



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

August 6, 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 June 4, 2019

C. BOARD REVIEW / DISCUSSION

1. Museum Accession
2. Roundabout Art Donation
3. 2019 CIP Update
4. 2020 Budget Review (CIP / Personnel / Operations)

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

August 6, 2019	Regular Parks, Recreation & Culture Advisory Board Meeting
October 1, 2019	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

June 4, 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 6:00 PM

1. Roll Call

The following PReCAB members were present:

Matt Morgan
David Sandlin
Nick Mask
Mitchell McNiell
Patrick Lightfoot

Weld RE-4 School Board Liaison

Chris Perkins

Town Board Liaison

Barry Wilson

Also Present:

Parks, Recreation and Culture Director	Eric Lucas
Manager of Recreation	Tara Fotsch
Operations & Facilities Manager	Kendra Martin
Open Space & Trails Manager	Wade Willis
Park Operations Manager	Bob Worthen
Town Forester	Ken Kawamura
Administrative Specialist PRC	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. Lightfoot seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Mr. Wilson/Town Board Liaison:

- Initial conversations about oil and gas
 - Mixed feelings from Town Board – legally going over what can / can't do
 - Air quality monitoring stations / investment in equipment
 - Pollution increase due to population increase
 - State approached the Town to waive its right to do anything - chose not to, but pursue other options based on Advisory Board from Larimer County
 - Putting focus on public health and the environment – wanting to avoid future locations near schools and parks and proximity to Poudre River
 - Town has received \$3.8 million from oil and gas
 - Other municipalities are placing moratoriums on permits
 - Extraction Oil & Gas in Windsor – inconsistencies about distance of building away from oil sites

Mr. Perkins weld RE-4 School District:

- Last day of school - June 6th
- WHS graduation / Budweiser Event Center - June 9th at 12:30 pm
- Architecture and Long Range Planning Committees discussed adding 2 new elementary schools K-5, 400-450 students, through future bond initiatives (Peakview and depending on growth either on top of hill or Severance area), expansions at both WMS and Severance Middle School

4. Public Invited to be Heard
No Report

B. CONSENT CALENDAR

1. Minutes from May 7, 2019.

Mr. Lightfoot moved to approve May 7, 2019 minutes as submitted. Mr. Morgan seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. 2020 Capital Project Bus Tour

- Currently narrowing down laundry list of ideas
- Final recommendation input due at the end of the month, will present to Town Board in July
- Small Capital – up to \$50,000
- Large Capital - \$50,000 and greater / 5 years
- Board members and PRC staff toured and discussed the following sites:
 - Jacoby Farm House Clean Up / Demo – Jacoby property 15th Street
 - Jacoby Road to Main Street trail – 17th Street
 - #2 Ditch Trail from High Hops to Kyger – Along Hwy 392
 - Kyger Master Plan – Kyger property
 - Trail CR13 Trailhead to Hwy 392 – CR13 North of Poudre River
 - Pedestrian bridge CR13 at Trailhead – CR13 over Poudre River
 - Playground – Covenant Park
 - Riverwalk & river access Eastman (Phase 1) – Eastman Park
 - Infrastructure (electrical / water) – Main Park
 - Restrooms – Main Park
 - Brown Palace electrical – Chimney Park
 - Pool Slide – Chimney Park
 - Kodak Parking – Kodak Trailhead off of Hwy 257
 - Eaton House renovation / landscaping – Boardwalk Park
 - Wibit – Boardwalk Park / Windsor Lake
- Other locations / items discussed while on tour:
 - Dragon feature – Highland Meadows Park
 - Neighborhood Park – Harmony Ridge
 - Diamond Valley – FFE
 - Transportation Master Plan
 - PRC Strategic Plan results
- Small Capital – still under consideration
 - Hwy 392 landscaping by cemetery
 - Art & Heritage interior painting
 - Boardwalk Park Museum painting
 - Creamery laser cutting

- Archery Range butts
- Art & Heritage floor refinish
- Exhibit master plan
- Skin infields at Highland Meadows and Chimney Parks
- Portable backstops
- Mobile Mini
- Main Park Horseshoe pits
- Infield lip removal

D. COMMUNICATION

1. Staff

- Mr. Lucas will be on vacation June 8th – 16th, Ms. Fotsch acting as Director
- As PRC is finalizing recommendations, please send feedback to Mr. Lucas concerning projects that were discussed on the tour
- Windshire Park Ribbon Cutting June 5th at 5:30 pm
- Village East Park walk through June 20th or 21st, opening week of June 24th
- Next meeting July 2nd – Town Board approved vacancy

2. Board

- Mr. Mask – landscaping / trees at archery range near parking lot

E. ADJOURN

Mr. Sandlin moved to adjourn the meeting. Mr. McNiell 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____

Nick Mask/Board Chair
Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist



MEMORANDUM

Date: July 17, 2019
To: Parks, Recreation & Culture Advisory Board
From: Tara Fotsch, CPRE, Recreation Manager
Re: Museum Collections Accession

Background / Discussion:

The Parks, Recreation, and Culture Advisory Board will occasionally have the opportunity to review recommended accessions and deaccessions to the permanent collection of the Town of Windsor Museum, per adopted policies.

Museum collection items are only accessioned into the collection when they fit the following criteria:

- Object illustrates unique Windsor heritage as specified in mission statement.
- Known provenance.
- Object displays rarity as specified in collections criteria
- Collection supports object's interpretive potential for exhibition.
- Stable Condition
- Museum can adequately care for object

All items listed are items currently in the museums possession, and have been donated to the museum.

Financial Impact:

Museum staff does not foresee any financial impact associated with the formal accession of these items.

Recommendation:

Move to approve to recommend to Town Board, to accession museum collections items as presented by staff.

Attachments:

- a. Acquisition Forms for Potential Accession (Staff)



Town of Windsor

Department of Parks, Recreation, and Culture

Culture Division

250 N. 11th Street * Windsor, CO 80550

Potential Acquisition Form

Source:

- ☒ Donation
☐ Staff Acquired
☐ Transfer / Exchange
☐ Purchase



Name: Don Love Date: 07/12/2019

Address: 511 Spruce Mountain Ct.

City: Windsor State: CO Zip Code: 80550

Phone: 970-590-3465 Email: dcrlove@comcast.net

Price: not assessed Estimated Value (for donation or transfer/exchange)

Description and Provenance of Object(s):

1. (1) Stereoscope viewer
2. (3) boxes of stereoscope slides

This collection of objects were used in Windsor schools. Objects were discarded by Windsor Middle School in 1998, but salvaged by teacher Don Love (donor) who continued to use them in his classroom.

Museum Staff Recommendation:

Date: 07/12/2019

Accept into Museum Permanent Collection: ☒ Accept ☐ Decline

Accept into Museum Education Collection: ☐ Accept ☐ Decline

Reason for Decision:

- ☒ Aligns with mission
- ☒ Has established provenance/story
- ☒ Good Condition
- ☒ Has exhibit potential
- ☐ Fills gap in collection
- ☒ Space to store
- ☐ Other: _____

Parks, Recreation, and Culture Advisory Board (PReCAB) Decision:

Date: _____

Accept into Museum Permanent Collection: ☐ Accept ☐ Decline

Accept into Museum Education Collection: ☐ Accept ☐ Decline

Reason for Decision: _____

Town Board Decision:

Date: _____

Accept into Museum Permanent Collection: ☐ Accept ☐ Decline

Accept into Museum Education Collection: ☐ Accept ☐ Decline

Reason for Decision: _____

Signatures:

Culture Supervisor or Director of Parks, Recreation, and Culture Department

Date

Mayor, Town of Windsor

Date

MEMORANDUM

Date: August 2, 2019
To: Parks, Recreation & Culture Advisory Board
From: Eric Lucas, Director Parks, Recreation, & Culture
Re: Public Art Placement, Pelicans

Background / Discussion:

The Parks, Recreation and Culture Department was approached in August of 2019 by Martin Lind regarding the possibility of installation of two Pelicans at the new roundabout being constructed at the intersection of 7th St and New Liberty Road. A photograph of the proposed art donation is included in the packet material.

Per the Public Art Plan, the Parks, Recreation, & Culture Board serve as the oversight committee on all donations, and reviews all submissions for completion. Upon accepting initial donation documents, the oversight committee conducts a first and second reading of a staff created resolution, to approve the donation of artwork to the Town of Windsor.

From our initial discussion, and upon review and reference to the Public Art Plan, we determined that the proposed project fits well within the criterion or can be easily justified in the following categories:

- I.) Principal Goals:
 - A, B, C, D and E.
- III.) Selection Criterion
 - B, E

Financial impact:

Costs to the Town for installation are minimal as well as future upkeep.

Recommendation:

Staff recommends acceptance and installation of the Pelican Statues in the Roundabout at 7th and New Liberty Roads.





PRECAB REPORT

August 2019

DIRECTOR'S UPDATE



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

The dog days of August are upon us as we survived an extremely busy July!

As you might imagine, all of our programs and special events have been very well attended and keeping staff super busy. Day camps are winding down now that school starts (mid-month), however we are now taking fall sports and program registrations and preparing for Harvest Festival in early September!

Our Parks and Forestry teams are also super busy keeping everything looking amazing despite the summer heat and continued high usage of our parks and trails system.

Tara completed the program needs analysis for our strategic plan and our statistically valid survey has reached its goal in terms of participation. I expect to learn the results next week and highly recommend that PRECAB members attend the Town Board work session on August 12th where the results will be shared by our consultant.

In case you were on vacation, and missed it, July was challenging as we dealt with our first ever outbreak of Blue-Green Algae in Windsor Lake. The result was we closed the lake due to high levels of this harmful bacteria

and remained closed for nearly 2 weeks. I must commend, Rachael Stefanich, Aquatics Coordinator, and our communications team for their hard work on this incident. The lake is now officially back open as of August 1st.

Another shout out goes to Sandra Sheffler, Business Analyst for her efforts to get our new cost recovery software implemented! This effort took 6 months of diligent work and we are now beginning program analysis of everything we do in terms of programs!

Your agenda this month will consist of a museum accession item, a public art donation, an update on the 2019 CIP projects and an in-depth review of the proposed 2020 budget.

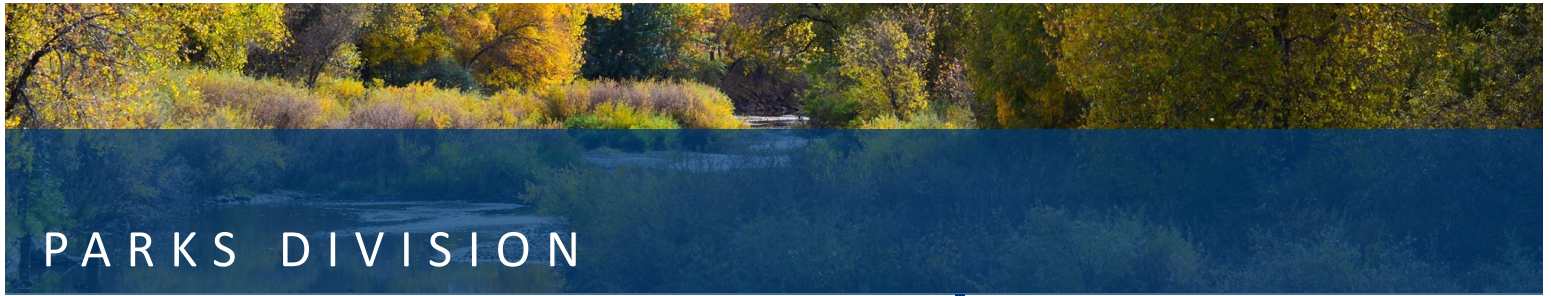
Don't forget.....the meeting starts at 6pm.

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

**Recreation
Lives Here**



PARKS DIVISION

Managing the Heat...Turfgrass 101

Parks Maintenance

There is no doubt, our weather and the seasons that we have become so familiar with are changing. Traditional spring, summer and fall are challenging to predict anymore. This is equally as challenging for our landscapes...and most notably our parks! Perhaps the most difficult of these seasonal challenges is summer. Landscapes are a living organism and the ability for them to survive is directly proportionate to the environment or climate they were intended to grow in. For example, sudden hot spells followed by sudden cool spells are ideal conditions for various turf diseases and fungal issues. Perhaps the most common, yet misunderstood of those conditions is *Ascochyta* Leaf Blight. *Ascochyta* leaf spot symptoms may develop throughout the growing season but are more common during hot, droughty periods that were preceded by cool, rainy conditions. Large irregular patches of turf rapidly turn a straw-color and appear dead.

While unsightly, the disease will normally run its course in 2-3 weeks of normal watering, with no detrimental effects to the grass.

Commonly mistaken for sprinkler issues or lacking water, *Ascochyta* is often misdiagnosed. Sprinkler issues are almost always characterized by the tell-tale green rings around the sprinkler heads as shown below.

So fear not, maintain a regular irrigation schedule and in no time that lush green color we all love about grass will return!

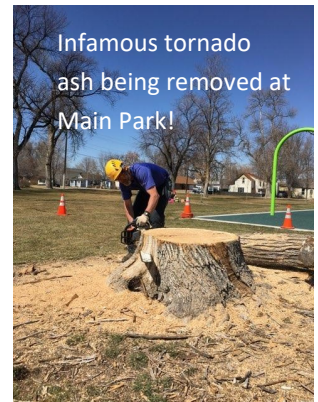


What's Forestry Been Up Too???

Forestry and Horticulture

The last couple of months have been very busy for staff trying to stay up with clearance pruning, a few tree removals and flower bed maintenance around town. Horticulture staff has been busy renovating beds and replacing dead plant material. A few highlights from June and July....

- Renovated all flower pots
- Removed 19 small and 3 large trees
- Pruned 31 trees for clearance
- Spruced up all roundabouts



Horticulture staff have begun prepping for landscape bed renovations at Founders Park in New Windsor. Such work will include replacement of unhealthy plants, additions of new plants for added color and new mulch. This is annual process determined by visibility, use and age of park.



RECREATION DIVISION

Have you floated the Poudre River in Windsor yet?

Have you taken advantage of one of the greatest amenities that runs right through our community? Over the past month staff have tested the waters and started exploring the Poudre River with not only themselves but our Day Camp kids have gotten to explore and enjoy the river. We heard a lot of the day campers state that it was the Best. Day. Ever.

We were excited as a group to start exposing our community and our users to this amazing feature. The Campers and Staff are entering into the Poudre River near the dog park and enjoying a leisure float to the 7th Street bridge. If you have an inner tube or a kayak there is no need to drive out of town to enjoy this activity! Park at Eastman Park, hop in the river, enjoy the nature scenery and explore this newly discovered jewel in our community!



UPCOMING EVENTS YOU WON'T WANT TO MISS!

August 2 nd	Yappy Hour
August 3 rd	Farmer's Market
August 8 th	Summer Concert Series
August 10 th	Farmer's Market
August 10-11	Greeley Tribune Summer Craft & Gift Show
August 15 th	Summer Concert Series
August 17 th	Farmer's Market
August 17 th	Wine Festival @ Main Park
September 1st & 2nd	Harvest Festival

OPERATIONS & FACILITIES

Saying good bye to the climbing wall and making way for new adventures!

In 2010 Lee Serna and Kendra Martin traveled to Denver with a trailer and a mission to pick up a climbing wall. The wall, donated by a Denver REI, was being added to the lobby of the Community Recreation Center. Staff was excited to see it go up and to see how it would add to the amenities we were offering at the time. We brought it back and commissioned a company to install the wall, as you can see in the picture to the right. In 2017, staff had some strong discussions and decided the wall had run it's course and it was time to see how to utilize the space it occupied to better accommodate our customers.



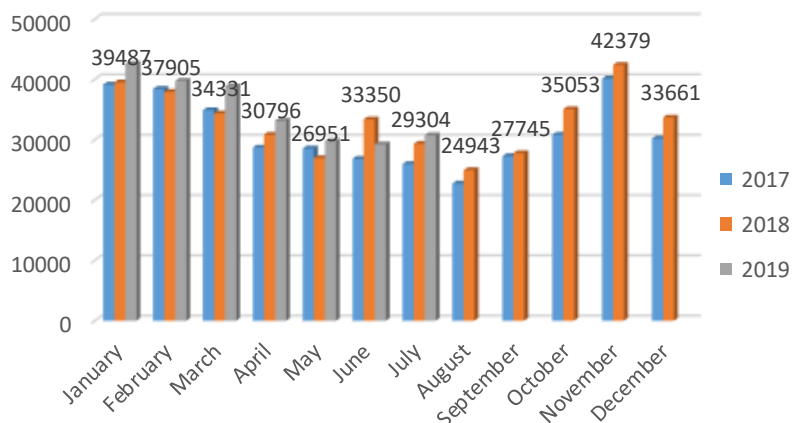
On Aug. 4th the climbing wall will come down. Over our shutdown period we will add seating to that area inviting parents to utilize the space while waiting for their children to finish classes like dance or martial arts. Attracting the parents downstairs will also open up valuable workout space for our members. We are excited for the change and the opportunities it will present.



COMMUNITY RECREATION CENTER VISITS

After 7 months we have seen almost 245,000 visits. 2018 total was 395,905 which we are on target to beat in 2019.

CRC Building Visits



Numbers at a glance

CRC Customers in 2019

The Community Recreation Center front desk has greeted almost 245,000 customers so far in 2019. This is nearly 12,000 more than the same time period in 2018.

July Visits

July totals came out higher than June with our hot Colorado days. July brought 30,715 visits to the Community Recreation Center with an average of 992 visits a day.

Memberships

In the month of July we gained 360 new members.

Silver Sneakers

July Silver Sneaker numbers had over 3,212 visits from a total of 2,430 Silver Sneaker members.

January 2019 stays in the lead with 4,550 visits

Birthday Rentals

In the month of July we hosted 11 birthday party rentals in our facility. Chimney Park pool and our neighborhood parks are popular birthday party spots in the summer, decreasing our CRC rentals.

OPEN SPACE AND TRAILS

SPOTLIGHT

TMP (Transportation Master Plan) Update. On July 22nd, our consultant, Fehr and Peers presented a summary of the TMP process to Windsor Town Board. Some of the highlights:

962 participants

Proposed vision statement:

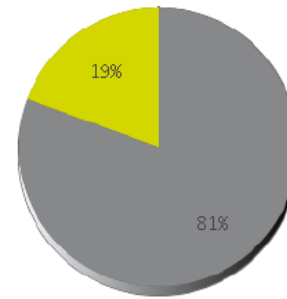
VISION

Windsor's transportation system will serve people of all ages and abilities through a connected, multimodal network that is safe, equitable, comfortable, sustainable, and intuitive.

6 quick win projects were presented and include:

- 7th Street: Multimodal Corridor Improvements
- Planning Level Cost Phase 1 and Construction Design \$150,000
- SH 392 and 7th Street Intersection Multimodal Safety Improvements
- Planning Level Design Cost \$50,000
- Walnut Street Bikeway
- Planning Level Cost Phase 1 and Construction Design \$75,000
- Left Turn Treatment Analysis at CR 13 and SH 392
- Planning Level Design \$25,000
- CR 17 and Riverplace Drive RRFB
- Construction \$125,000
- Multiuse Path Near King Soopers Along 15th Street
- Construction \$65,000

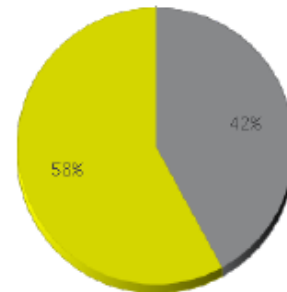
	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	306	26	Sunday	74	26
Cyclists	1,268	106	Sunday	44	56



Temporary Counts from North of Kodak Trail head

■ Pedestrians
■ Cyclists

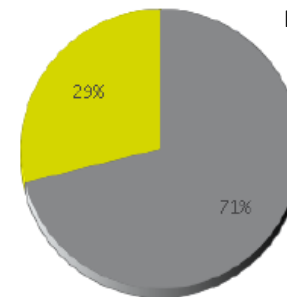
	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	3,809	238	Sunday	55	45
Cyclists	2,761	173	Sunday	48	52



Temporary Counts at Kodak Trail Head **6750**

■ Pedestrians
■ Cyclists

	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	1,473	92	Saturday	56	44
Cyclists	3,633	227	Sunday	50	50



Poudre East Counter. **5106**

■ Pedestrians
■ Cyclists

In a 2 week period, 1476 of trail head uses were archery visitors, that's 20%



COMMUNICATIONS

TOP POSTS	DATE	REACTIONS	COMMENTS	ENGAGEMENT	REACH
July 4th Fireworks	July 10	529	15	18.6%	4,243
Windsor Lake Closure	July 23	402	231	13.7%	35,289
Windsor Lake Reopening	July 31	382	73	16.8%	11,333

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	6,595	1.56%	30	229,709	7,657	3,447	114.9	826	



**FACEBOOK
ENGAGEMENT**

- INTERACTIONS
- 4,796 REACTIONS

928 COMMENTS

710 SHARES

6,434 TOTAL ENGAGEMENTS



**TWITTER
ENGAGEMENT**

- INTERACTIONS
- 0 REPLIES

3 RETWEETS

3 COMMENTS

2 LIKES

TOP POSTS	DATE	REACH	RESPONSES	CLICKS	RETWEETS
Windsor Lake Closure	July 23	345	1	—	1
4th of July	July 4	415	1	—	1
Windsor Lake Reopening	July 31	257	—	—	—

BY THE NUMBERS									
Twitter Profile	Total Followers	Follower Increase	Tweets Sent	Organic Impressions	Organic Impressions per Follower	Engagements	Engagements per Follower	Retweets	Clicks
 WindsorPRC	257	2.8%	14	3,169	12.33	73	0.28	2	4



**WEBSITE
ENGAGEMENT**

65,813

VISITS

53,945

UNIQUE PAGE VIEWS

1:07

minutes

DURATION

- TOP 3 PRC PAGES
1. WINDSOR LAKE

2. COMMUNITY REC CENTER

3. JULY 4TH ACTIVITIES

Top Channels

