



**PARKS, RECREATION & CULTURE ADVISORY BOARD
MEETING**

June 5, 2018, 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 May 1, 2018

C. BOARD REVIEW / DISCUSSION

1. Customer Service Presentation
2. 2019-20 Goals

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

July 10, 2018
August 7, 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

May 1, 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
Matt Morgan
David Sandlin
Patrick Lightfoot - Absent
Rebecca Holder-Otte - Absent

Town Board Liaison

Myles Baker

Also Present:

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

Eric Lucas
Tara Fotsch
Bob Worthen
Wade Willis
Luke Bolinger
Beth Messerli

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. Ms. Brug seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

- Town Board Liaison

Mr. Baker reported the following:

- o Purchased property, in conjunction with school, across from Crossroads called LaBue Farms for future community/park space with ballfields, bigger scope than a neighborhood park.
- o Has had numerous water sessions focusing on town's future with water, options for water treatment, purchase of new water rights.
- o Swore in new town board members-Barry Wilson/District 2, Dr. Tom Jones/District 5, and David Sislowski/District 6 Water Valley and with Paul Rennemeyer, to create a full board.
- o Mr. Baker updated that this is his last meeting and enjoyed his time serving with everyone involved. Barry Wilson is new liaison representative. Mr. Baker will be now working with water preservation and treatment.

- Weld RE-4 School District

Ms. Price reported the following:

- o Update on potential teacher walk-out, instead decided that it was important to stay with their kids and sent a delegation down to Denver on April 26th and April 27th who were able to meet with representatives about PERA and funding.

- o Construction-8 more days of school and buildings (Tozer, Mountain View, Skyview, WMS and WHS) will be officially closed for the summer-no staff allowed in, getting new entrances ensuring that safety and security will be improved. With new renovations, one will have to enter through office before be let into main school building area.
- o Graduation on May 13, 2018
- o Pool is drained and closed, will not be available for use until Nov. 2018
- o Great things with sports-girls soccer, boys baseball, track and lacrosse all doing outstanding.
- o FFA-2 competitors winning gold and FCCLA-9 delegates sent to state.
- o Severance High still on target for construction.
- o Thanks to Rec. Center partnership by accommodating longer summer.

4. Public Invited to be Heard
No Report/Hearings

B.CONSENT CALENDAR

1. Minutes from February April 3, 2018.
Ms. Brug noticed attendance change needed-Ms. Price was marked absent, but was in attendance and presented later in meeting.

Mr. Morgan moved to make the necessary change and approve April 3, 2018 minutes as submitted. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Village East Neighborhood Park Presentation

Ms. Fotsch gave brief history to her role in designing the park, introduced the team and reminded board the location of park East of Peak View and Northern Lights Park. Presented brief overview up to this point and how first 2 meetings were held in order to come up with final park design and concept for approval. Staff was highly impressed with the public turnout and input they received from both meetings-1st meeting on February 8th, there were 40 residents, separated adults from kids to discuss amenities and options, RFP (request for proposal) posted and 2 design concepts were created. 2nd meeting there were 37 attendees, both design concepts were presented, input gathered and residents voted on which one they liked, received 36 online comment cards/online forms from public (basketball being highly supported).

With the help of our consultant Design Concepts, they quickly reviewed the 2 designs that were presented and discussed how the final design/concept was created by integrating the two concepts, amenities/options to create a unique/dynamic experience. Final design concept was presented and including the following features: large open grass field with hill-top lookout, single hoop basketball court, age 2-12 play area, ninja challenge course, nature play area, central plaza/shelter, soft surface paths, informal paths, synthetic turf, wayside seating areas, bike racks, boulders, native and bluegrass. Ms. Brug brought up town water concern-irrigation water will be non-potable water provided by Metro District while using native grasses and rolling topography to help with cost. Town will be responsible for trash and maintenance upkeep.

Staff's next step is to present the final plan to Town Board for approval on May 14, 2018.

If approved, staff will work on construction documents with Design Concepts. An RFP will be sent out, with the intention of a late fall completion. Ms. Price asked if name will remain Village East Park-Ms. Fotsch explained that once construction begins, that usually hold a naming contest.

Public Comments:

- o Resident David Korecki-thank you, looks awesome, asked about the difference between poured in place vs. synthetic turf, loved the slide idea that you showed.
- o Resident Seth Clark-question about land forms/sense of scale, contours
- o Resident Ray Cundiff-inquired about what will be included in the plaza/shelter area as far as grills, tables, etc.
- o Resident-Zach Chacon-overall, really likes the balance between the 2 initial concepts, happy to see the basketball court dropped to one, loves the huge open grass area (makes a park, feel like a park, its open space), hoping for lots of trees, the more, the better to help with extremely windy location.

Board Discussion/Comments:

- o Ms. Price-looks great, exciting, people like it, inquired about maintenance of features.
- o Ms. Fotsch-been a lot of fun, very active community, compliments to working with Design Concepts and how they think out of the box and creative, why we chose them.
- o Mr. Nuspl-appreciate the community involvement/help

Ms. Price moved to approve the East Village Park as presented. Ms. Brug seconded the motion. All members present voted Aye. Motion carried.

2. Open Space Presentation

Mr. Willis presented on the following:

- o Bob Worthen joined the team-has been a great resource and gave Mr. Willis the opportunity to focus on just open space. Mr. Worthen's staff is what helps get all the groundwork done. Mr. Willis hopes to build it up and get more staff.
- o 2 years ago, open space and trails grew with newly acquired areas:
 - Kyger (150 Acres/90 acre water surface)
 - Belmont Ridge (110 acres open to the public)
 - Poudre Natural Area (14 acres)
 - Eastman Oxbow (19 acres), Eastman South (31 acres)
 - BROE/Kodak watchable wildlife area/Poudre Trail (150 acres).
 - Total 364 acres.
- o Open Land Uses
 - 227 acres used as conservation 62%
 - 90 acres leased for farming
 - 47 acres open to the public 12%
- o Conservation Easements
 - Signature Bluffs 28.9 acres
 - Tennyson 84 acres
 - Baurer Grove 57.5 acres
 - Brown 28.1 acres
 - Stevens 9.8 acres

- Sheep Draw 158 acres
 - Total = 366.3 Conserved acres
 - o Trails
 - Poudre River Trail 9.33 miles
 - Belmont Ridge Open Space Trail 2.15 miles
 - Windsor Trail System (#2 ditch trail, Eastman Park Drive, Steeplechase, & Highland Meadows, Windsor Lake) 20 miles in addition to street bike ways throughout town 25 miles
 - Implementation & Development of Master Plan (1/4 mile in development this year along Highland Meadows Pkwy and connect to Crossroads, working to acquire 2 miles of Easement from High Hops to River Bluffs)
 - Trail Counter Management (3 counters in place for usage, maintenance, trailhead attendance)
 - Development Review Process (professional consultant/public process to come in and see what the town of Windsor needs)
 - Proposing Non-Motorized Master Plan Update 2019
 - Regional Planning (NFRMPO-Regional Bike and Pedestrian Plan)
 - o Poudre Rive Partnerships
 - Diversion Improvements
 - CPRW (Floodway Resiliency Plan
 - Poudre Runs Through It (Poudre Rive Forum)
 - Poudre Heritage Area (Cache la Poudre National Heritage Area)
 - o Volunteer Program
 - 2,379 volunteer hours in 2017 (\$55,906 value)
 - Planned Projects for 2018 (Eastman River Accesses, Oxbow Clean up, Treasure Island Assistance, Kyer Clean up-tree removal, fish habitat, weed removal, & Adopt-a-Trail and bicycle valet
 - o Priorities for 2018
 - Explore funding opportunities for open lands acquisitions, trail development, etc.
 - Develop level of service standards
 - Develop guiding document for prioritizing open lands future
 - WFC and BFC applications.
3. Creamery Purchase from WSHS
- Mr. Bolinger presented on the following:
- o Creamery Building History (501 Ash Street)
 - Built between 1900-1910
 - Uses: Auto garage, creamery, Public Works shop
 - Currently used for storage (Clean out with help from United Way/Vestas-Day of Action)
 - o Coming Home Statue
 - Designed by local artist
 - Paid for by WSHS
 - Installed in June 2016
 - Maintained by TOW
 - o Process
 - TOW will fund maternal element in exchange for ownership
 - Three installment payments
 - After payment, closing schedule
 - Town takes ownership rights

- o Creamery Future
 - Staff will be conducting community survey/focus groups
 - Determine the best use of the building: Multi-cultural/Maker-Space (open classroom, pottery/wood working studio, multi-use)
 - A little over 1,000 square feet

4. 2019-2020 Goals

Mr. Lucas presented a brief overview of what has been discussed over the past 2 months as far as 2019-2020 goals in regards to input from Board and staff to where we are going as a department and what the future looks like. Completion of goals will not be done tonight, but Mr. Lucas stated that it is very close and within the next month or two, there will be some clear objectives in those areas.

- o Presented now comparison of 3 words to describe the department (2016 V 2018)
- o Board Feedback-Goals/Challenges (Working on meeting National Standards)
 - Accreditation #1
 - Revenue Generation
 - Customer Service
 - Fiscal Responsibility
 - Innovation in Moderation
 - Cultural Programming
 - Meeting Growth Demands
 - Understaffed
 - Family/Child Safety
 - Crystal Ball/Understand the Future (Growing to a community of 50,000-60,000. How can figure out what people want who aren't even here yet? Looking at trends and other areas who have experienced same growth-overarching challenge)
- o Proposed Goals (2019-2020) Developing objectives focusing on the Vision Statement, the next step for moving forward in May.
 - Accreditation: Applying Spring 2019, staff is already meeting every 2 weeks on this, trying to get ahead of the game, once we apply, we are on a 2 year clock. Submit for site visit Winter 2019. Site visit Summer 2020. NRPA Accreditation October 2020.
 - Leave a legacy that exemplifies conservation, social equity and health & wellness: The bulk of our work over the next month. Asking staff and Board to think about objectives in order to reach/strive toward this goal. The big gaps we have currently.
 - Customer Service: National speaker came and spoke to the entire town. We can always do better. We have not surveyed our customer base yet based on specifically recreation/customer service. It is what we do every day and the people we serve. Mr. Nuspl expressed how customer service is dependent on those we hire.
 - Fiscal Responsibility: Trying to provide the services in the most reasonable form we can and recoup the most revenue.

5. 2019 Budget Discussion

Mr. Lucas presented on the following:

- o Feedback on Capital Discussions
 - Museum storage a priority

- Handicap parking at CRC (not capital, moved to operations)
- Second multi-purpose field
- Splash park
- Main Park restroom/shelter at the same time
- Convert horseshoe area at Main Park to cornhole
- Second recreation center/Ice sheet
- o Capital Requests (2019-2023)
 - Community Recreation Center
 - RTU-Roof Top Unity Replacements \$75k (2019-2021) (new), delayed due to weather, locker replacement
 - Recreation
 - School Pool 4300k (last year)
 - New recreation center in 2030 \$25 million (new), from 2011-2018 population has doubled. 6,000 members now at 30,000. Looking at growth, one recreation center will not cut it and meet the needs.
 - Art & Heritage
 - Museum Collections facility in 2019 \$500k (moved up). 96% capacity currently with no controlled heat/air, no fire suppression. Mr. Lucas will take to Town Board on Monday.
 - Creamery Renovation in 2019 \$320,000
 - Non-Potable Water
 - Moved Central Command to 2020
 - Cemetery
 - 2019 Streetscape-Landscaping \$200,000; contingency \$20,000
 - 2019 Design and engineering for 2020 phase \$29, 280
 - Neighborhood Parks
 - Dragon replacement at Highland Meadows 2021 \$100k (new)
 - Community Parks
 - Main Park-Small shelter replacement \$100k
 - Chimney Park-splash pad \$500,000, drain pan \$10k, fence extension \$10k
 - Eastman Park-River access \$50k, water fountain/path widening at dog park \$60k
 - Eastman Park South-Engineering \$100k, moved Poudre Trail Re-Route to 2020
 - Diamond Valley-2018 project will carryover
 - Boardwalk park-Connection dock \$115k, moved ice rink to 2020
 - Trails
 - Poudre-Maintenance \$75k
 - #2 Ditch Trail-moved to 2020
 - #2 Ditch Trail on Kyger property in 2019 \$560,000
 - Open Space
 - Kodak-picnic shelter and parking expansion 2019 \$135k
 - Open Space Acquisition \$6 million (new), potential areas identified, No real timeframe/funding identified
 - 2019 Budget Next Steps
 - Submitted IT Requests
 - Staffing Requests in June
 - Finalize CIP in August
 - Operations Budget
 - Town Board Budget Session October
 - Budget Adoption November

D. COMMUNICATION

1. Staff

Mr. Lucas reported that he will be out of town the next 2 weekends for graduations, will not be at Town Board meeting on May 14th. Tara Fotsch, Recreation Manager will be presenting the Village East project to board that night and Luke Bolinger, Recreation Supervisor, will be presenting on the creamery acquisition .

Asked to consider moving July 3rd meeting to July 10th due to holiday next day.

Mr. Price moved to reschedule July 3, 2018 meeting to July 10, 2018. Mr. Sandlin seconded the motion. All members present voted Aye. Motioned carried.

2. Board

No report

ADJOURN

Mr. Sandlin moved to adjourn the meeting. Ms. Price seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 8:48 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:
Kristy Zulkoski, PRC Administrative Assistant



PReCAB REPORT

June 2018

DIRECTOR'S UPDATE



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

The end of May for a Parks, Recreation Department always seems to be a sprint as we rush to keep up with the growth that spring brings and the renewed interest of life in the outdoors for most of our residents! This May was no different and I must commend each and every one of our team members as they worked day and night to polish our parks, fields and facilities. The parks looked great, our cemetery was in top shape for the Memorial Day Celebration, Windsor Lake and Chimney Park Pool are officially open for business and we are super excited to see what summer has in store for Windsor.

In case you missed it, we were recently named a 2018 Gold Medal Finalist by NRPA for the second year in a row! We have been working hard to complete the finalist video which is scheduled for release June 4th. We can't wait to share it with you and we look forward to learning our status in late September in Indianapolis! Win or lose, I have the honor and privilege to work with a bunch of winners!

As a reminder, the All Town BBQ kicks off our Summer Concert Series and Artisans Market at Boardwalk Park on June 7th. Movies in the Parks begins June 1 and the Chim-

ney Park Pool is open daily. Our Youth Fishing Derby is June 2nd at Eastman Park Pond. The Farmers Market returns June 23rd on Saturdays and summer sports and tournaments are in full swing! Needless to say, we have something going on for everyone.

Staff is working hard to prepare for the 2019 budget. We are currently finalizing Capital requests and reviewing staffing needs. As we near the end of June, I expect to be getting initial looks at operational budgets. It is my goal to bring you a solid preview of what we are proposing at your July meeting.

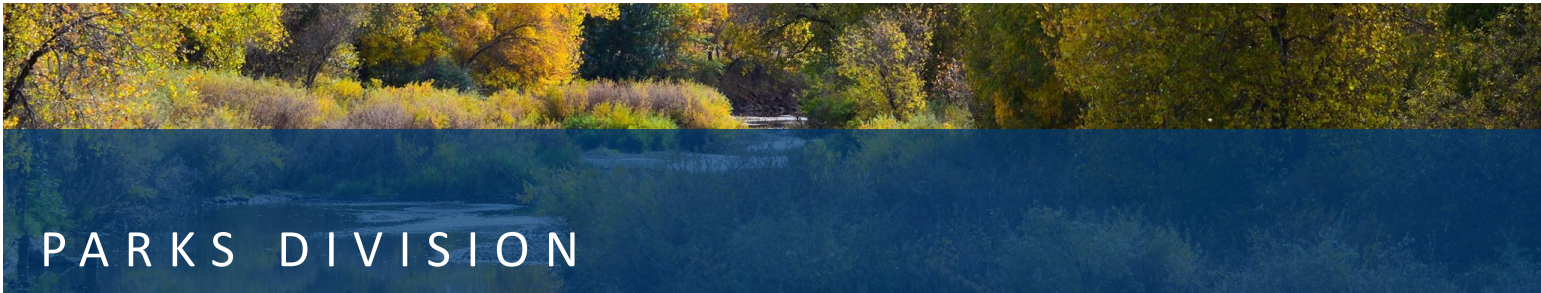
Speaking of staffing, we continue to hire seasonal staff, which is becoming a challenge given the strong labor market. Additionally, we continue to struggle to find our next park supervisor and recently accepted the resignation of Luke Bolinger, Recreation Supervisor, who has taken a position in the Town of Erie. Both of these positions are key pieces to the success of our department and we hope to be able to fill them soon.

Your agenda this month is fairly light with the first item being a presentation by our Customer Service Team as we continue our monthly review of our operations. This will be followed by a discussion on our 2019-20 department goals and objectives.

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-Summer!

All three divisions within Park Operations have been extremely busy with the onset of spring and now rolling into summer! Arbor Day 2018 was a huge success and forestry and horticulture staff worked diligently for two solid weeks leading into the event-thanks Forestry! The tree sale and



volunteer tree planting event at Main Park were the icing on the cake!

Staff did a great job preparing Boardwalk Park for the Safety Fair and ultimate opening day of Windsor Lake for Memorial weekend. All the native grasses were even trimmed throughout the historical buildings and railroad depot. It is our hope that such cultural practices like aerating and fertilizing of the turf grass this spring will provide greater durability and thus longer lasting beauty through the many concerts in the park this summer.

Horticulture has been busy with bed renovations at the CRC and Police department, as well as annual plantings in all the pots downtown. The front beds at CRC and the beds along the entrance have all been completely removed and replanting is taking place as I type this. Eastman beds are scheduled for mid-June.





RECREATION DIVISION

FAMILY HEALTH & FITNESS DAY

In partnership with the National Parks and Recreation Association—Family Health & Fitness Day will be held on June 9, 2018. Celebrated the second Saturday in June each year, this special day promotes the importance of parks and recreation in keeping communities healthy. The Town of Windsor Parks, Recreation & Culture Department is participating by inviting families to get active at Boardwalk Park.

Join us on Saturday, June 9th as we offer fitness classes in the band shell, dance and karate demonstrations under the market pavilion and many great community vendors!



Share your Family Health & Fitness Day photos with us online by tagging Windsor Parks Recreation & Culture and by using the hashtag #NRPAFamilyFitDay.

BY THE NUMBERS

16,523

FITNESS CLASS PARTICIPANTS THROUGH APRIL

551

PERSONAL TRAINING SESSION SOLD THROUGH APRIL

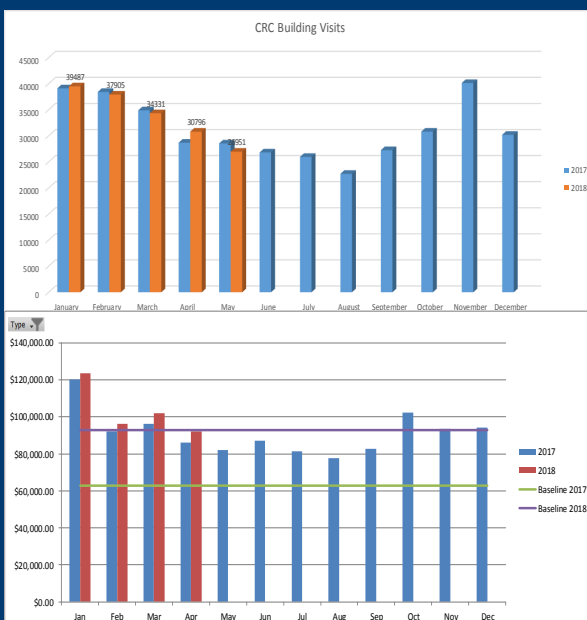
14,826

SILVER SNEAKER USERS THROUGH APRIL

436

SWIM LESSONS HELD THROUGH APRIL

COMMUNITY RECREATION CENTER



Visits

After nearly 5 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

Through 4 months we have exceeded our revenue goal (paid building entry), as we head into summer.

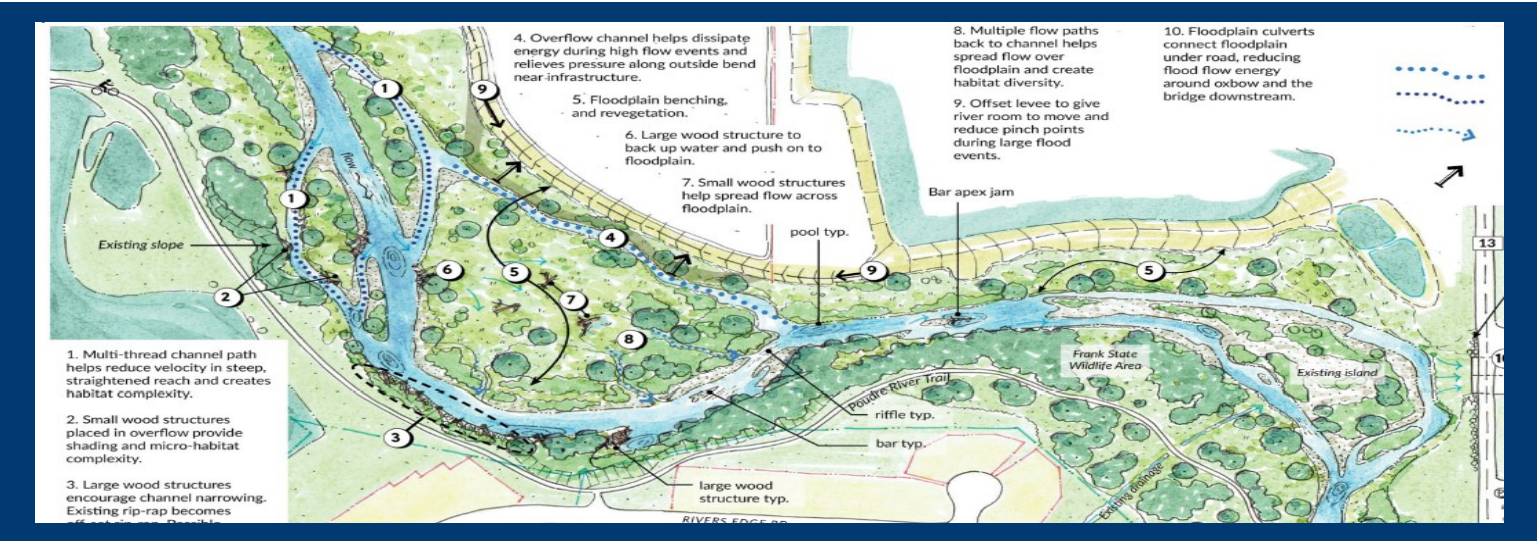


OPEN SPACE AND TRAILS

SPOTLIGHT

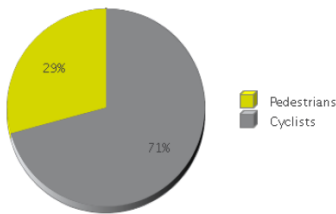
What is the Lower Poudre River Flood Recovery and Resilience Master Plan? Completed in December of 2017, the master plan was a Colorado Water Conservation Board—Community Block Development Grant funded project developed for the Coalition for the Poudre River Watershed (CPRW), which Windsor is a member. This project was brought about by the historic flooding that occurred in 2013. The expensive and devastating aftermath of the flood revealed the necessity to minimize risk and improve resilience along the river corridor. The purpose of the master plan is to help identify and prioritize future restoration needs, current hazards and opportunities to improve river resilience and river health. The 36 miles of the Poudre

River from I-25 to the confluence east of Greeley was broken into 28 distinct reaches which were individually evaluated. Each reach was evaluated in six general categories: flood and geomorphic vulnerabilities, river assessment, sediment transport analysis, watershed scale and benefit, potential improvement, and risks to the Poudre River Trail. With the completion of the master plan, CPRW and their partners will now work towards implementation. This will include partnering with landowners, community education and seeking grant funding. Below is the recommendation for Reach 5, located in the river west subdivision, immediately west of county road 13.



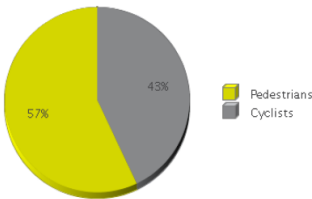
ECO COUNTER DATA

	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	1,947	70	Sunday	56	44
Cyclists	4,719	169	Sunday	51	49



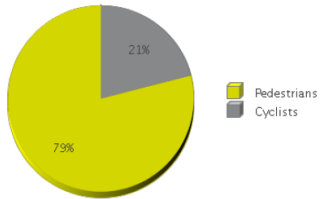
KODAK TRAILHEAD

	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	6,416	229	Saturday	66	34
Cyclists	4,831	173	Monday	55	45



EASTMAN PARK

	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	10,288	367	Saturday	54	46
Cyclists	2,736	98	Monday	43	57



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

