



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

May 7, 2019 6:00pm
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 2, 2019

C. BOARD REVIEW / DISCUSSION

1. E-Bikes in Parks & Trails Discussion
2. Smoking / Vaping in Parks Policy
3. Private Use of Parks Policy Discussion
4. 2020 Budget Outline
5. Board President Discussion

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

June 4, 2019
July 2, 2019

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

The Mission of the Windsor Parks, Recreation & Culture Department is to Impact Lives And Build Community Pride.

The Vision of Windsor Parks, Recreation & Culture Department is to Create a Legacy that Exemplifies Health and Wellness, Social Equity and Conservation.



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

April 2, 2019, 6:00 P.M.

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Mr. Lucas called the meeting to order at 6:03 PM

1. Roll Call

The following PReCAB members were present:

Shandi Fischer(Absent)
Matt Morgan(Absent)
David Sandlin
Patrick Lightfoot
Nick Mask
Mitchell McNiell

Weld RE-4 School Board Liaison

Chris Perkins

Town Board Liaison

Barry Wilson

Also Present:

Parks, Recreation and Culture Director
Open Space & Trails Manager
Park Operations Manager
Town Forester
Administrative Specialist PRC

Eric Lucas
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. Sandlin moved to approve the Agenda. Mr. Mask seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Mr. Wilson/Town Board Liaison:

- Downtown
 - Mill will have portions opening on July 4th
 - American Legion will be moving to a building on 4th street, old legion will be demolished, new four story brick building will go in its place, include multi-retail businesses on first floor and condos/apartments on remaining three floors, additional parking (Developer-Brinker)
 - Three block area behind Manweiler-condos, alley way renovation, retail/restaurants, similar to Old Town Fort Collins look (potted plants, light posts)
 - 111 space parking lot where Town Works used to be
 - Downtown Development Authority moving forward with new signage coming to the area
- Update on DOT meeting last week at fire station, long term plan to move Highway 392 and 257 out of downtown
- January/February building permits on pace to break previous years records due to Raindance and Ridge at Harmony

- New roundabouts on CR 5 by Ptarmigan and on CR 13/New Liberty (Steeplechase), and New Liberty/7th Street, will add double turn lane on 7th when school is out

Mr. Perkins/Weld RE-4 School District:

- Budget planning sessions, meeting with groups to discuss budget for next year, finalized in May
- Current enrollment up 9% compared to last year, with new re-alignment of boundaries and surveys sent out to public, enrollment will be up 110 students for next year's plan, on pace to be another 10% increase
- Staffing needs for Severance, multiple job postings for new high school

4. Public Invited to be Heard

No Report

B. **CONSENT CALENDAR**

1. Minutes from March 5, 2019.

- CRC data formatting with numbers and noting dashes versus negative numbers

Mr. Mask moved to approve March 5, 2019 minutes as amended. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.

C. **BOARD REVIEW / DISCUSSION**

1. Smoking/Vaping in Parks Policy (Update)

- Update- staff discussion with PReCAB, team meeting with Weld County Health Department, Survey, meeting with Police Chief
- Path Forward- review results and discussion with PReCAB, present results and recommendation to Town Board, education & implementation
- Introduction of Rachael Freeman and Kat Ventoruzzo from Weld County Health Department/Tobacco Control Program
 - Background on Electronic Smoking Device: contains-nicotine, propylene glycol, glycerin, diacetyl (flavors), substances like marijuana can also be vaped, combustion of E-liquid (not FDA approved) includes-nicotine, fine and ultrafine particles, and heavy metals (nickel, lead, tin), exposure can exacerbate respiratory elements, like asthma
 - Tobacco and Social Norming-Over a quarter of Colorado High School students are currently using e-cigarettes-highest use among high school students across the nation, average starting age is 12-13 years of age, leads into marijuana use
 - Survey Demographics-available March 4th-18th, posted on Facebook and PRC webpage, 1,057 completed, 95% Windsor residents, non-tobacco users, 9.2% prevalence of cigarettes, e-cigarettes, pipes, or cigars use in Windsor, 78% 30-64 years old age group
 - 71% use a Windsor park, playground, or trail at least once a week
 - 76% agree/strongly agree that kids being exposed to secondhand smoke or vapor is a problem
 - 66% agree/strongly agree that cigarette butt litter in parks and playgrounds is a problem
 - 71% agree/strongly agree that smoking or vaping in park and playgrounds is a problem
 - 84 % agree/strongly agree that smoking and vaping should be banned in parks and playgrounds

- 84% of non-tobacco users support banning smoking and vaping
 - 26% of tobacco users support banning smoking and vaping
 - Respondents are supportive of banning smoking and vaping in many outdoor spaces (89% playgrounds, 85% athletic fields, 82% rec center campus, 80% parks, 80% public special events, 80% shelters/picnics)
 - 8% support no ban
 - 296 additional comments (26% of respondents)-majority supporting a ban because of health, social norms and current vape epidemic, conditional support in favor of designated smoking areas, and smoking versus vaping, 34 comments did not support a ban due to individual right/personal freedom
 - Based on the results of the survey and discussion with police around enforcement, staff is recommending banning smoking and vaping in all parks and the CRC campus with the exception of parking lots (not recommending no smoking on trails)
 - Town Board Work Session on April 22nd 2019
 - Return to PReCAB in May
 - Discussion held on clarification of parking lots, especially Boardwalk Park (inside/outside of car), liter of cigarette butts around Windsor lake/beach, rolling policy out sooner than later versus January 1st, cost of implementation and signage, education and promotion
2. Museum Accessions (Albrandt & Schaeffer)
- Men's coat- black felt and fur, double-breasted button and loop closure, made in early 1099's, worn by Fritz (Fred) Schaeffer, who emigrated from Russia to Windsor circa 1912
 - Tool box- wood, used by Carl Albrandt Sr. when he worked at the Great Western Sugar Factory in Windsor, brace bit, drilling, saw
 - Blank postcard- belonging to Harold Stoll (born in Windsor), printed stamp of Lincoln, prepaid, circa 1962
 - Report Card- Windsor Elementary Schools, 1972-73, belonging to Mark Stoll
 - Booklet Saving Stamps \$3.00, "Thrifty Green Stamps"
 - Windsor Fire Department Badge belonging to Victor Reynolds

Mr. Lightfoot moved to request the accession in the museum as presented. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.

3. Quarterly Update of 2019 Capital Projects
- Parks Maintenance Facility & Museum Collections (\$8.1 million)
 - New addition, parks staff, IT & human resources will be housed there, free up 1500 square feet of space at Town Hall
 - Plans submitted for review-permits
 - Breaking ground mid-May
 - Working on FFE
 - Main Park Shelter- tore down old shelter next to new playground, completed by beginning of June, \$100,000 project
 - Cemetery- bidden out and awarded, at least hardscaping complete for Memorial Day celebration, landscaping later, \$450,000 project
 - Village East Park- June opening, ninja warrior course, nature play
 - Windshire Park- developer build, open in next month
 - Creamery-going to bid this week for design and construction, maker-space area, total renovation while keeping brick structure, \$320,000 project

- Culture Projects
 - Eaton House Master Plan- turn into business incubator
 - Public Art Plan \$5,000 project- internal staff, students from CU
 - AHC Fiber- install by end of April, shooting fiber from Town Hall, Culture Staff will relocate there
- Update on Projects
 - Kyger Trail \$1,000,000 budget, parking lot addition, delayed to the fall due to GOCO grant and connection of Poudre Trail
 - Mother Statue- bronzed, installation on June 20th during concert in conjunction with Windsor Community Cares Day by Mayor, \$75,000 (creamery acquisition)
 - CRC Rooftop- ordered, 2 of 4 original units to be replaced in next 2-3 weeks, \$75,000
 - Chimney Park backstop/drain
 - E-Prep Solutions- cost recovery software, down to the penny and evaluate as a business and every program, tied to strategic plan
 - #2 Ditch Trail easement, \$75,000 project
- Department Strategic Plan (Pros Consulting)
 - Kickoff Meeting- data dump, market analysis, SWOT
 - Site Visits- May 8 & 9
 - Stakeholder Interviews- 30 minute meetings (May 13th & 14th), Town Board Work Session (May 13th), public input session (May 14th)
 - Surveys- statistically valid, sent out June/July
 - Market Analysis (Draft)- includes data that may not be as accurate, especially in the area of population, culture of outdoor and active
 - Town of Windsor Top 5 Tapestry Segments- Soccer Moms, Urban Chic, Bright Young Professionals, Parks and Rec, Savvy Suburbanites
 - Market Potential Index- General Sports MPI, Fitness MPI, Outdoor Activity MPI, Commercial Recreation MPI, majority at or above national averages in all areas
- Town projects impacting PRC
 - Transportation Master Plan- Town Board would like PReCAB to attend Work Session on May 6th at 6:00 pm, discussion on roads, but major part of the study will be on trails and connectivity throughout town and non-motorized activity
 - Roundabouts at New Liberty- forestry maintenance, landscaping
 - The Mill- streetscape, forestry maintenance
 - Town Strategic Plan- adopted last year, focus on trails and open space, working on strategy to accomplish 2 year goals

D. COMMUNICATION

1. Staff

Mr. Lucas:

- Town Board Discussion on Advisory Board- appreciate the work, goals and objectives that PReCAB is doing and focus on the future
- Advisory Board Dinner- April 30th, please RSVP
- Arbor Day Events-Poster Contest, exhibition opening at Art & Heritage Center on April 11th, runs through April 28th, school celebrations at Tozer and Mountain View on April 19th
- Tree Sale on April 20th at Parks Shop, order date by April 17th
- Memorial Tree & Bench for Sandy Brug- will remove old tree and update flower bed near Art & Heritage Center, plant new tree and adding a bench near the museum building, partnering with Historical Society, dedication on June 20th to honor her

2. Board
 - Appreciation for the relocation of archery range

E. ADJOURN

Mr. Mask moved to adjourn the meeting. Mr. McNiell seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:51 P.M.

CERTIFICATION:

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

_____, 20__

Eric Lucas
Parks, Recreation & Culture Director

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist



PR eCAB REPORT

May 2019

DIRECTOR'S UPDATE



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

Despite old man winter trying to hang on we are in full fledged spring summer/ transition in our department!

On the recreation side, spring sports will close out this month (weather permitting) and we will transition right into summer activities. We are officially into event season and hiring seasonals as we staff up for a plethora of program offerings!

The Culture team has officially moved into the Art & Heritage Building now that we have network connection there at Boardwalk Park. This is exciting for staff and for the public as we can now offer free Wi-Fi in Boardwalk Park!

Parks are now seeing heavy use and we are opening restrooms this weekend as well as having staff coverage. This includes irrigation and mowing of parks.

On the project side of things, the strategic plan is in full swing (details at the meeting), Village East and Windshire Parks are on target to open in June, the Main Park Shelter is nearly complete and we expect the park shops and museum facility to break ground in late May. Finally, the Public Art Plan is also underway and will begin public

comments in June!

On the staffing end, we continue to see staff movement within the department with several Full time positions becoming vacant at the front desk and within recreation program areas. Several staff have been promoted to fill those vacancies and we have hired multiple others from outside the organization. By mid May I expect to be back at full staff in nearly every area.

Your agenda is for the most part policy discussion and the start of budget 2020! Wade will kick off the evening with a presentation on E-bikes that will include a demonstration from the owner of Spokes. You will have the opportunity to ride an e-bike behind the recreation center if you wish, so bring some comfortable shoes! Tara will update you on the smoking in the parks discussion with Town Board and provide a path forward, as well as, continued dialogue regarding a proposed policy around private use of parks for financial gain. I will then wrap up the evening with an outline regarding our upcoming budget and we can discuss the Board President position. Needless to say, an action packed meeting!

Don't forget.....the meeting starts at 6pm.

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

Sincerely,

Eric Lucas

Director of Parks, Recreation & Culture



RECREATION DIVISION

Windsor REC MOBILE

Join us this Summer for some organized fun in one of our many parks! The Rec Mobile travels around to various parks all summer and offers fun activities for all ages for FREE! Some of the many activities include:

Kickball, with bases, SNAG Golf Set

Ladder Ball, Hula Hoops

Footballs, Frisbees and Boomerangs

Chalk , Spike Ball

Giant Play Foam Blocks

Giant Board games (Uno, Tic-tac-toe,
Flickin' chicken, Connect four, Kerplunk,
Scrabble, Sequence, Snakes & Ladders)

Bocce Ball, Croquet

Corn Hole, Giant Bowling

Badminton , Jenga Tower

Horse shoes , Giant LEGOs

Dodgeball, Pick-up Sticks

Yard Dice, Spoon and scoop
ball set

Sacks for sack races, Scooters

Washers

Visit our website windsorgov.com/recmobile for schedule details!



2019 Recreation Programs Did You Know

2019 Numbers through March:

- 2194 Lunches served
- 340 Flag Football Players –Spring
- 1391 Pickleball Players
- 365 Group Swim Lesson Participants
- 1195 Private Swim Lessons
- 790 Culture Program Participants
- 319 people educated through Culture Outreach programs



PARKS DIVISION

Spring is Underway!

Parks Maintenance

Parks staff are well underway with spring preparations. As the turf and planter beds begin to turn green, there are many things Parks staff must do in preparation for healthy turf and vibrant planter beds. Many *best practices* are implemented. Soil testing, thatch removal of turf grass, fertilizing and cutting back all dormant bed plantings are a few of these practices. Irrigation is yet another key practice in preparing for spring. All our systems are winterized to prevent freezing and are thoroughly inspected as we pressurize main lines, lateral sprinkler lines and sprinkler heads. None of the best practices mentioned above

can be performed without a reliable irrigation system. There are well over 150 sprinkler valves consisting of over 600 sprinkler heads, not to mention several thousand feet of various irrigation pipe.



Once the irrigation system is deemed solid, turf grass is aerated and fertilizer applied. Beds are treated with pre-emergent to mitigate weed growth and any spring plantings are done.



Turf grass must withstand the rigors of not only daily use, but the use of large events. Compaction is the most common problem known to turf grass failure and managing it is the key to healthy, vibrant turf!



Forestry and Horticulture

April is one of Forestry's busiest months. Between finally filling the Horticulturalist position (and Parks filling the Cemetery Tech!), April also brings about the annual Arbor Day festivities. This year's celebration was held at Tozer and Mountain View schools with over 450 kids in attendance at each school!



There was also the annual poster and poetry contest with the winners of both presented to Town Board. A linden tree was planted at each of the schools and we distributed 1200 seedlings!



Forestry wrapped up the month of April by getting the RFP out for the 5th/Main street DDA bed renovations, performed site inspections at Village East and Windshire parks and last, but not least...planted 14 trees in various parks as a part of our annual tree replacement program!

OPERATIONS & FACILITIES

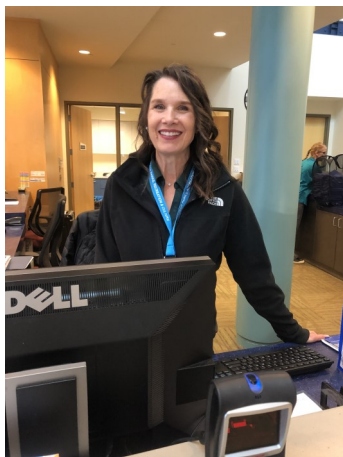
Taking Care of Business!

This month has been chalked full of opportunities to take care of business! We started the month replacing a 2004 roof top unit, that was no longer keeping up with the demand of our facility or working efficiently. Snow flew and the wind blew but that did not stop the team from taking care of business. A crane replaced the unit early in the morning and as the snow continued to fall, crews worked to connect the unit with little down time for our customers.



As they were braving the elements outside, Customer Service staff took care of business inside.

We have experienced some turnover in our front desk operations in the last few months and have been working diligently to hire individuals that will help drive our mission and vision and take our team to a whole new level. With that said, meet our newest member Helen Lynch. Helen started Monday, April 29th and jumped in with both feet eager to learn and assist our team to achieve great success! Fun fact: Helen was/is a member of the CRC and found out about the position while telling our front desk how much she enjoyed our facility. Lauren let her know that we were hiring and the rest is history. Proof that we are taking care of business every day!



Numbers at a glance

CRC Customers in 2019

The Community Recreation Center front desk has greeted over **153,000** customer so far in 2019.

April Visits

April totals came out lower than March yet still runs higher than April of 2018 by over 1,100 visits. April brought 31,976 visits to the Community Recreation Center with an average of 1,103 visits a day.

Memberships

In the month of April we gained
376 new members.

Silver Sneakers

April Silver Sneaker numbers had over 3,926 visits from a total of 2,330 silver sneaker members.

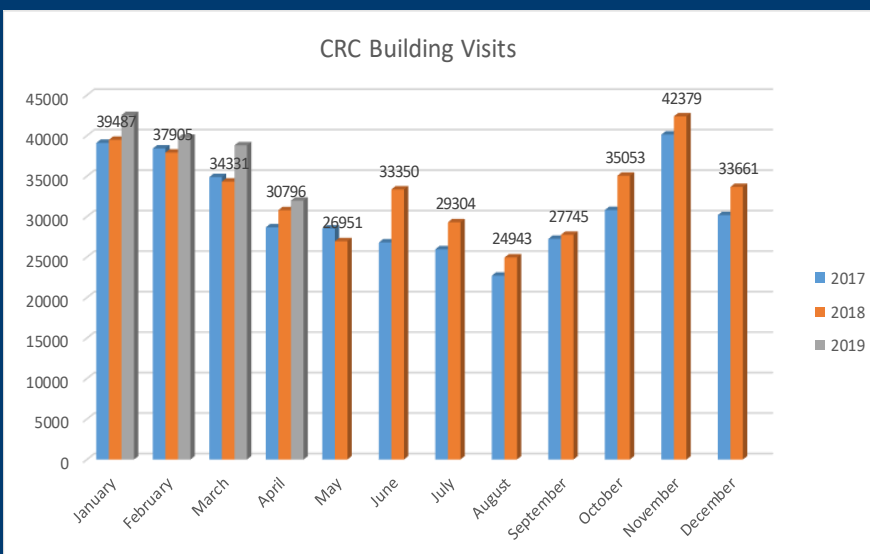
January 2019 stays in the lead with 4,550 visits

Birthday Rentals

In the month of April we hosted **38** birthday party rentals in our facility.

COMMUNITY RECREATION CENTER VISITS

After 4 months we have seen over 153,000 visits. 2018 total was 395,905...what will 2019 bring?





SPOTLIGHT

SPRING HIGHLIGHTS

Safe Routes To School Windsor 2018-2019 School Year

- Grandview Elementary School 630 Kids
- Tozer Elementary School 430 Kids



2 New ECO-COUNTER Trail Counters

- #2 Ditch Trail (located behind the Community Recreation Center) This unit will provide great data on how many kids are walking and biking to school verses other uses.

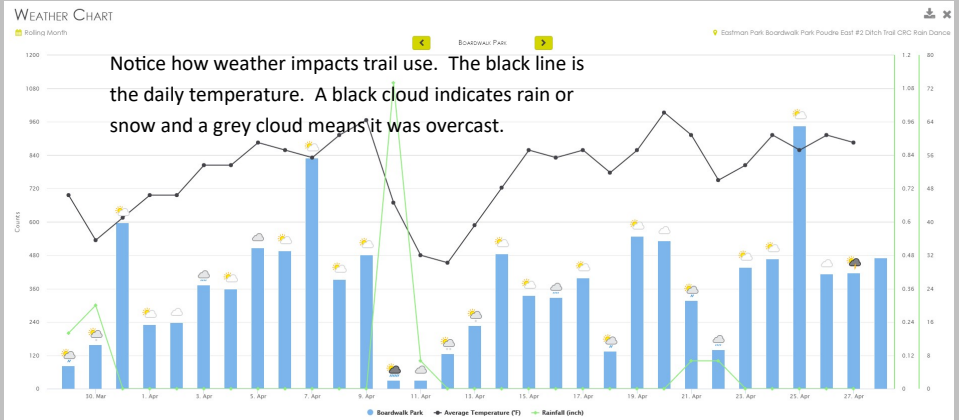


- Poudre Trail Rain Dance (Located between CR 13 and Eastman Park) This unit will complete the picture of how the trail is being used, how far people travel and whether they are recreational travelers or commuters. It will also help determine how far people travel when compared to the River Bluffs and Eastman Park counting sites.

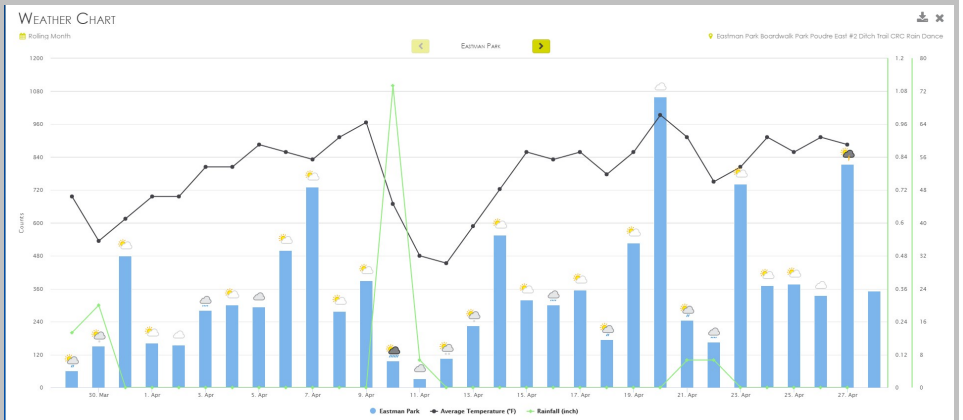
(Data from these sites will show up in June.)

TRAIL COUNTS

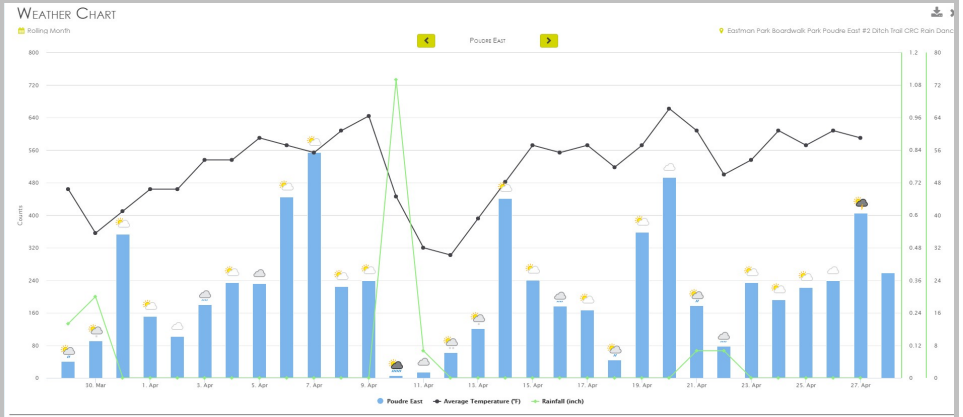
Boardwalk Park



Eastman Park



Poudre East



COMMUNICATIONS



FACEBOOK ENGAGEMENT

INTERACTIONS

1,959 REACTIONS

436 COMMENTS

164 SHARES

2,559 TOTAL ENGAGEMENTS

TOP POSTS

	DATE	REACTIONS	COMMENTS	ENGAGEMENT	REACH
Eggs hidden in Parks	April 19	168	80	12.2%	5,584
Easter Eggstravaganza video	April 20	142	12	7.9%	3,418
Village East Park video	April 8	140	27	12.2%	5,473

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	5,919	1.74%	46	179,054	3,892.5	2,559	55.6	1,434



TWITTER ENGAGEMENT

INTERACTIONS

0 REPLIES

7 RETWEETS

0 COMMENTS

10 LIKES

TOP POSTS

	DATE	REACH	RESPONSES	CLICKS	RETWEETS
2019 Activity Guide	April 5	548	2	—	2
Flowers at CRC	Mar 15	397	1	—	1
Arbor Day proclamation	April 8	387	1	—	1

BY THE NUMBERS

Twitter Profile	Total Followers	Follower Increase	Tweets Sent	Organic Impressions	Organic Impressions per Follower	Engagements	Engagements per Follower	Retweets	Clicks
WindsorPRC	240	5.7%	15	3,185	13.27	34	0.14	7	9



WEBSITE ENGAGEMENT

36,764

VISITS

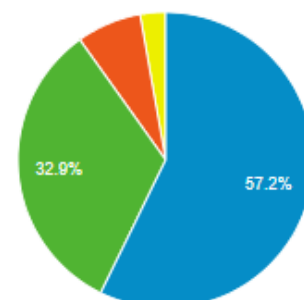
31,526

UNIQUE PAGE VIEWS

1:01

minutes
DURATION

Top Channels



- Organic Search
- Direct
- Referral
- Social
- Email

TOP 3 PRC PAGES

1. COMMUNITY REC CENTER | 2. ACTIVITY GUIDE | 3. FITNESS SCHEDULE

FINANCE PReCAB REPORT

Volume 8, Issue 1
January 2019

OVERVIEW

- The base 3.2% collections and the .75% expansion collections were both above the target for the monthly budget requirement for January.
- Construction Use Tax collections exceeded the January budget by 55%.
- 90 business licenses were issued in January of which 72 were retail and 18 were non-retail. During the same period, there were 38 license expirations.

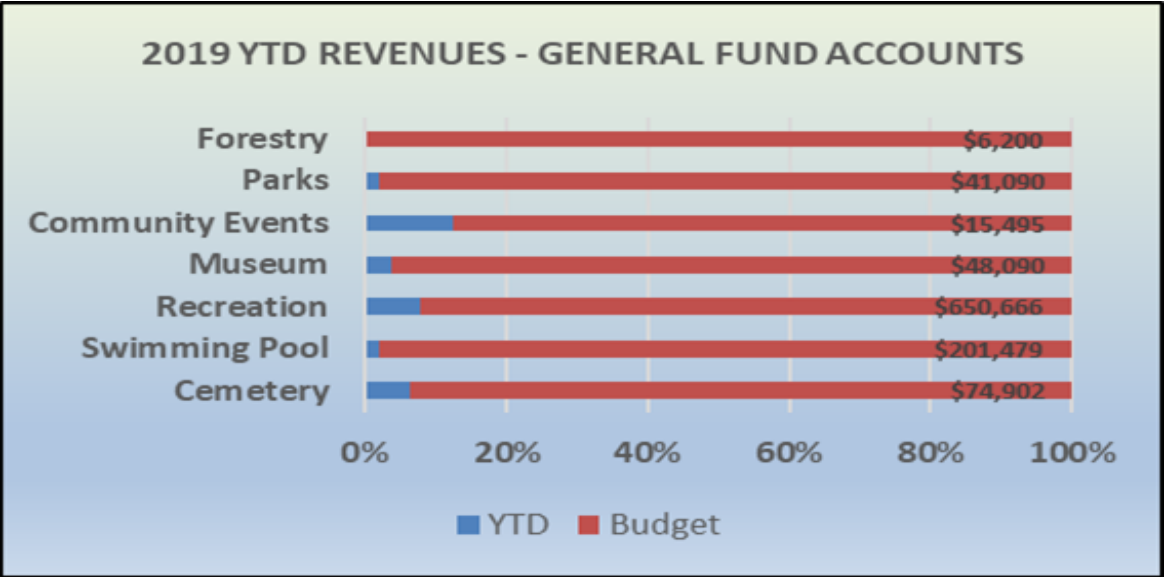


WELCOME ABOARD NEW OFFICERS!

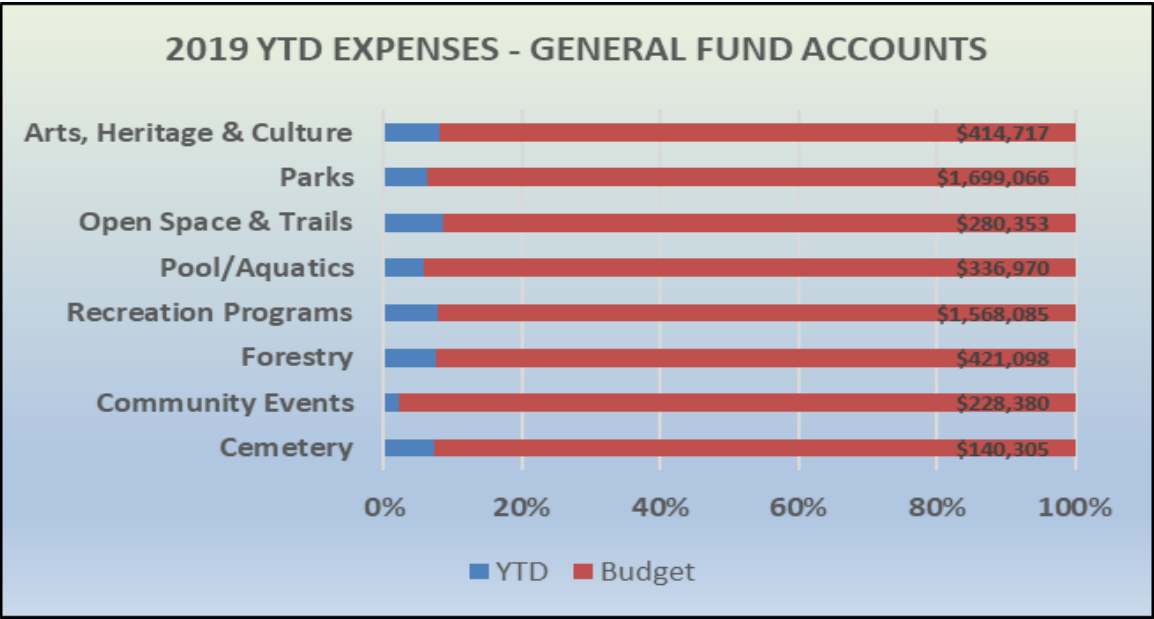
With over 20 new employees approved and appropriated in 2019, there will be a lot of new faces around the Town this year.



January revenues are typically light and 2019 is no exception at a combined 6.6% of budget



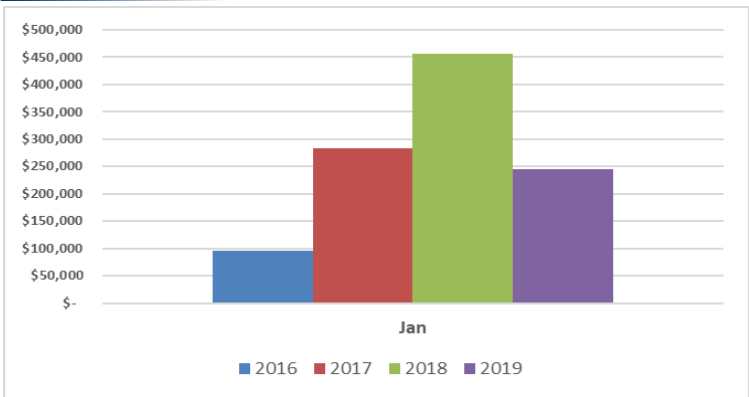
Operating expenses are slightly below the 8.3% benchmark for January.





FINANCIAL REPORT

Combined Neighborhood/Community and Park & Trail Development Fees (PIF)

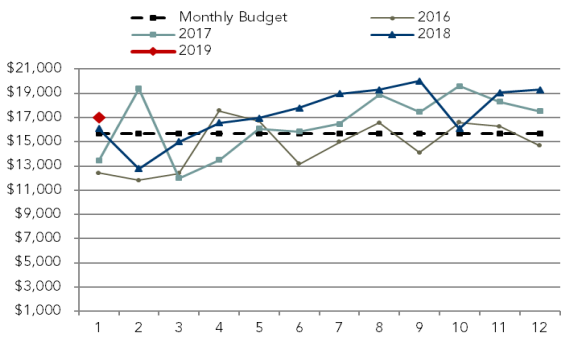


Neighborhood/Community and Park and Trail Development Fees are the direct result of fees paid on building permits. Historically the first few months of the year have been lower due to slow winter construction but come back during spring and summer months. These funds are utilized for park development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

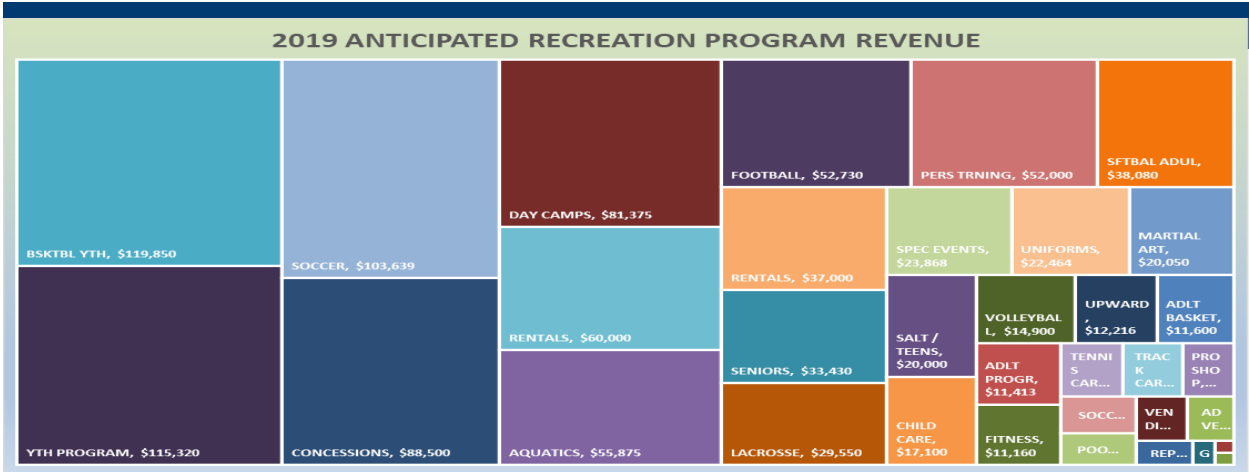
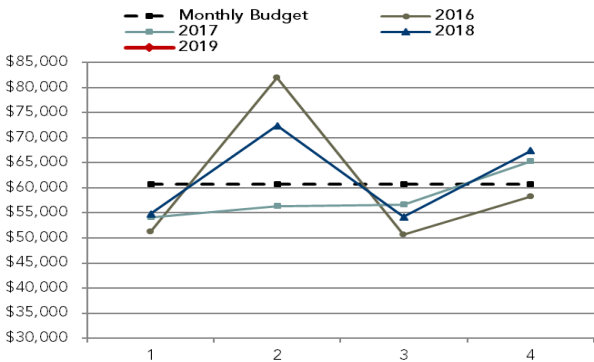
PReCAB. Beginning July 1st, 2018, the

Town started collecting Park & Trail Development fees as a combined fee. For comparison purposes, this chart combines all fees. 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. Lottery Funds (also called Conservation Trust Fund) are disbursed on a per capita ration of lottery sales and are primarily utilized for trails and open space projects as identified in the CIP.

LCOS Yearly Comparison (PIF)



Lottery Funds (CTF)



PARKS, RECREATION & CULTURE

ALL PRC FUNDS EXPENSE CHART

Benchmark = 8.3%

	<u>Current Month</u>	<u>YTD Actual</u>	<u>2019 Budget</u>	<u>% of Budget</u>
Operations				
General Fund (PR & C)*	\$ 384,811	\$ 384,811	\$ 5,088,974	8%
Community Recreation Center**	\$ 92,324	\$ 92,324	\$ 1,349,002	7%
Community Rec. Center Expansior	\$ 124,979	\$ 124,979	\$ 2,940,165	4%
Operations Total	\$ 602,114	\$ 602,114	\$ 9,378,141	6%
Capital Projects				
Park Improvement Fund	\$ 2,474	\$ 2,474	\$ 1,789,692	0%
Conservation Trust Fund	\$ -	\$ -	\$ 1,221,049	0%
Capital Improvement (PR & C)	\$ 3,333	\$ 9,833	\$ 8,955,941	0%
Capital Total	\$ 5,807	\$ 12,307	\$ 11,966,682	0%
Total Budget	\$ 607,921	\$ 614,421	\$ 21,344,823	3%
*plus transfer from PIF to GF for Administration				
**CRC plus loan interest payment - excludes principal				
***CRC Exp plus loan interest payment - excludes principal				

CAPITAL PROJECTS STATUS

2019 Projects	2019 Budget	Dept.	Multi-Yr	Est. Start Process	% Complete	Est. Complete
Kyger OS trail CR13/392 west edge	\$ 1,000,000	Pks/WW	2019	Sep	25%	Nov
Poudre Tr Maint & Repair E Water Valley/257	\$ 105,000	Pks/WW	2019	May 1	0%	mid Jun
Windsor Tr #2 Ditch Tr -17th St to River Bluffs OS	\$ 75,000	Pks/WW	2018-2020	2020	5%	2020
Main Park West Shelter	\$ 100,000	Pks/KM	2019	Mar 1	35%	Jun 1
Museum Collections/Storage	\$ 1,750,000	Pks/EL	2019	Jun	30%	Dec
Parks Maintenance Facility	\$ 6,486,441	Pks/EL	2019	May	30%	Dec
Village East Park Development	\$ 760,000	Pks/TF	2018-2019	Jan	80%	Jun
Creamery Renovation	\$ 350,000	Pks/TF	2019	Sep	10%	Dec
Eaton House Master Plan	\$ 40,000	Pks/TF	2019-2020	May 1	5%	Oct 1