



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

August 4, 2020, 6:00 P.M.

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

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

1. Roll Call

The following PReCAB members were present:

Nick Mask
Matt Morgan(absent)
David Sandlin(absent)
Patrick Lightfoot
Michael Nagl
Shawna Hendricks(absent)
Ethan Hahn
Chris Perkins
Victor Tallon(absent)

Weld RE-4 School Board Liaison
Town Board Liaison

Also Present:

Public Services Director
Acting Deputy PRC
Operations & Facilities Manager
Open Space & Trails Manager
Park Operations Manager
Town Forester
Business Supervisor
Administrative Specialist

Eric Lucas
Tara Fotsch
Kendra Martin
Wade Willis
Bob Worthen
Ken Kawamura
Matt Kraus
Kristy Zulkoski

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

- Addition of Consent Calendar - minutes from July 7, 2020, move to Item B

Mr. Lightfoot moved to approve the Agenda as amended. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried.

2. Liaison Reports

Mr. Tallon / Town Board Liaison:

- No Report

Mr. Perkins / Weld RE-4 School District:

- As of today, schools are still planning on moving forward with K-5 in-person full time, hybrid/alternative mode for middle and high school - Monday/Thursday or Tuesday/Friday in person, other days online with deep cleaning on Wednesdays, will look much different than in the Spring with more requirements based on attendance, instruction, and assignments, School Board will have another meeting tomorrow to further discuss, since more neighboring districts have decided to move to online only based on new state and CDE guidance
- Online option for the district currently has 750 students registered, pretty evenly distributed among K-12, lots of movement of teachers to accommodate all needs

- CHSSA made an announcement this afternoon about the high school sports schedule, some of the sports are still remaining the same except for with a condensed schedule, two month break in November and December, football has been moved to the Spring

3. Public Invited to be Heard

- No report

B. CONSENT CALENDAR

1. Minutes from July 7, 2020

- Mr. Kawamura in attendance at July 7, 2020 meeting

Mr. Nagl moved to approve the July 7, 2020 minutes as ammended. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. 2021 Budget

- 2021 Proposed Capital Improvement Projects
 - PReCAB annually votes to recommend projects to Town Board
 - This is first draft, Town Board work session is August 17th
 - Staff will bring final recommendations in October, along with proposed 2021 Operating Budget
 - Art & Heritage
 - Planning and design of Eaton House \$60,000
 - Carryover from 2020, includes \$10,000 Poudre Heritage Alliance Grant
 - Cemetery
 - 2021 Hwy 392 / 257 landscaping \$100,000
 - Carryover from 2020
 - Community Parks
 - 2021 Outdoor pool replacement study \$50,000
 - Eastman Park Riverwalk Phase II \$4,175,000
 - Eastman Park grinder pump \$70,000
 - Dog Park improvement \$60,000
 - Boardwalk Park security concerns (consultant) \$40,000
 - Main Park infrastructure upgrade (carryover 2020) \$125,000
 - Community Recreation Center
 - Two Rooftop Units (1 unit carryover) \$140,000
 - Kitchen Floor Replacement (carryover 2020) \$30,000
 - Misc. Items – trim, benches (carryover 2020) \$41,000
 - Locker replacements (carryover 2020) \$75,000
 - Neighborhood Parks
 - Jacoby Farm \$10,000
 - Matching grant \$70,000 for construction docs
 - Windsor Village playground replacement \$300,000
 - Harmony Ridge Park \$1,000,000
 - Non-Potable
 - Audit results placeholder \$50,000
 - Windsor Lake splitter repair \$25,000
 - Kyger (North shore rip rap) \$295,000
 - Trails and Open Space
 - Fishing Piers design & Engineering Kyger \$25,000

▪ Archery Range expansion (carryover)	\$30,000
▪ Kodak Master Plan	\$50,000
▪ Windsor Trails (17 th – High Hops)	\$100,000
▪ Reimbursement for #2 Ditch Trail	\$30,000
▪ Cr 13 Trail / Bridge (carryover)	\$550,000
○ Poudre Trail	
▪ Trail repairs in Water Valley	\$45,000
▪ River West bank repair design / permitting	\$35,000
▪ Major construction placeholder	\$75,000

2. Strategic Plan Overview

- 2020 PRC Strategic Plan
 - Completed the plan with Pros Consulting and is posted on webpage
 - Staff is currently building out benchmarking within Envisio Software – public-facing dashboard for the community to see live updates on progress for reports / projects
 - Ability to print out monthly reports for Board Members
 - Focus Areas
 - Programming
 - Park System
 - Trails & Open Space
 - Facilities & Amenities
 - Marketing
 - Fiscal Responsibility
 - Goals
 - Action Steps
 - Town just sent out a press release looking for public input for their Strategic Plan though a new contracted platform Bang the Table – public meeting set for August 13th

3. Project Update

- 2020 CIP Update
 - Parks Maintenance / Museum Collections Facility
 - Eastman Park sewage grinder pump
 - Eaton House
 - #2 Ditch Trail / CR 13 / Poudre Bridge
 - Archery Range
 - Diamond Valley Park
 - Riverwalk Phase I
 - Harmony Ridge Park design
 - Kyger Trail
 - Cemetery Project
 - CRC projects
 - Non-Potable audits in parks
- | |
|----------------------------|
| Completed |
| Delayed |
| Delayed |
| Ongoing |
| Awarded |
| Cancelled |
| Bid August 7 th |
| Fall |
| Completed |
| Delayed |
| Delayed |
| Ongoing |

D. COMMUNICATION

1. Staff

- Ms. Martin
 - Continued work on how to be flexible and adaptable to current situation – staff is creatively coming up with ways to still offer programming, outdoor volleyball for example, Chimney Park Pool will be open longer than normal in hopes of offering swimming lessons while not taking away available times at indoor rec pool, working on small modified CARA swim team opportunities

- Looking at extending recreation center hours and what makes most financial sense while meeting the usage needs of the community
- Mr. Worthen
 - Water improvement audits at parks – great learning mode for staff and recognizing the proper method to reach desired outcome with best efficiency, all of the parks are done except for Poudre and Chimney
 - Met with Tara Fotsch, Karen Frawley / new Town Clerk and Trisha Conway / Deputy Town Clerk at cemetery to discuss policies and issues with how to move forward and addressed maintenance in terms of headstones, sprinklers and the costs
 - Staff has taken over and has been very successful in maintaining the landscape of Public Works, saving money on the work that has been previously contracted out
- Mr. Kawamura
 - Tree Board met virtually last week after not meeting for almost 6 months, discussed goals and educational efforts, Arbor Day celebration, talks at Clearview Library, next month's meeting will take place at Chimney Park to complete annual park tree audit
 - Since the start of school, Blake McGrew has been taking care of clearances and clear line of sights for motorists and pedestrians around cross walks to ensure safety
 - Lynn Morales continues to maintain pots around town and preparing to change over to fall plantings
- Mr. Willis
 - Huge thank you to Mr. Kawamura and his team for taking care of multiple large branches that fell on the Poudre Trail east of Hwy 257 due to the storm that hit last week, able to notice areas of ponding, will have contractor come back out to address those
 - Presented to Town Board last night at their work session on open space and community separators, encourage anyone who is interested to go back and watch, very informational, representative from Greeley presented on what they have done, as far as community separators, but also community entryways and improving the aesthetic as you drive through a community
 - Capital projects – reviewing the final four bid set for Eastman Park Riverwalk, should be going out to bid either Thursday or Friday of this week, 392 Trail bid should be ready to go out in the next three weeks
- Ms. Fotsch
 - Next Monday at 4:00 pm via Zoom, along with Mr. Lucas, will be presenting Park Fees 101, hired GreenPlay as a consultant to work with in order to change those proposed park fees and what we charge developers when they start coming into the community, will send out invites, if interested
 - Town Board work session went really well and Wade had a great presentation
 - Will be sending out a new Activity Guide at the end of August for September/October
 - PRC staff completed a "We are..." project in order to celebrate Parks & Recreation month
- Mr. Lucas
 - Expect to see invites to upcoming dedications – sign recognizing Kodak donation at lake/Boardwalk Park, Zerby playground dedication at Main Park, ribbon cutting at maintenance facility and expansion at Public Works Campus, want to do before Terry Walker's/Public Works Director retirement October 1st
 - Budget – expecting and prepared as a staff for a 10-20% cut, in the range of \$18-\$20 million reduction in overall Town budget, operations budget is truly a draft at this point, difficult discussions and decisions to come, hoping for finalization in October
 - 59 applicants for Deputy Director of Parks, Recreation & Culture, narrowed down to four, all day interviews on Thursday, Mr. Mask will join Mr. Lucas and six others on the

interview panel, Ms. Fotsch is one of the four and the only one from Colorado, extremely deep pool of candidates from across the nation and overseas despite lack of publicity

2. Board

- Mr. Mask inquired about use of school district sites for fall sports
 - Ms. Fotsch – we follow if a school district is closed and not having athletics, but we were asked for our proposed schedule, which is a positive, currently staff has come up with creative ways to still offer sports while including detailed cleaning/sanitations protocols at sites, looking at grass volleyball league vs. inside at gyms, discussions around resident/non-resident fees or early registration for Windsor residents, reducing practice and game occurrences, and requesting every open space within parks and neighborhoods to hold practices, basketball will be the challenge come winter and gym space
- Mr. Hahn inquired about upgrades at Eastman Park and damage due to vandalism at dog park
 - Mr. Lucas – expanding sidewalk, run a waterline to fill up water bowls or dual water fountain, ultimately need to find a larger piece of land for future dog park which can be found in the Strategic Plan, but will continue to upgrade existing area as of now
- Mr. Nagl inquired about resident/non-resident fees and ability for residents to get first priority when registering
 - Ms. Fotsch – decisions about fees are made on a staff level and are in a budget proposal ready to be presented to Town Board on Tuesday, will continue to look at options for how to give residents registration priority

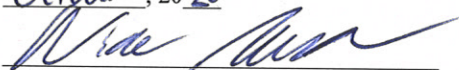
E. ADJOURN

Mr. Lightfoot moved to adjourn the meeting. Mr. Mask seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:04 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the ^{6th}~~10th~~ day of

October, 2020



Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist