



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

June 4, 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 May 7, 2019

C. BOARD REVIEW / DISCUSSION

1. 2020 Capital Project Bus Tour

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

July 2, 2019
August 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

May 7, 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 6:01 PM

1. Roll Call

The following PReCAB members were present:

Matt Morgan
David Sandlin(Absent/Excused)
Patrick Lightfoot
Nick Mask
Mitchell McNiell

Weld RE-4 School Board Liaison

Chris Perkins(Absent)

Town Board Liaison

Barry Wilson

Also Present:

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

Eric Lucas
Tara Fotsch
Kendra Martin
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. Mask moved to approve the Agenda. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Mr. Wilson/Town Board Liaison:

- Update on Transportation Master Plan-brings all forms of transportation & walking together, using technology to create data in the form of pining cell phones, measuring routes and timing of traffic around town.

Mr. Perkins weld RE-4 School District:
No Report

4. Public Invited to be Heard

No Report

B. CONSENT CALENDAR

1. Minutes from April 2, 2019.

Mr. Lightfoot moved to approve April 2, 2019 minutes as submitted. Mr. McNiell seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. E-Bikes in Parks & Trails Discussion

- Introduction – Dave & Sheri Roberts owners of Spokes
- E-bikes are similar to traditional bicycles, but have a low-speed electric motor that provides a boost of power to climb hills, extend a trip, and allow people to bike more often, vary widely in terms of shape and size, retain the ability to be pedaled by the rider and are therefore not an electronic motorcycle, use rechargeable batteries and the lighter varieties can travel up to 20 mph, there are also models that are more high-powered and can reach speeds up to 28 mph
- 3 classes of E-Bikes
 - Class 1 – A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bicycle reaches the speed of 20 mph
 - Class 2 – A bicycle equipped with a motor that may be used exclusively to propel the bike, and that is not capable of providing assistance when it reaches the speed of 20 mph
 - Class 3 – A bicycle equipped with a motor that provides assistance only when the rider is pedaling, and that ceases to provide assistance when the bike reaches the speed of 28 mph and is equipped with a speedometer
- Colorado House Bill 17-1151-1
 - Section 1 – Defines the 3 Classes
 - Section 4 – Requires manufacturers to label bikes with Class and must comply with federal consumer product safety commission (CPSC) requirements and appropriate braking systems and speedometers
 - Section 5 – Gives local governments the authority to allow or prohibit use of specified Classes on pedestrian paths and bike paths, must be 16 to ride Class 3 except as a passenger, requires all riders under 18 to wear a helmet riding Class 3
- Windsor's Current Regulations don't apply to E-Bikes
 - By statute not a motor vehicle
 - Common E-Bikes don't work as an Electric Personal Assisted Mobility Device (EPAMD)
 - Not currently regulated as are motor vehicles in parks and on trails
- Regional trails throughout Windsor, therefore, looking at what other agencies are doing in order to be consistent after making the trail connection – many areas in review / trial stages with varying regulations, E-Bikes are prohibited in Weld County
- Arguments for allowing Class 1 & 2 E-Bikes
 - Accessibility
 - Promotes community health and wellness & allows new and aging users to enjoy trail experiences
 - Promotes alternative modes of transportation
 - Fun
- Arguments for disallowing Class 1 & 2 E-Bikes
 - Concerns regarding speed and control
 - Safety
 - "Seems like cheating"

- Perceptions
 - E-Bikes are faster and less safe than normal bike
 - Avid bike riders think E-Bike are cheating
 - E-Bikes are noisy
 - Multiple transportation modes make for a healthier and more diverse community
- Demonstration / Test ride (Class 1 & 2) / Discussion
 - Professional opinion - allow people to get out, very little noise, aging population
 - Need for education and define regulations for future issues

2. Smoking/Vaping in Parks Policy

- Meeting with Police Chief
- Town Board Work Session held
 - Based on the results of the survey and discussion with the police and Town Board around enforcement, staff is recommending banning smoking / vaping in all parks and the CRC campus with the exception of parking lots
- Ordinance – 1st Reading in June
- Set a timeline for roll out – January 1, 2020 with 6 months of education, notification and signage

3. Private Use of Parks Policy Discussion

- Private Outdoor Fee-Based Activity - a class, clinic, camp, guided activity, program or related service organized and offered by a Permittee for which a payment, fee or other consideration is expected to be made to the Permittee, is by invitation only or open to the public in general, activities must be generally recreational in nature or a common and customary park use
- Any form of visible identification provided by the Windsor Parks, Recreation & Culture Department or required to be provided by the permittee must be displayed on the premises during all private outdoor fee based activities
- All Private Outdoor Fee-Based Activity Permits
 - Are non-exclusive
 - Restrict the maximum number of participants to 25
 - Do not allow the use of any structures, amenities, equipment, and features as part of the activity, includes but not limited to playground equipment, benches, flower beds, shelters, etc.
 - Allow Permittee to hold private outdoor fee-based activity 7 days per week between the hours of 5:00 am and 9:00 pm unless otherwise stated on the permit
 - Allow Permittee to conduct only one private outdoor fee-based activity at one time, two or more simultaneous private outdoor fee-based activities require an additional permit for each simultaneous (if available)
 - May have restrictions such as the type of private outdoor fee-based activity allowed at a given private outdoor fee-based activity park and limitations and conditions designed to protect the park and assure that other park patrons have reasonable access to and use of the park
 - Permits are issued for six month seasons-April through September & October through March
- Conditions of Permits
 - Permit holder shall clean the park location at the end of every day of use under this permit
 - No electric service will be provided at any parks
 - Permit holder shall at all times maintain in their possession the issued permit

- Permit holder shall advise permit holder's employees of the park use policies to ensure that all activities under this permit comply with the park use policies and procedures
- Parking lots may not be used for any fitness, training or professional services or purpose at any time
- Approved equipment-trainers may not bring equipment to parks that could damage the parkland, facility or pose a hazard to the general public, these items include but are not limited to: tractor tires, vehicles on park property, cables or railroad ties
- Application Process
 - Applications will be accepted at the Windsor Community Recreation Center
 - There will be no pro-rata rates of fees for private outdoor fee-based activities that are less than 6 months, each permittee must pay the full, applicable 6 month fee
 - Applicants must provide all required documentation and make payment in full by the deadline established, if the required documentation and payment is not received, the permit may be issued to another applicant
 - Permits are not renewable nor does a permittee of a given park have any priority or that park during future seasons
 - Exact dates/times will have to be communicated prior to program/event starting
- Requirements for all permit applications
 - All applicants must be a minimum of 18 years old and provide the following information-proof of insurance minimum of \$1,000,000 and a certificate of insurance naming Town of Windsor as an additional insured and insurance must be a signed indemnification/waiver
- Seasonal Fees
 - Application Fee - \$25
 - 1 – 5 participants Turf or Road/Trail
 - Tier 1 - \$100
 - Tier 2 - \$100
 - 6 – 25 participants
 - Tier 1 - \$300 Turf
 - Tier 1 - \$150 Road/Trail
 - Tier 2 - \$200 Turf
 - Tier 2 - \$100 Road/Trail
- Tier 1 Parks – Aberdour Circle, Bison Ridge, Covenant, Coyote Gulch, Founders Green, Northern Lights, Poudre Heights, Windsor Highlands, Windsor Village, Windsor West, Brunner Farm, Village East
- Tier 2 Parks – Boardwalk Park, Chimney Park, Windsor Lake Trail, Main Park, Eastman Park

Mr. Morgan made the motion to move forward with the implementation of Private Use of Parks Policy. Mr. Lightfoot seconded the motion. All members present voted Aye. Motioned carried.

4. 2020 Budget Outline

- Staff 1st draft due on May 15th – initial focus CIP, operations (20,000 ft. view)
- Meetings last weeks of May – how to start implementing E-prep in June to investigate where to go with programs
- June 4th PReCAB – CIP Field Trip
- July 2nd PReCAB – Operations Budget
- Mid August – CIP to Town Board

- September / October – Budget review & Adoption
- Presented CIP Snapshot – Current 2020 to 2023 & List to Consider
- Results from Strategic Plan will also help determine what projects will be addressed and the timeframe to get completed

5. Board President Discussion

- Ms. Shandi Fischer - resigned and accepted a job in Dallas
- Board By-Laws states President, Vice President, and Secretary
- Shows the community that PReCAB is a citizen led board with a president and carries that value

Mr. Lightfoot moved to appoint Mr. Mask as PReCAB President/Board Chair. Mr. McNiell seconded the motion. All members present voted Aye. Motion carried.

- Mr. McNiell stated that he would be willing to provide coverage if Mr. Mask is absent (Vice President)

D. COMMUNICATION

1. Staff

Mr. Lucas –

- CNSP - Point person stepped down due to health issues, new front person is also a majority owner, final drawings/plans by the end of the month, recognizes the construction of multi-purpose fields by next spring and timeframes in front of them, aware of the PRC importance/focus in the community
- Strategic Plan public meeting Tuesday, May 14th 5:30-7:00 PM, flyers sent with board members to get the word out, scheduling one on one meeting with consultants, statistically valid survey coming out in June, website for public input and future meeting information
- Public WiFi at Boardwalk Park to ping phones, collecting data to get to know our users, what they are doing and for how long, put into reports for board to review
- Tour of Fort Collins whitewater park, purpose to get river recreation & economic vision / Eastman Park project going, scheduled tour to look at river project in Lyons

Mrs. Fotsch –

- Hiring struggles for 18 years and older, recruitments for boat / lake positions and field maintenance
- Culture team has moved to Art & Heritage Center, close to creamery addition when completed
- Josh Sandin / Front Desk Coordinator was promoted to Rec Specialist and then to Rec Coordinator – Athletics, looking to fill one other Rec Specialist position
- Beth Messerli / Rec Coordinator left to non-profit sector, Logan Anderson / MOD took over her position working with general programming

Mr. Worthen –

- Continuing hiring, 3 returns from last year

Mrs. Martin –

- Front desk staff close to being fully staffed & building the team under Craig Ellingson, fully staffed at facilities & child care
- Replaced rooftop unit
- Pool unveiling today at Chimney Park, ready for opening on May 25th

Mr. Willis –

- River Bluffs tour with Mr. Lucas, impressed with innovative design concepts of the consultant and structures for flooding, looking into scheduling another tour with Larimer County if anyone is interested
- Walk and Bike to School Day - cancelled tomorrow, rescheduled for May 14th from 7:30-8:10 am, in conjunction with transportation master plan, will be asking kids how they get to school and what routes they take, focus on safe / dangerous areas around town
- Greeley is getting strong support from its Board with tax for open lands, working with Trust for Public Lands, may or may not be beneficial to Town of Windsor, possibility of partnering on Shure View Property

2. Board

Mr. Mask - TMP and landscaping cost estimates

- Costs/funding are included on project specifically with roundabouts using general fund money, maintenance cost control based on PRC design

Mr. McNiell - Boardwalk internet and market / promotional use to public and capturing data

- Not currently, but will be coming very soon
- 30 days out of releasing park app for phones, touch screens at rec center for interactive views into parks system, amenities, trails, etc.

E. ADJOURN

Mr. Morgan moved to adjourn the meeting. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:46 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



PReCAB REPORT

June 2019

DIRECTOR'S UPDATE



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

May was an exciting yet challenging month! Weather was the challenge as staff dealt with the rain/snow and cold in terms of having to cancel and reschedule athletic events and preparing our parks and outdoor facilities for the high usage that traditionally occurs with Memorial Day Weekend! I am proud of the way they all handled the adversity thrown their way and as we head into June the weather seems to have calmed which allows staff to get into a routine on both programming and maintenance.

The excitement that May brought was the official kickoff of our strategic plan. We held stakeholder and focus group meetings, as well as, the one public meeting and a Town Board Works Session. Behind the scenes there were lots of staff interviews and meetings. We are now working on a program analysis and awaiting draft survey questions. I expect the survey to be released mid-June with results in July.

As we head into June we have multiple projects that are reaching the final stretch and others getting started! The new Main Park shelter will open early June, we will hold a ribbon cutting ceremony for the new neighborhood park in the Windshire subdivision on June 5th at 530pm, and in

mid-June we will be opening the neighborhood park in Village East!

We will hold a groundbreaking for the parks and museum facility on June 24th and unveil the Mother Statue on June 27th. Also on the 27th will be the initial data collection for the Transportation Master Plan and our Public Art Plan. Combined with all the budget meetings, June is setting up to be a very busy month!

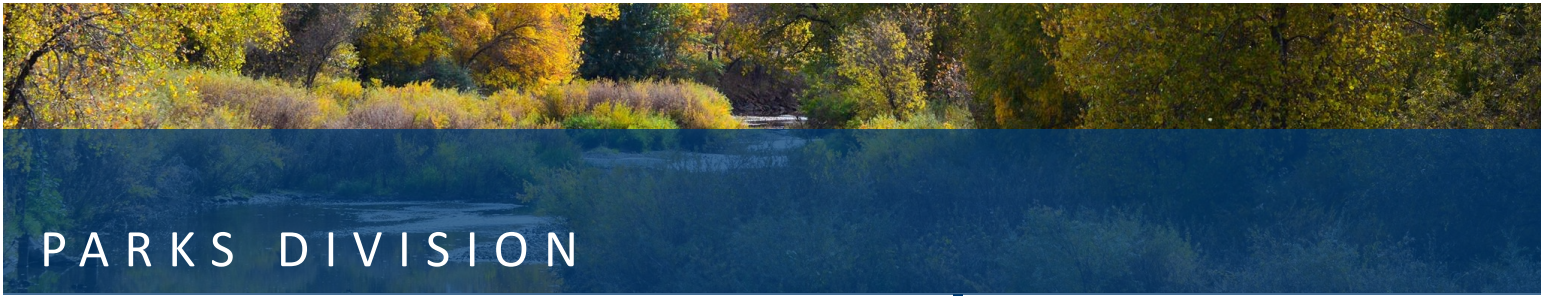
Your agenda is quite simple this month. We will open the meeting as normal, however at the completion of liaison reports we will jump in the bus and tour multiple parks and look at projects we are considering for recommendation in the 2020 capital budget. The list is quite extensive and not realistic in terms of capacity and funding for a one year period so staff has been working to dwindle it down to a more manageable list. This trip, with your feedback will aid staff in further modifications.

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!

Eric

Sincerely,
Eric Lucas
Director of Parks, Recreation & Culture

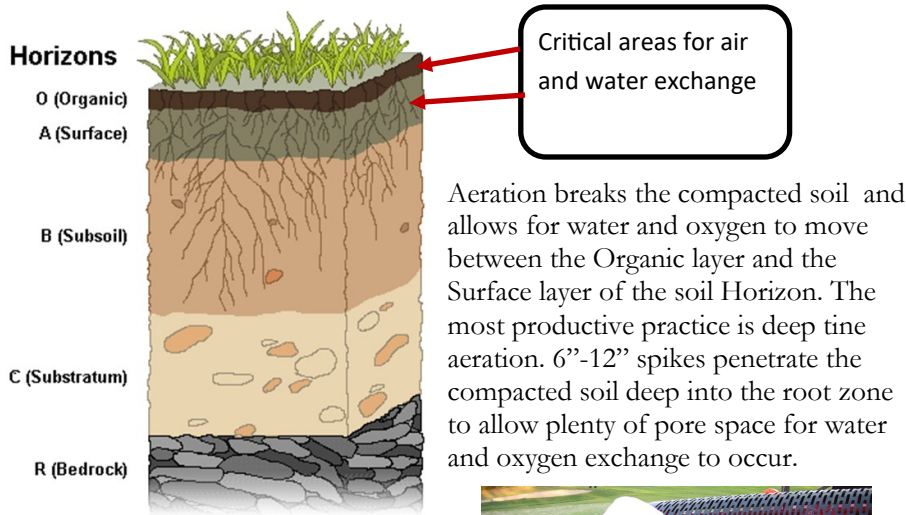


PARKS DIVISION

Summer is Upon Us!

Parks Maintenance

Summer is upon us and with it, the big Summer Concert Series in Boardwalk Park. Each year Parks staff goes through several best practices to ensure the turf is not only aesthetically pleasing and safe, but more so will endure the thousands of people who count on that turf to be healthy and vibrant, time after time. Compaction is the number one cause of turf grass failure as it inhibits the ability of oxygen and water to exchange within the root zone of the turf. The end result is a shallower root zone and thinner canopy or blades of turf grass.



The end result is healthy turf that remains healthy for the duration of the growing season. Attractive parks are what keep Windsor residents coming back, and good best practices ensure the parks stay that way!



Forestry and Horticulture

The annual spring flower order has arrived and Horticulture is busy renewing our high visibility planters and pots. Each spring Horticulture prepares a large order of colorful flowers for the various arrangements they have design around town. Once the irrigation has been inspected, the soil is prepared and the team goes to work with the planting.!



Forestry is busy with their annual spring operations as well. All the trees throughout our park system are pruned up out of the way of potential mower damage to lower branches. Structure pruning also takes place where select trees are trimmed to out the way of signage, buildings and other potential obstructions.





RECREATION DIVISION

SPECIAL EVENTS

Whether you are planning a 5K Race around Windsor Lake, a company picnic or the Town's favorite Summer Concert Series, the Town of Windsor Parks, Recreation & Culture team plays a large role in those events. The department in 2018 held 6 partnered events, 10 Town sponsored events, 17 paid rental events and 53 Town run events.

Staff plays a large role in finding entertainment, vendors and coordinating with other departments to make sure the event runs without a hitch.

In 2019, the Town added a Recreation Coordinator to coordinate Events and Sponsorships. Lexie Spykstra will be out and about all Summer making sure everyone is having an enjoyable time while enjoying a concert, an evening at Yappy Hour or a stroll

around Windsor Lake at one of our 5K Races.

Here are a few of our great events that will be coming up this Summer. Don't forget to come out and enjoy them! For more details please check out our events page on the website or follow us on Facebook!

Summer Concert Series

Farmer's Market

Community Cares Evening

Yappy Hour



2019 Recreation Programs

2019 Numbers through April:

- 3658 Lunches served
- 964 Soccer Players—Spring
- 340 Youth Football Players—Spring
- 365 Group Swim Lesson Participants
- 227 Private Swim Lessons
- 455 Culture Program Participants
- 343 people educated through Culture Outreach programs

OPERATIONS & FACILITIES

Never a dull moment!

The CRC has been packed with excitement! We opened our first department owned vending machine offering a variety of snacks for our customers. The machine had not been open for more than 30 seconds before 4 teenagers came running. It is working like a charm and offering your typical snacks as well as some healthier options.



Excitement exploded when a prairie dog decided to visit the kitchen of the CRC. Staff safely relocated the excited animal



outside and watched it scurried off along the ditch. A deep clean/disinfect of the kitchen was performed by staff to ensure safe operations.

Some thinking outside of the box allowed us to respond to a neighbors complaint about the noise omitted from our pool dehumidification unit. The rooftop unit runs 24/7 and directed a consistent hum into a neighbors backyard. Conventional fixes were quoted at \$50,000 to \$60,000 by adding a wall around the unit to redirect the sound. Not

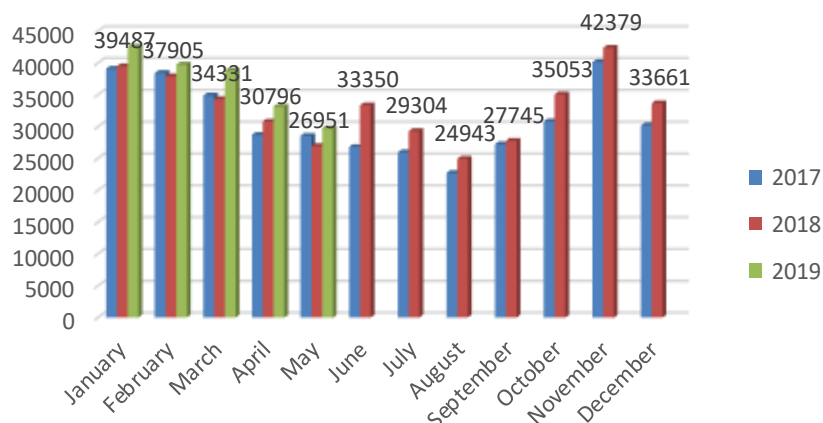


knowing if this would fix the problem we asked MTECH to construct a re-direct of the current hood and it worked. The unit is operating efficiently and the noise level dropped allowing our neighbor to enjoy their outdoor space.

COMMUNITY RECREATION CENTER VISITS

After 5 months we have seen over 185,000 visits. 2018 total was 395,905...what will 2019 bring?

CRC Building Visits



Numbers at a glance

CRC Customers in 2019

The Community Recreation Center front desk has greeted over **185,000** customer so far in 2019. This is nearly 12,000 more than the same time period in 2018 or a 6% increase YTD.

May Visits

May totals came out lower than April yet still run higher than May of 2018 by over 2,700 visits. May brought 31,726 visits to the Community Recreation Center with an average of 909 visits a day.

Memberships

In the month of May we gained

419 new members.

Silver Sneakers

May Silver Sneaker numbers had over 3,452 visits from a total of 2,355 silver sneaker members.

January 2019 stays in the lead with 4,550 visits

Birthday Rentals

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

OPEN SPACE AND TRAILS

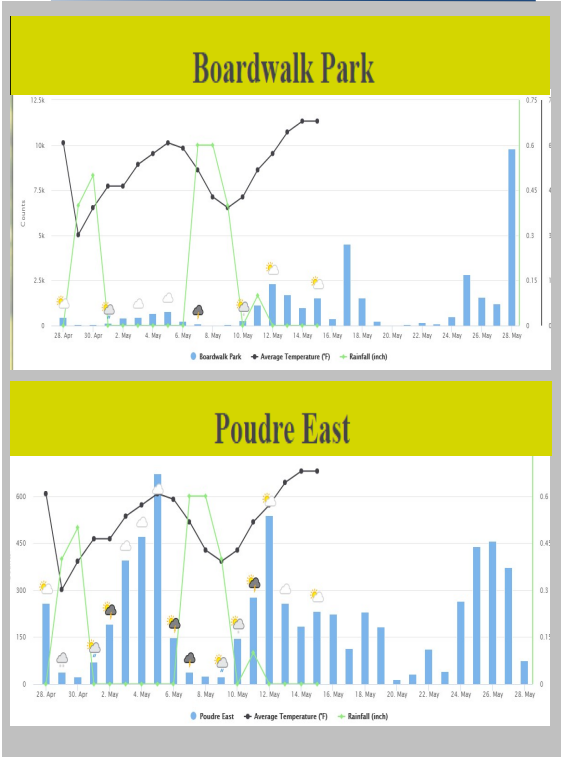
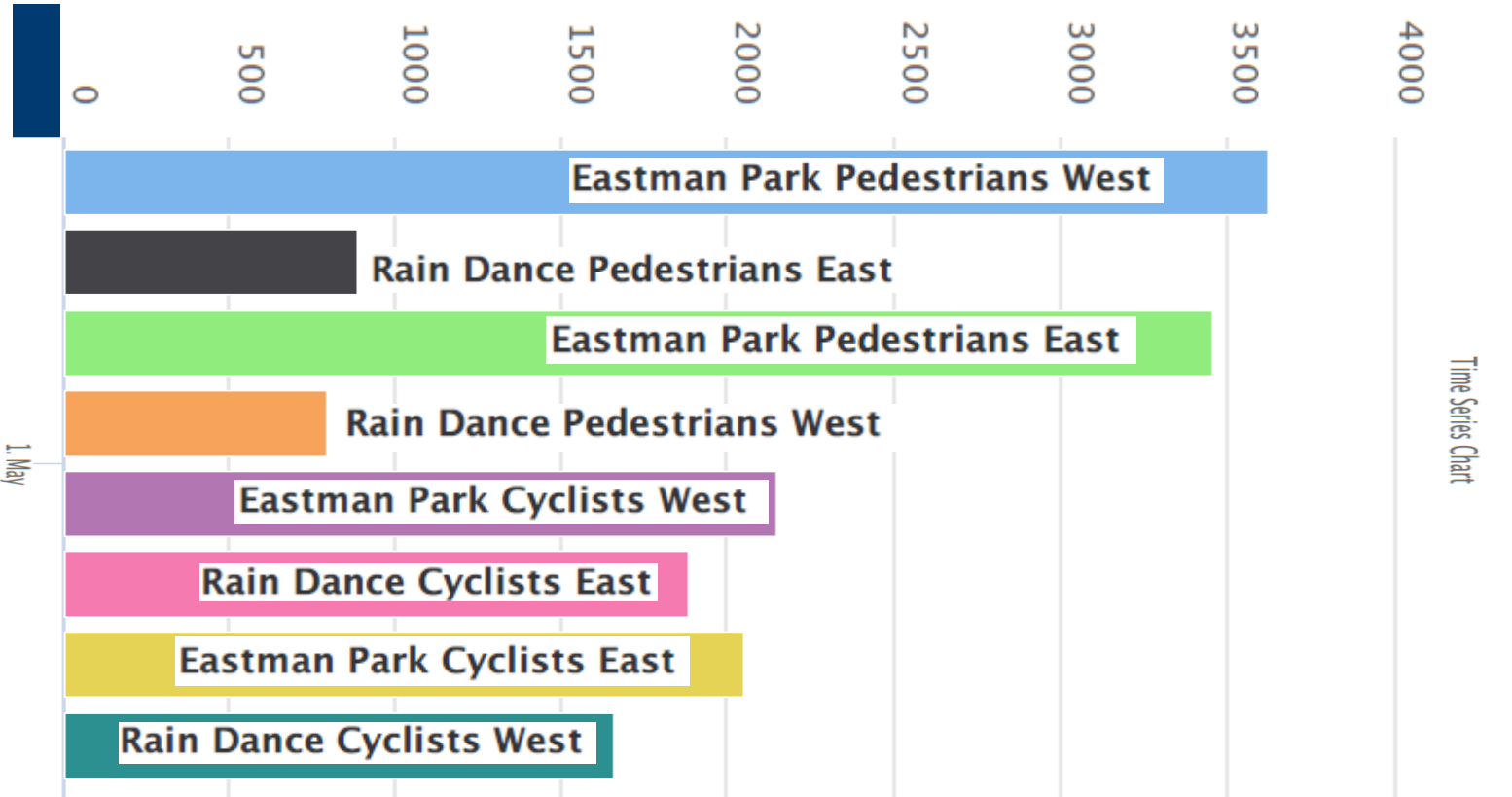
SPOTLIGHT

What an absolutely perfect spring for the healthy growth and start of Native grasses in the “Natural” Open Space areas. Many people ask why we don’t mow all areas, here’s why:

- Native grasses regenerate naturally by propagating their own seed.
- Native grasses support wildlife by providing food and cover.
- Native grasses help promote the return of other native plant and animal species.
- Native grasses help filter storm water run-off and prevent soil erosion.
- When allowed to grow to their natural height, native grasses reduce non-native weed growth.
- Mowing the grass down adjacent to the trail is for safety as it creates better visibility and helps riders feel more comfortable.



RAINDANCE EASTMAN PARK TRAIL COUNT MAY 2019





COMMUNICATIONS

TOP POSTS	DATE	REACTIONS	COMMENTS	ENGAGEMENT	REACH
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Chimney Park Pool uncovering	May 7	158	7	11.2%	3,444
Restrooms/water fountains opening	May 3	85	8	7.5%	2,827
Youth Archery	May 21	82	13	6.5%	3,402

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	6,012	1.62%	31	183,106	5,906.6	1,719	55.5	796

TOP POSTS	DATE	REACH	RESPONSES	CLICKS	RETWEETS
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Strategic Plan Community Meeting	May 14	402	1	—	1
Memorial Day Closure	May 27	401	1	—	1
Windsor Lake opening	May 24	243	—	—	—

BY THE NUMBERS

Twitter Profile	Total Followers	Follower Increase	Tweets Sent	Organic Impressions	Organic Impressions per Follower	Engagements	Engagements per Follower	Retweets	Clicks
 WindsorPRC	245	2.1%	9	2,111	8.62	25	0.1	2	0

WEBSITE ENGAGEMENT

38,121
VISITS

31,768
UNIQUE PAGE VIEWS

1:04minutes
DURATION

TOP 3 PRC PAGES

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

Top Channels

