of project and fees associated
 - o Staff preparing for right of way mowing
 - o Performance based budgeting focus heading into 2022
 - o Town Operations Manual – updating and improving
- Ms. Fotsch
 - o Mr. Warner is announcing this evening at WHS basketball game, will make the offer for new Recreation Supervisor tomorrow
 - o Staff working on recreation summer planning, restrictions
 - o Capital projects, bids due on Friday for Harmony Ridge Park design

- o Museum presented to the Town Board on Eaton House, Halfway Homestead, Dickey Farm House
- o Will be proposing first round of Public Art Commission next Monday, 6:00pm, at Town Board work session
- o 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
- o Next month's meeting will start at Eastman Park Riverwalk at 6:00pm

2. Board

- Mr. Hahn
 - o Students looking for work, difficult with limited hours, beneficial to get the word out
 - Summer and seasonal jobs have been posted online
- Mr. Mask
 - o 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
 - o 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 _____ day of _____ 20____

Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist



Town of Windsor
Department of Parks, Recreation, and Culture
Culture Division
116 5th Street, Windsor, Colorado 80550

Potential Acquisition Form

The following object(s) are presented for acquisition into the Town of Windsor Museums' Permanent Collection. By approving the acquisition, The Town of Windsor understands the ethical duties and responsibilities that come with holding the Museum's collection in the public trust.

Potential Acquisition No.

001-2021

Description and Provenance of Object (s):

Objects found in Town Hall, old Park School, in January 2021 while staff were preparing for basement renovations. Objects were selected by Museum staff.

1. Book, Weld County Annotated Statutes, 1891-1905, used by Windsor Justice of the Peace
2. Bottle, brown glass. Made by Owens-Illinois bottle company in Windsor Colorado. Bottle is a promotional piece from the opening of the Windsor, CO plant.. "Windsor Colorado Plant #28 Grand Opening Nov 1 2005"
3. Forms, Lakeview cemetery, "Right-of-Internment Certificate" form with carbon copies. Blank.
4. (2) Scale Models of Vestas wind turbines
5. Plaque, "Recognition Award for working tirelessly in the aftermath of a disaster, awarded to Windsor Town Staff, awarded on May 22, 2009
6. Sign, large Town of Windsor seal., wood.
7. Sign, small Town of Windsor seal, wood, "design by Ron Fleischer, 1991"
8. (2) theater seats, presumable from Park School, 1909 auditorium addition. Wood with metal frame.

Source: ___ Donation ☒ Staff Acquired ___ Transfer / Exchange ___ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition

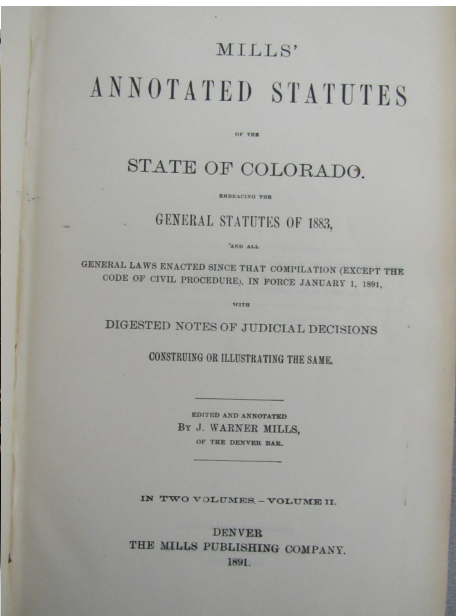
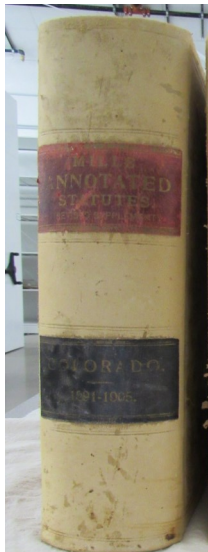
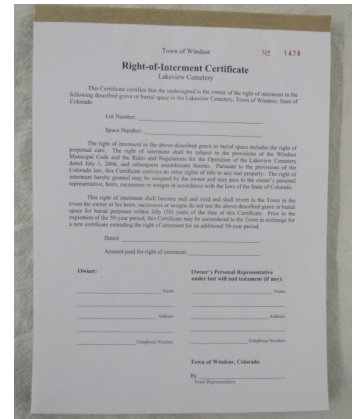
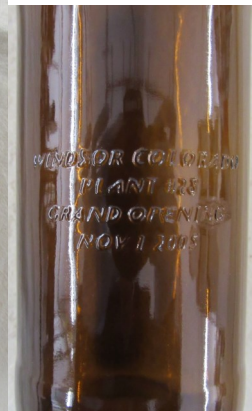
☒ Fills a gap in the collection

☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 02-26-2021

Image of Object(s)



Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Town Board

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____



Town of Windsor
Department of Parks, Recreation, and Culture
Culture Division

Potential Acquisition Form

The following object(s) are presented for acquisition into the Town of Windsor Museums' Permanent Collection. By approving the acquisition, The Town of Windsor understands the ethical duties and responsibilities that come with holding the Museum's collection in the public trust.

Potential Acquisition No.

002-2021

Description and Provenance of Object (s):

Collection of DVDs and CDs containing oral histories about the following:

1. DVD, "All Points West", 1990 children's school play, about pioneers moving west
2. DVD, "Delivery of Incorporation Papers by Horseback, 4-2-90, Delivery of Windsor's 1890 Town Incorporation papers from Greeley Town Hall building to Windsor Town Hall.

Source: ☒ Donation ☐ Staff Acquired ☐ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition

☒ Fills a gap in the collection

☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 02-12-2021



Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Town Board

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Potential Acquisition No.

001-2021

002-2021

Final Approval

Signatures

Deputy Director of Parks, Recreation, and Culture	Date
Mayor, Town of Windsor	Date

Deaccession Form

The following object is presented for deaccession from the Town of Windsor Museums' Permanent Collection.

Accession #: No Number, home location 8-35

Object: Hat Box

Description of object: Large grey hatbox, "May—D&F"
"Forecast"

Condition of object: Poor, base of box is detached, multiple abrasions on side and edge of lid



Reason for Deaccession:

- ☒ Object does not illustrate unique Windsor heritage
- ☐ No known provenance
- ☐ Object lacks rarity as specified in collections criteria
- ☐ Duplicate in collection
- ☒ Poor condition
- ☐ Museum cannot adequately care for objects
- ☐ Unidentifiable
- ☐ Other/Additional:

Proposed Method of Disposal:

- ☐ Transfer to Town of Windsor Museums Education Collection
- ☒ Destroy/Dispose
- ☐ Transfer to another institution
- ☐ Public Auction
- ☐ Cannot be found in collection

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Town Board

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Curator Use Only:

Final Action Taken:

___ As proposed

___ Other: _____

___ Value Received at auction: \$ _____

Action taken by: _____ Date: _____

Deaccession Form

The following object is presented for deaccession from the Town of Windsor Museums' Permanent Collection.

Accession #: 1900.temp2751

Object: Crock

Description of object: Large earthen stone crock with lid, white base with blue "3" stamp, dark brown top half and lid.

Condition of object: Poor, multiple fractures which were glued together in the past, missing pieces of crock



Reason for Deaccession:

- ☒ Object does not illustrate unique Windsor heritage
- ☐ No known provenance
- ☐ Object lacks rarity as specified in collections criteria
- ☐ Duplicate in collection
- ☒ Poor condition
- ☐ Museum cannot adequately care for objects
- ☐ Unidentifiable
- ☐ Other/Additional:

Proposed Method of Disposal:

- ☐ Transfer to Town of Windsor Museums Education Collection
- ☒ Destroy/Dispose
- ☐ Transfer to another institution
- ☐ Public Auction
- ☐ Cannot be found in collection

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Town Board

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Curator Use Only:

Final Action Taken:

___ As proposed

___ Other: _____

___ Value Received at auction: \$ _____

Action taken by: _____ Date: _____

Deaccession Form

The following object is presented for deaccession from the Town of Windsor Museums' Permanent Collection.

Accession #: No Number, home location 8-17

Object: Electrical cord

Description of object: Black hardwire electrical cord with toggle switch, white plastic plug

Condition of object: Poor, tape in multiple areas of cord, exposed wire on ends



Reason for Deaccession:

- ☒ Object does not illustrate unique Windsor heritage
- ☐ No known provenance
- ☐ Object lacks rarity as specified in collections criteria
- ☐ Duplicate in collection
- ☒ Poor condition
- ☐ Museum cannot adequately care for objects
- ☐ Unidentifiable
- ☐ Other/Additional: Unknown what cord goes to

Proposed Method of Disposal:

- ☐ Transfer to Town of Windsor Museums Education Collection
- ☒ Destroy/Dispose
- ☐ Transfer to another institution
- ☐ Public Auction
- ☐ Cannot be found in collection

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Town Board

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Curator Use Only:

Final Action Taken:

___ As proposed

___ Other: _____

___ Value Received at auction: \$ _____

Action taken by: _____ Date: _____

Deaccession Form

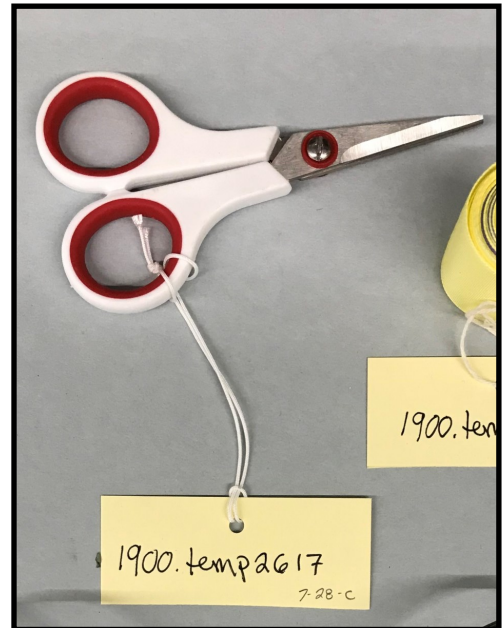
The following object is presented for deaccession from the Town of Windsor Museums' Permanent Collection.

Accession #: 1900.temp2617

Object: Scissors

Description of object: small "Singer" scissors, white plastic handle

Condition of object: Good



Reason for Deaccession:

- ☒ Object does not illustrate unique Windsor heritage
- ☒ No known provenance
- ☒ Object lacks rarity as specified in collections criteria
- ☐ Duplicate in collection
- ☐ Poor condition
- ☐ Museum cannot adequately care for objects
- ☐ Unidentifiable
- ☐ Other/Additional:

Proposed Method of Disposal:

- ☒ Transfer to Town of Windsor Museums Education Collection
- ☐ Destroy/Dispose
- ☐ Transfer to another institution
- ☐ Public Auction
- ☐ Cannot be found in collection

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Town Board

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Curator Use Only:

Final Action Taken:

___ As proposed

___ Other: _____

___ Value Received at auction: \$ _____

Action taken by: _____ Date: _____

Deaccession Form

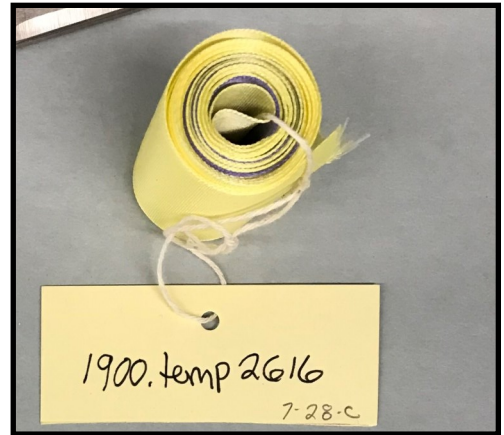
The following object is presented for deaccession from the Town of Windsor Museums' Permanent Collection.

Accession #: 1900.temp2616

Object: Ribbon, satin

Description of object: Roll of satin ribbon, yellow and purple

Condition of object: Good, multiple pieces



Reason for Deaccession:

- ☒ Object does not illustrate unique Windsor heritage
- ☒ No known provenance
- ☒ Object lacks rarity as specified in collections criteria
- ☐ Duplicate in collection
- ☐ Poor condition
- ☐ Museum cannot adequately care for objects
- ☐ Unidentifiable
- ☐ Other/Additional:

Proposed Method of Disposal:

- ☐ Transfer to Town of Windsor Museums Education Collection
- ☒ Destroy/Dispose
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- ☐ Public Auction
- ☐ Cannot be found in collection

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Town Board

___ Approved for Deaccession from Collection ___ Retain in Collection

Date: _____

Curator Use Only:

Final Action Taken:

___ As proposed

___ Other: _____

___ Value Received at auction: \$ _____

Action taken by: _____ Date: _____

Final Approval
Signatures

Deputy Director of Parks, Recreation, and Culture

Date

Mayor, Town of Windsor

Date