



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

May 1, 7:00pm
Community Recreation Center
250 N. 11th St, Windsor, CO 80550

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 Board 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 April 3, 2018

C. BOARD REVIEW / DISCUSSION

1. Village East Neighborhood Park Presentation
2. Open Space Presentation
3. Creamery Purchase from WSHS
4. 2019-20 Goals
5. 2019 Budget Discussion

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

June 5, 2018
July 3, 2018

Regular Parks, Recreation & Culture Advisory Board Meeting
Regular Parks, Recreation & Culture Advisory Board Meeting

The Windsor Parks, Recreation & Culture Department oversees the provision of services related to recreation and cultural opportunities for the entire community through quality programs, facilities, service and management of natural resources.



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

April 3, 2018, 7:00 P.M.

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Chair John Nuspl called the meeting to order at 7:00 P.M

1. Roll Call

The following PReCAB members were present:

John Nuspl
Sandy Brug
Regan Price-Absent
Matt Morgan
David Sandlin
Patrick Lightfoot
Rebecca Holder-Otte

Town Board Liaison

Absent

Also Present:

Parks, Recreation and Culture Director
Manager of Recreation
Park Operations Manager
Open Space & Trails Manager

Eric Lucas
Tara Fotsch
Bob Worthen
Wade Willis

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

Ms. Price moved to approve the Agenda. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

1. Town Board Liaison
No Report

2. Weld RE-4 School District

- Ms. Price reported Weld RE-4 School District reported the following:
 - o The Board is working on budget for next year, governor providing additional money. Additional funding bills at the state level and oil and gas money flush.
 - o Still in discussion about at 2020 bond, and discussing redistricting lines.
 - o State Wrestlers attended last school board meeting.
 - o Thanks to Rec. Center partnership by accommodating longer summer.

4. Public Invited to be Heard

Mr. Nuspl opened the meeting for public comment.

Jenn Kaphammer, S.A.L.T. representative reported teen Easter egg hunt at Eastman park for middle schoolers. Planned activities include school bonfire night, games, and concessions. S.A.L.T. will be working the concessions at all teen night dances this year to raise money for their programs.

B. CONSENT CALENDAR

1. Minutes from February 6, 2018.

Mr. Lightfoot moved to approve March 6, 2018 minutes as submitted. Ms. Otte seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. 2018 Capital Project Review (Quarterly Update)

Mr. Lucas started by clarifying that the parks presentation will occur by Bob in August, Customer service will be in June. July is Open Space and Trails.

He then reported the status of all current projects:

- Windshire has final cost but plans have not been released to Town staff to review yet.
- Village East, staff has selected Design Concepts as the design consultant. Designs Concepts will be presented this Thursday, then on April 18th a public meeting will be held at art and heritage center to present those concepts to the public. PReCAB will see the final proposed concept at a public hearing in May, expect a large crowd. PReCAB will review plans and will make a recommendation to present to Town Board with construction anticipated yet this year.

Mr. Morgan asked about how the public process worked..

Mr. Lucas stated that an internal staff team is created. The public design team then provided guidance as to what goes into a NP vs CP, than do a break out of adults and kids to design their parks conceptually before a consultant was hired.

- Diamond Valley- Biggest project we are behind on, not enough time to develop RFP. The brush and recycling site is resolved with Town Board, but struggling to find a forever home. Parks is working on moving archery range. The goal is to get an RFP out this month.

Ms. Otte asked if there is a risk to delaying.

Mr. Lucas responded that we're just running out of programmable space and will have to cap programs, no risk of losing money.

Ms. Fotsch added that the fields the school used to provide are not available.

- Park maintenance Building, the appraisal is complete. Then will begin negotiating with school board after presenting to Town Board. February of 2020 is when we would have to move out.
- Main Park Playground, selected all around recreation. This Thursday will be a public meeting in which 2 concepts will be presented. Please bring children if you come because they are the ones that play on it and we want to know what they want. We are hoping for Labor Day weekend opening. One concept is a mast type theme rope structure with 2 inclusive components. The other version is very similar, 18 foot tall, net triangular structure with slide off of it. Both concepts have zip lines. Still a couple of inclusive pieces and rope structures are considered inclusive. Both structures are very similar, staff prefers the concept with the taller structure that moves. The department has received several comments from adults with concerns of safety of equipment. Staff will emphasize the safety standards that we adhere too.

Mr. Morgan asked if there is an inclusive standard we are striving towards.

Mr. Lucas responded nothing is defined at this point.

- Cemetery Parking Lot, engineering is planning on bidding this summer. On May 2nd roundabout will begin construction which will close 257 for most of the summer.
- Roundabout- Town Board has to decide on which version / level of landscape they prefer

which is the mid-level estimated at \$105,000. This concept is a little more grandiose similar to 7th and Crossroads.

- Creamery--reviewing a contract for obtaining the creamery building in exchange for the mother statue. Staff is working to get quotes for work on the creamery so we will have something to budget in 2019.

Ms. Brug stated that the Historical Society still needs to clean out before handing over to the town. They need volunteers to help and will likely do a yard sale.

2. 2019-20 Goals

Mr. Lucas presented what PReCAB submitted regarding 3 descriptive words on now vs future of the Parks, Recreation and Culture Department.

- Future- Weakness, growth, marketing, funding, which is where we ended up with goals
- Now, dedicated, growing, evolving, friendly proactive, strong
- Possible goals for 2020, Inclusive, innovative, continue success, accreditation.
- Will consider these for next meeting.

The Board and staff discussed further goals that include fiscal responsibility. Mr. Lucas reviewed some draft goals with the board. He asked if they are okay with them, he will bring 3-4 objectives under each one for the board to review. The Board continued to discuss the goals, roadblocks, and alignment with Town's strategic plan.

Mr. Lucas asked the Board to really try to spend some time looking at these so we can have a good discussion in June or July in order to tie into the 2019 budget. The Boards home work will be to write 3 weaknesses that they feel department has currently.

3. 2019 Budget Discussion

Mr. Lucas presented were we are now in the budget season and provided an overview of the budge itself. He will send out the information to the board. He asked them to take a look and give their opinion on what is needed. Great questions to consider are: Is what is currently budgeted in the 5 year plan realistic? Is it still necessary? Is there anything missing?

Ms. Otte asked if the population of town impact prioritization.

Mr. Lucas stated that yes .The focus will be to develop what we have and figure out how to fund the maintenance since that is the next big challenge we face.

COMMUNICATION

1. Staff

Mr. Lucas reported that the Town Board discussed a new park fee ordinance in a work session and will consider adoption later this year. 27 acres along Crossroads next to the future school site has been acquired. This will be the last community park and the southern most community park to date. He also explained the development review process and group that meets once a week. He announced a new administrative person was hired and part of their job will be to take notes at the future board meetings.

Ms. Fotsch reported that culture programs in 2017 had a total of 217 kids participate. So far just in this first quarter they already have 178 kids in 2018 have signed up. The Activity Guide is out. The first whole week the guide was out online only there were 517 registrations in 1 day. Accomplished in 1 day what took a week last year. The CRC hosted a summer enrichment fair which had over 400 attendees.

2. Board

Mr. Nuspl expressed gratitude to Town Board for the annual appreciation dinner. It was a really nice dinner and nice location.

ADJOURN

Ms. Holder-Otte moved to adjourn the meeting. Mr. Morgan seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 8: 22 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the _____ day of _____, 20____

Regan Price, Secretary
Parks, Recreation & Culture Advisory Board

Submitted by:
Wade Willis, Open Space and Trails Manager



ENTRY

BLUEGRASS

NATIVE GRASS

CHERRYRIDGE
DRIVE

BASKETBALL

SOFT SURFACE PATHS

WAYSIDE SEATING AREA

BOULDERS

SYNTHETIC TURF
AGE 2-12 PLAY AREA

WAYSIDE SEATING AREA

ENTRY PLAZA

BIKE RACKS

COMMUNITY
MAIL BOXES

NATURE PLAY

SYNTHETIC TURF
NINJA CHALLENGE COURSE

INFORMAL PATHS

OPEN GRASS FIELD

20' X 20' SHELTER

HILLTOP LOOKOUT

PARK EDGE CIRCLE

Village East Neighborhood Park | Windsor, CO

Concept Plan | May 1, 2018



0 30 60 120



FINANCE PReCAB REPORT

Volume 6, Issue 3
March 2018

OVERVIEW

- The base 3.2% collections and the .75% expansion collections were both below the target for the monthly budget requirement for March.
- Through March 2018 Construction Use Tax collections totaled \$778,762 or 22% of the annual budget.
- 29 business licenses were issued in March, of which 18 were sales tax vendors. 10 retail licenses closed in March.



MAIN PARK FINAL DESIGN

The final design for Main Park came as a result of several community meetings. Budget for the destination park is \$400,000 and is scheduled to begin after July 4th and completed by mid-August.

PARKS, RECREATION & CULTURE

Ideally at the end of the third month of the year one would want to see 25% collection rate on the annual budget number. The town has exceeded that benchmark in sales tax but are behind in use tax collections. Property tax collections will catch up in the coming months and be at almost 100% by July.

GENERAL FUND REVENUE CHART *For Parks, Recreation & Culture only*

<u>Division</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2018 Budget</u>	<u>% of Budget</u>
Cemetery	\$250	\$7,200	\$82,765	8.7%
Swimming Pool	\$10,585	\$13,508	\$175,613	7.7%
Recreation	\$53,401	\$155,238	\$815,163	19.0%
Museum	\$3,530	\$7,823	\$15,058	52.0%
Community Events	\$15,493	\$21,366	\$27,995	76.3%
Parks	\$1,310	\$3,563	\$20,615	17.3%
Forestry	\$1,440	\$1,560	\$9,000	17.3%
Total General Fund Operations	\$86,009	\$210,258	\$1,146,208	18.3%

General Fund Revenues are at 18.3% for the third month of the year, below the benchmark of 25%.

GENERAL FUND EXPENSE CHART *For Parks, Recreation & Culture only*

	<u>Department</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2018 Budget</u>	<u>% of Budget</u>
432	Cemetery	\$7,398	\$28,210	\$157,242	17.9%
433	Community Events	\$19,854	\$32,454	\$147,990	21.9%
450	Forestry	\$21,069	\$86,159	\$410,133	21.0%
451	Recreation Programs*	\$130,987	\$357,372	\$1,833,152	19.5%
452	Pool/Aquatics	\$15,417	\$36,978	\$345,782	10.7%
453	Open Space & Trails	\$178	\$2,727	\$131,751	2.1%
454	Parks	\$89,471	\$282,277	\$1,474,282	19.1%
456	Art & Heritage	\$25,023	\$79,754	\$377,517	21.1%
	Total General Fund Operations	\$309,397	\$905,931	\$4,877,849	18.6%
	<i>*plus transfers to CRC for operational expenses</i>				

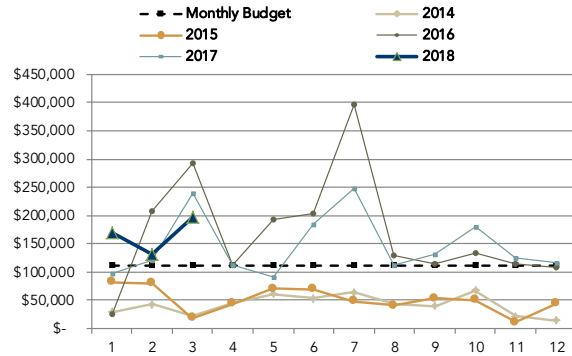
The General Fund operations are at 18.6% of the annual budget.

ITEMS OF INTEREST

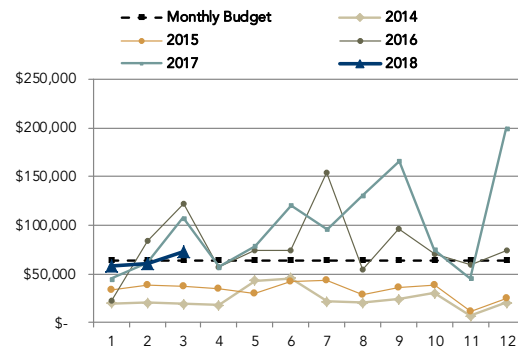
Windsor is slightly under the operating budget for the year. The internal service funds pay many items in January and February that cover the entire year. Being slightly ahead of the benchmark at this time of year is not uncommon. They will get closer to the benchmark as each month passes.



Neighborhood Park Fees (PIF)



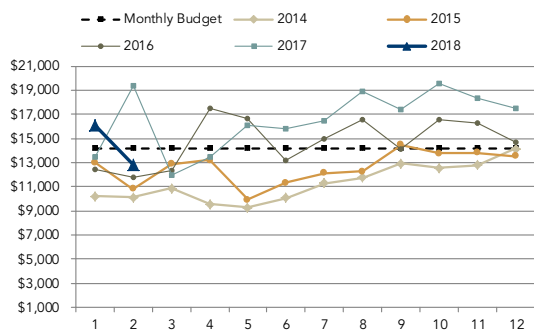
Community Park Fees (PIF)



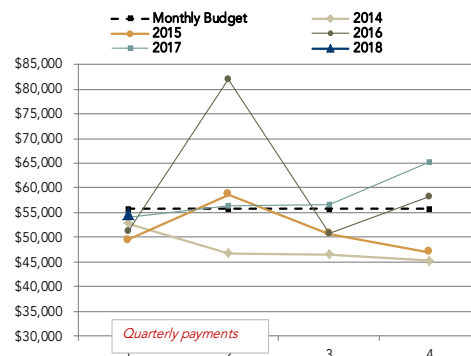
Neighborhood Park Fees and Community Park Fees are the direct result of fees paid on building permits. Historically the first few months of the year have been lower due to slow winter construction but come back during spring and summer months. These funds are utilized for park development projects as identified in the Capital Improvement Program (CIP) and approved by PRECAB.

LCOS represents Larimer County Open Space tax disbursements. These funds are utilized for parks, trails and open space projects in the Larimer County portion of Windsor as identified in the CIP.

LCOS Yearly Comparison (PIF)



Lottery Funds (CTF)



LOOKING FORWARD

3.2% COLLECTIONS

The town budgeted \$8.8M for this portion of sales tax for 2018, making the average monthly collection requirement \$734,294. March collections were at 92% of this mark at \$674,678.

.75% COLLECTIONS

The monthly budget requirement is \$174,061. The Town collected \$158,258 in March..

3.95% TOTAL

For 2018 the Town budgeted \$10.9M in total for the combined 3.95% sales tax rate. Through March, the Town has collected \$3.6M. If the trend of the first quarter continues through the year, collections will come in at \$11.7M.

PARKS, RECREATION & CULTURE

ALL PRC FUNDS EXPENSE CHART

Benchmark = 25%

	<u>Current Month</u>	<u>YTD Actual</u>	<u>2018 Budget</u>	<u>% of Budget</u>
Operations				
General Fund (PR & C)*	\$309,397	\$905,931	\$4,877,849	19%
Community Recreation Center**	\$74,651	\$229,055	\$1,047,988	22%
Community Rec. Center Expansion †	\$172,481	\$390,363	\$2,288,243	17%
Operations Total	\$556,529	\$1,525,348	\$8,214,080	19%
Capital Projects				
Park Improvement Fund†	\$2,422	\$7,267	\$4,895,069	0%
Conservation Trust Fund	\$0	\$61,744	\$623,000	10%
Capital Improvement (PR & C)	\$42,419	\$62,258	\$666,930	9%
Capital Total	\$44,842	\$131,270	\$6,184,999	2%
Total Budget	\$601,371	\$1,656,618	\$14,399,079	12%
*plus transfer from PIF to GF for Administration				
**CRC plus loan interest payment				
***CRC Exp plus loan interest payment				

- Operating expenditures are at 19% under the budget benchmark of 25% for March.
- Capital projects are at 12% as they have not fully started up yet for 2018.

2018 Major Projects	2018 Budget	Spent YTD	Dept.	Multi-Yr	Est. Start Process	Actual Start	% Complete	Est. Complete	Actual Complete
Diamond Valley Field Phase Development	\$3,600,000	\$0	Pks/EL	2017-2019	May 1		2%	into 2019	
Main Pk Playground Replacement	\$400,000	\$0	Pks Mgr	2018	Jun 1		25%	Aug 15	
Village East Park Development	\$866,000	\$0	Pks/TF	2018	Jun 1		20%	Aug 15	
Poudre Tr Maintenance TAP grant project	\$20,000	\$0	Pks/WW	2018	Aug 1		25%	Oct 1	
Windsor Tr Highland Meadows Pkwy	\$165,000	\$1,148	Pks/WW	2017-2018	Jun 1		5%	Aug 1	
Windsor Tr #2 Ditch Tr -15th St to River Bluffs OS	\$50,000	\$0	Pks/WW	2018-2019	May 1		2%	2019	
7th Street & Crossroads landscaping	\$70,000	\$0	Pks/KK	2018	May 1		10%	Jul 1	
Eastman Pk Doc for special events investment	\$15,000	\$0	Pks/TF	2018	Apr 1		0%	Jul 1	
Automate splitter box E of Chimney Pk	\$70,000	\$0	Pks/WW	2016-2018	May 15		1%	Jul 15	
Purchase Creamery for Mother statue	\$77,000	\$2,998	Pks/LB	2018	Jan	Jan	30%	Jun 1	
Color key for funds =		PIF	CTF	CIF					



PR e CAB REPORT

May 2018

DIRECTOR'S UPDATE



Eric Lucas
Director of Parks, Recreation
& Culture
970-674-3500

With May upon us we are in full summer mode with hiring of seasonal staff, irrigating and maintenance of our parks, trails and open space system, programs and events along with beginning to make progress on several capital projects. Other than seasonal hires and a vacant park supervisor position, we are fully staffed which is a blessing given the 4 month summer for the Weld Re-4 School District.

In case you missed it, Arbor Day 2018 was a success with Grandview Elementary and Windsor Charter Academy events, our tree sale, a volunteer tree planting event at main park (Thanks Windsor Rotary). If you haven't visited the Arts & Heritage Center to see all the school kids posters and poetry on trees be sure to swing by and check it out!

In other exciting news, we closed earlier this month on the Labue parcel, which as you may recall is a 27 acre parcel that is adjacent to nearly 100 acres of School District land. This location will one day become a community park. This is exciting in that it is anticipated to be the last developed park land acquisition in our system. This enables us to now turn our focus on acquisition of open space and community buffers.

We continue to have vandalism issues at Chimney Park Restroom with 5 break-ins or damage in the last 30 days. Additionally, we have had vandalism at Eastman Park and graffiti at Coyote Gulch Park. Needless to say, the Police Department is investigating and we hope to curb these issues as they are time consuming and costly.

As a reminder, the Town will be commemorating the 10 year anniversary of the tornado on May 22nd at Boardwalk Park with a Public Safety Fair. Please be sure to swing by, learn important safety information as well as thank first responders and others for their hard work during emergencies and disasters.

Your agenda this month is pretty heavy with the first item being the Village East Park presentation by staff. Following the conclusion of the presentation, we will open it up for public comment, close the public comment and then ask for a vote by the Advisory Board to approve sending the plan to Town Board. Other items include a presentation on Open Space & Trails, Creamery Purchase Presentation as well as continued discussion on your 2019-20 Goals & Objectives as well as the 2019 Capital Improvement Program.

As always, please feel free to reach out if you have questions, concerns or would like something added to the agenda!

Regards,

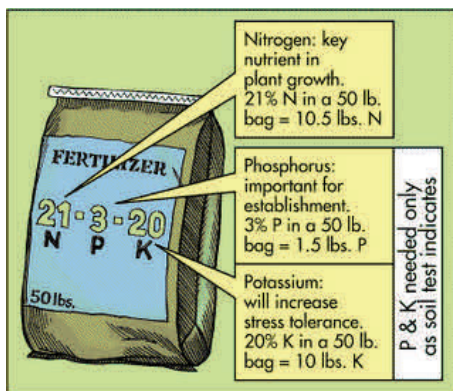
Eric Lucas
Director of Parks, Recreation & Culture

PARKS DIVISION

SPOTLIGHT-TURF

With the onset of spring , Parks has been busy with preparation and implementation of such cultural practices as aerating and fertilizing all sports fields and high visibility parks. Aeration and fertilization are vital to healthy, safe and aesthetically pleasing turf grass. Soil samples are taken to determine nutrients requirements of turf. Once results have been obtained, fertilizer is ordered per recommendation of soil lab. Recommendations include nitrogen, potassium and potash. Or more commonly known as NPK!

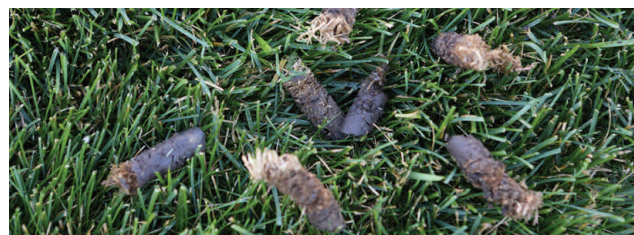
Aeration is performed prior to fertilizing to open soil pore space and increase the critical exchange of oxygen and water to the root zone. This process also allows the fertilizer to penetrate the root zone where it is most needed.



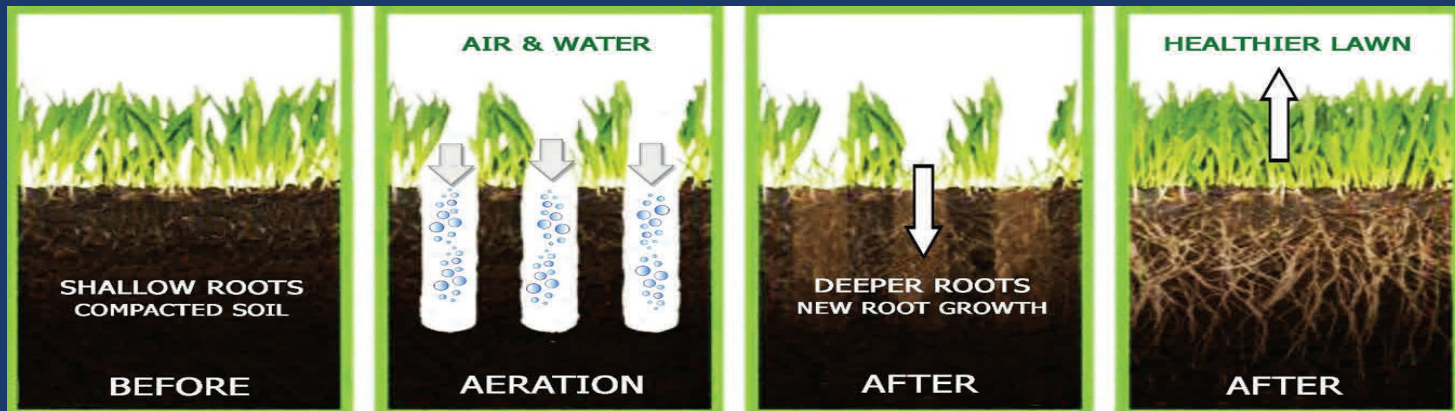
Soil Testing..



Cores From Aeration..



Benefits Of Aeration...





RECREATION DIVISION

CAMP WINDSOR

Camp Windsor is a licensed summer camp offered at the Windsor Community Recreation Center for children ages 5 to 12. This camp is intended for children that have completed Kindergarten, through 6th grade. Camp Windsor's mission is to provide a safe and enjoyable environment for all campers, creating an atmosphere that supports learning and fun. We emphasize four important life skills: safety, responsibility, readiness and respect.

Throughout the Summer the campers explore the community through different trips to businesses, parks and trails. The campers also visit various venues in Northern Colorado to play laser tag,



bowl, jump and this year will take in a rodeo!

Camp Windsor has been extended through the month of August this year due to the extended Summer and kicks off on May 14th!

BY THE NUMBERS

456

CHILD CARE VISITS—MAR

800

PARTICIPANTS IN THE 1ST QUARTER OF CULTURE PROGRAMMING

480

TEENS AT THE TEEN NIGHT IN MARCH

72

PRIVATE SWIM LESSONS HELD IN MARCH

COMMUNITY RECREATION CENTER



Visits

After nearly 4 months, it appears we are tracking very similar to 2017 as seen in the adjacent chart. We average 1,192 building visits per day!

CRC Revenue

This chart represents people who pay to enter the building swimming or fitness. Through 3 months we have exceeded our

OPEN SPACE AND TRAILS

SPOTLIGHT

Gaging where we are to help guide where we need to go. This is why the Open Space and Trails Division will be submitting a Walk Friendly Community (WFC) application as well as delving into the response we received in 2016 on our Bicycle Friendly America application (BFA). We will explore the feasibility of implementing the BFA recommendations.

WFC is a national recognition program developed to encourage towns and cities across the U.S. to establish or recommit to a high priority for supporting safer walking environments. The WFC program recognizes communities that are working to improve a wide range of conditions related to walking, including safety, mobility, access and comfort. This application is due June 15, 2018, it's development will be a collaboration between the Engineering, Parks, Planning and Police Departments.

The BFA program provides a roadmap, hands-on assistance and recognition for states, communities, universities and businesses. The BFA program is a tool for states, communities, business and universities to make bicycling a real transportation and recreation option for all people.

BFA is run by the League of American Bicyclists. The feedback from our 2016 application did not yield an award status but did provide recommendations shown in the section below.



OVERVIEW/ TOPIC

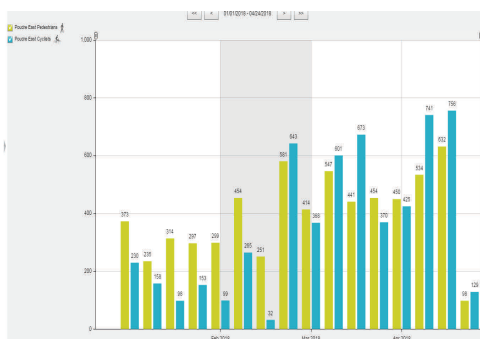
Key Steps to a Bronze Designation from the 2016 Application for Bicycle Friendly Community Designation

- » Adopt a Complete Streets policy and offer implementation guidance. By adopting a Complete Streets policy, communities direct their transportation planners and engineers to routinely design and operate the entire right-of-way to enable safe access for all users, regardless of age, ability, or mode of transportation.
- » Increase road safety for all users by reducing traffic speeds. Your application indicated a lower than average number of roads with a posted speed limit of 25 mph or less. Lower the speed limit especially downtown, around schools, and in neighborhoods. Use traffic calming measures and low speed design principles to achieve high compliance rates. Speed has been identified as a key risk factor in road traffic injuries, influencing both the risk of a road traffic crash as well as the severity of the injuries that result

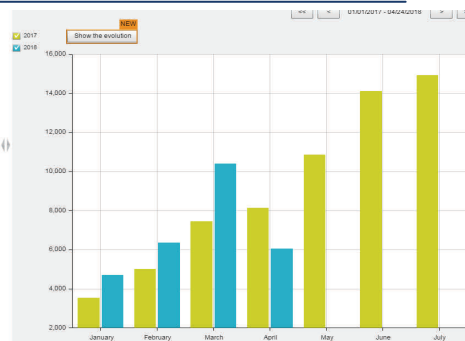
from crashes.

- » Expand your bicycle network using NACTO Design Guidelines to create high quality facilities on streets. Work to create a bicycle network that is safe and comfortable for people of all ages and abilities. A high quality north-south connection would enable people throughout Windsor to access existing trails.
- » Create an official Bicycle & Pedestrian Advisory Committee (BPAC) to create a systematic method for ongoing citizen input into the development of important policies, plans, and projects.
- » Clearly communicate progress on bicycle plans and other key metrics to inform citizens about the accomplishments and return on investment of improvements for bicycling and walking.

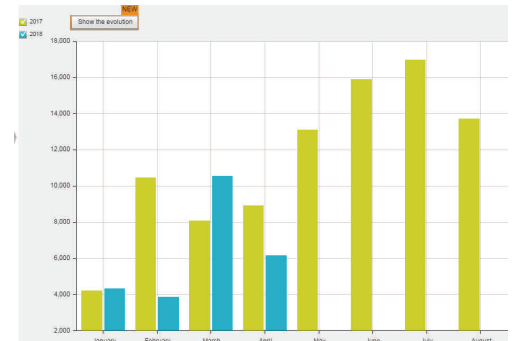
ECO COUNTER DATA



KODAK TRAILHEAD



EASTMAN PARK



BOARDWALK

COMMUNICATIONS



FACEBOOK ENGAGEMENT

INTERACTIONS

1,696 REACTIONS

524 COMMENTS

198 SHARES

2,418 TOTAL ENGAGEMENTS

TOP POSTS

	DATE	REACTIONS	COMMENTS	ENGAGEMENT	REACH
Main Park Design	April 20	900	276	20.1%	14,556
Aquatics staff testing boats	April 6	206	33	14.7%	6,357
Mom Prom	April 11	97	62	6.9%	8,683

BY THE NUMBERS

Facebook Page	Total Fans	Fan Increase	Posts Sent	Impressions	Impressions per Post	Engagements	Engagements per Post	Link Clicks
Windsor Parks, Recreation & Culture	4,596	1.19%	43	138,500	3,221	1,109	25.8	1,086



TWITTER ENGAGEMENT

INTERACTIONS

2 REPLIES

1 RETWEETS

— COMMENTS

5 LIKES

TOP POSTS

	DATE	REACH	RESPONSES	CLICKS	RETWEETS
Share National Park pictures	April 22	293	3	—	1
Soccer is cancelled	April 7	162	1	—	—
Basketball camp moved to Edge Sports Center	April 21	164	—	—	—

BY THE NUMBERS

Twitter Profile	Total Followers	Follower Increase	Tweets Sent	Impressions	Impressions per Follower	Engagements	Engagements per Follower	Retweets	Clicks
@WindsorPRC	129	7.5%	40	3,579	27.74	122	0.95	19	16



WEBSITE ENGAGEMENT

835
VISITS

771
UNIQUE VISITORS

4 minutes
DURATION

TOP 3 PAGES

1. JOBS | 2. ACTIVITY GUIDE | 3. PRC

