



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

September 11, 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 July 10, 2018

C. BOARD REVIEW / DISCUSSION

1. Museum Acquisition
2. Alcohol in Parks Update
3. 2019 Budget Submission
4. Tree Board & Sub-committee Idea
5. Diamond Valley Public-Private Partnership
6. Future Items

D. COMMUNICATION

1. Staff
2. Board

E. ADJOURN

FUTURE MEETINGS

October 2, 2018	Regular Parks, Recreation & Culture Advisory Board Meeting
November 6, 2018	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

July 10, 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:

Matt Morgan
Patrick Lightfoot
Rebecca Holder-Otte
John Nuspl
Dave Sandlin
Sandy Brug
Chris Perkins-absent

Town Board Liaison

Barry Wilson

Also Present:

Parks, Recreation and Culture Director
Manager of Recreation
Park Operations Manager
Open Space & Trails Manager
Recreation Supervisor-Fitness
Recreation Coordinator
Museum Program Coordinator
Museum Curator
Town Forester
Administrative Specialist

Eric Lucas
Tara Fotsch
Bob Worthen
Wade Willis
Matt Kraus
Britt Zimdahl
Laura Browarny
Caitlin Heusser
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

Ms. Brug moved to approve the Agenda. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

• Town Board

Mr. Wilson reported on the following:

- New extraction/oil and gas operation to Raindance on northeast corner on other side of river from Eastman Park area, within 50 ft. of Poudre River Trail. Approved by the state with exemption and agreement from homeowners since only about 290 ft. from houses (less than the required 500 ft.).
- Mr. Nuspl inquired about area up by Crossroads/south of Army Reserve area-Mr. Wilson and Mr. Lucas responded: Brands East which includes multi-housing unit and hotel, Steeplechase connection to event center within Loveland and Windsor, Martin Lind development. Other side will be Brands West, including IMAX theater.

- Weld RE-4 School District
No Report

4. Public Invited to be Heard

No Report/Hearings

B. CONSENT CALENDAR

1. Minutes from June 5, 2018.

Mr. Lightfoot moved to approve June 5, 2018 minutes as submitted. Ms. Brug seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW / DISCUSSION

1. Treasure Island Garden Recognition

- Bill Pratt and Janene Willey-Weld County Master Gardeners reported the following:
 - o Recent recognition of Plant Select 2018 Showcase Garden Award. 78 gardens and 7 states included in the competition. End of the year donated 2 ½ tons of food from the garden to donate to Windsor Food Pantry. Mr. Lucas thanked them for their hard work and congratulated them on their success.
 - o Introduced garden volunteers in attendance- Becky Spinnette, Rob and Marilyn Bradley.
 - o 40 volunteers and leadership team of 6-8 master gardeners with extensive training. 1,600 volunteer hours last year. Now in 11th year of operation.
 - o Important relationships-Town of Windsor, Plant Select-rigorous testing to approve plants that can or cannot be planted in specific area (www.plantselect.org-details), Bonnie Plants, Gulley's Greenhouse, Pioneer Sand & Gravel, NoCo Bloom (featured on cover and two other times within).
 - o Destination attraction with lots of numbers. Educational fieldtrips to look at other gardens and gain knowledge. Sought the importance of making Windsor more beautiful and get service hours instead of traveling to Greeley.
 - o Presented PowerPoint on garden and the changes from 2008 throughout the years, highlighting activities and additions- children's art show and home tours, donations/memorial plaque, pavers added, new signage, educational presentations 1st and 3rd Wednesdays, Peace Pole-universal symbol, creatures, no storage-tools go back and forth, request to Parks & Recreation-place on map and add address.

2. Fitness/Recreation Presentation

- Mr. Kraus presented on the following:
 - o Reviewed chart of staff, their roles and duties
 - o Wellness center-16,000 square ft. fitness space, Cybex equipment, free weights, Junior Fitness Program (12-15 year olds, 44 so far in 2018), Elevated Walking/Jogging Track, 3 staff about 48-50 hours/week.
 - o Group Exercise-12 instructors, 60 classes (28 formats) free to members or included with daily visit, approximately 1,000 participants per week, 5 session based classes that require additional fee and registration.
 - o Personal Training-2 trainers, 44 individuals with active training sessions, approximately 35 training sessions per week.
 - o Other Duties-RecTrac, website updates, Summer Concert Series, event support, front desk support, TOW Wellness program.
- Ms. Zimdahl presented on the following:
 - o Camp Windsor-licensed summer camp offered at CRC for children ages 5 to 12, established in 2017, offered Monday-Friday 7:30 a.m.-5:50 p.m., up to 50 kids per week, approximately 70 families served this year, weekly swimming at CRC and CPP, weekly fieldtrips (only issue is transportation limited to only 25 children/week), Skyhawks Sports Camp to provide instruction 7 out of 16 weeks, 6 seasonal staff.

- o Rec Mobile- brings offering and benefits of Windsor CRC right to your neighborhood, goal is to introduce youth to recreational activities that are fun, challenging and encourage Windsor's community to get out and play, 2 staff members, visit 8 different parks Tuesday-Saturday each week, available to rent for birthdays, block parties and more.
- o Special Events-4th of July 4 Legged Walk/Run (approximately 150 registered), Family Health and Fitness (approximately 250 people attended).
- o Preschool Classes-Preschool Open Gym (drop in class) ages 0-6 provided during school year, approximately 175 non-members and 100 members served in 2018. Preschool Classes (pre-registration) ages 0-5, in-house on Wednesdays and Fridays, approximately 55 families served in 2018.
- o Youth Classes-Karate, fencing, dance, cheer, Music Together, cooking camps, Fun Spanish for Kids, Play-Well TEKnologies Camp, School Out Days/Break Camps.

-Ms. Brug inquired about what kind of educational background one would need for this type of position and the roles that come with it.

-Mr. Wilson explained what a great benefit Camp Windsor is and the praise he has heard from community members while visiting the CRC.

3. Museum Acquisition

- Mr. Lucas presented two acquisitions for consideration from Windsor PD that were donated
 - o Items ranging from 1970's -1990's (uniform, badge, emblem, radar guns, radio pack, breathe tester)
 - o Challenge Coin given May 22, 2018 to commemorate honorees for their efforts during the tornado.
 - o If approved to assess the items, next step is to take presentation to Town Board at end of month, they will vote, if approved at that level, Ms. Heusser (Museum Curator) will put them into our permanent collection.

Mr. Morgan motioned to request a section in the museum as presented. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.

4. Creamery Programming Discussion

- Mr. Lucas gave overview of process with creamery acquisition and the future use of that building, will take presentation, research and community/public feedback to Town Board.
- Ms. Browarny presented on the following:
 - o Community Survey Overview-open from May 15th-30th, 547 total respondents 80% from Windsor, two focus groups held on June 4th and 6th, 18 people total participated, was able to gather data on community awareness of Culture Division, museum and programs offered/community engagement.
 - o Top community choices for creamery use-Specialty studio space, Makerspace, Classroom space, most desired programs were based around children.
 - o The takeaway- community is not aware of the Culture Division and the programs offered, most don't know where to find these types of programs, people want a variety of programs for different audiences and are willing to pay for programming that has value to them.
 - o Next steps-work with new communications team to increase visibility of division, continue to solicit community feedback throughout the process of developing programs for the creamery, begin to seek community partners.

- Vision-Create Space for all ages, audiences, and interests that is dynamic, versatile, multi-generational, provides structured classes and open creation opportunities, and builds community.
- Mr. Morgan loved the presentation, the analysis, and the approaches that the Culture Division is taking, very well-thought out.
- Ms. Fotsch explained that programming took off in the last year and a half, 250% growth in visitors to the museum, praised both Ms. Browarny and Ms. Heusser for all their efforts in such a short time.

5. 2018 Capital Improvement Project Update

- Mr. Lucas reported the following:
 - Windshire Park-developer build, held final neighborhood meeting on February 1, 2018, finalizing design/cost, working with developer, hope to have built by end of the year.
 - Village East Park Build-bid project July 13th, construction late summer/fall 2018.
 - Diamond Valley Construction-delayed due to additions of parks maintenance shop, museum storage, brush site, working on bid document.
 - Main Park Playground Replacement-staff has started demolition and second week in August will begin construction, goal to open by Harvest Festival.
 - Cemetery Parking Project-selected design firm January, bid July, construction summer/fall.
 - Roundabout 7th/Crossroads-bid July 6th, September construction
 - Creamery/Mother Statue-signed contract, commission artist, installation in fall.

6. 2016-18 Goals (Quarterly Update)

- Mr. Lucas reported the following:
 - Improve Marketing, Communications, & Regional Visibility-has done a great job overall and made progress in getting name out there as a department and what we do, but still segments within that don't get enough visibility.
 - Customer Service-membership numbers have come back, down about 366 to date, but Silver Sneakers have more than doubled and really made up for the difference, would like to implement an annual customer survey and more on-going training.
 - Fiscal Responsibility/Revenue Generation-great strides with sponsorships, around 43, implement new program opportunities which provide for revenue generation.
 - Diversification of Programs and Facilities-continued growth, simply can't meet every need/want with programs and keep up with budget and staff.
 - Community Recreation Center-measurable and successful, out pacing building visits compared to last year, people are continuing to use the building even in what is considered the "slow time" for rec centers, averaging around 1,100 people walking in everyday with the exception of Sundays, added about 60 programs that are free to members, need for creating more revenue generating programs in order to balance out.

7. 2019 Budget (Staffing Requests)

- Mr. Lucas reported the following:
 - Many discussions with staff about their needs/recommendations, biggest things hurting the department are growth and staffing/levels.
 - Recommended various areas of need/positions based on full and part-time requests, reclassification and elimination.
 - Positions/Needs not addressed-will be needed at some point in the future, Risk & Safety Coordinator, Volunteer Coordinator, Athletic Maintenance Supervisors, Park Manager, Programming Staff, Park, Trails & Open Space

-Mr. Nuspl inquired about what percentage of budget is for personnel cost, when you add a program and you have to add people, it creates a huge impact on budget, can't meet everyone's needs and wants.

-Mr. Lucas emphasized Town's strategic planning, while still listening to the public/community for needs/wants.

-Mr. Wilson discussed new board members, new town manager, operating differently, different philosophies, growth does bring economic opportunities, Parks, Recreation and Culture is the face of the town, the Town Board is aware of needs.

8. 2019-20 Goals Discussion

- Mr. Lucas reported the following:
 - o Reviewed proposed goals, would like to bring back in September after strategic planning on August 25th, consultant will gather input from Town Board, staff, and public to ensure that goals are matching the strategic plan, as well as, budget and financial analysis.
 - o Accreditation, Leave a Legacy (Conservation, Health and Wellness, Social Equity), Customer Service, Fiscal Responsibility.

D. COMMUNICATION

1. Staff

- o Consider moving September meeting to the 11th due to Harvest Festival
- o Getting ready to post Luke Bolinger's position-Recreation Supervisor/Culture
- o Robert Alcares-New Parks Maintenance Tech
- o Karin Henricksen/Guest Services Coordinator last day Friday, July 13th, position posted
- o Decision to split Ms. Fotsch's position, will post soon
- o Work Session/Board-in favor of staff decision, 3.2 alcohol to go away January 1, 2019-new code will allow 6% + beer and wine in all parks, with the exception of Diamond Valley and Chimney Park which will be by permit/beer garden license only, will study the impact over the year
- o Neighborhood and community park fees are no longer as of August 1st, becomes one development fee

2. Board

- o Mr. Nuspl will not be in town for August meeting

ADJOURN

Ms. Holder-Otte moved to adjourn the meeting. Mr. Morgan seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 9:05 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the _____ day of _____, 20____

John Nuspl, Chairman
Parks, Recreation & Culture Advisory Board

Submitted by:

Kristy Zulkoski, PR&C Administrative Assistant

Deaccession

Object to be Deaccessioned:

Accession #: 1900.temp3052

Donor/Source: Unknown, likely Windsor-Severance Historical Society

Description of object: Frame, 3D. Interior backing is green burlap, fixed to backing are multiple leather straps. On front glass exterior are adhesive labels. A collection of nightsticks were once displayed in this frame. Nightsticks are still in collection and information from labels is recorded.

Condition of object: Many leather straps are broken, wood frame is no longer attached at corners, backing is completely unattached to back and faded, multiple nails protruding from the frame.



Specific Reason for Deaccession:

☒ Object does not illustrate unique Windsor heritage as specified in mission statement.

☒ No known provenance.

☒ Object lacks rarity as specified in collections criteria

☒ Collection does not support objects interpretive potential for exhibition

☐ Duplicate in Collection

☒ Poor Condition

☒ Museum cannot adequately care for object

☐ Unidentifiable

Method of Disposal:

- ☐ Transferred to the Windsor Museum's use/education collection
- ☐ Returned to Donor
- ☒ Destroyed
- ☐ Given to institution in which object is more relevant/significant to the institution's mission.
- ☐ Public Auction
- ☐ Cannot be found in inventory

Signatures:

_____	_____
Museum Curator	Date
_____	_____
Director of Parks and Recreation	Date
_____	_____
Mayor, Town of Windsor	Date
Action Taken: _____	_____
	Date

Results: _____

Value received: _____

Date

Acc. #: _____



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: Mike Vergara Date: 08-01-2018
Address: 314 Windflower Way
City: Severance State: CO Zip Code: 80546
Phone: 970-301-3552 Email: N/A

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

Description and Provenance of Object(s):

- See attached list of (48) objects



Museum Staff Recommendation:Date: 08-01-2018Accept into Museum Permanent Collection: ☒ Accept ☐ DeclineAccept 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 ☐ DeclineAccept into Museum Education Collection: ☐ Accept ☐ Decline

Reason for Decision: _____

Town Board Decision:

Date: _____

Accept into Museum Permanent Collection: ☐ Accept ☐ DeclineAccept into Museum Education Collection: ☐ Accept ☐ Decline

Reason for Decision: _____

Signatures:_____
Art & Heritage Manager or Director of Parks, Recreation, and Culture Department_____
Date_____
Mayor, Town of Windsor_____
Date

Kodak Donation Objects

Mike Vergara worked at the Windsor Kodak plant for 37 years, from 1974, right out of high school, to 2011. Mr. Vergara lived in Greeley Colorado and now resides in Severance with plans to move to Arizona. Mr. Vergara purchased the majority of the Kodak items upon their release from the plant store, Mr. Vergara referred to purchasing the items at the "Fill Sales". The items were not produced at the Windsor plant, with the exception of the 110 film. The items were manufactured in Rochester, New York. A few of the items belonged to his father. The small black and white TV was purchased in 1967, for \$80, by Mr. Vergara when he was 12 years old from the Curtis Mathes store in Greeley. The sales person accidentally gave him a box with a color TV and within 30 minutes, there were two sales persons from the store at his front door to recover the treasured colored TV and replace it with the proper TV that Mr. Vergara purchased. The film project was purchased for \$75.

T.C. 1 Camera, photograph, film. Keystone Everflash 10. Made in U.S.A by Berkey. Dark brown plastic with leather texture front with center camera lens and flash. Back is dark brown plastic with leather texture. Switch on back for flash on/off. Flash distance 4-12 feet. Wrist strap.

T.C. 2 Camera, photograph, film. "InstantLoad Cartridge" camera. Plastic with wood print on front. Large film crank on top, "USE 126 FILM". Made in Hong Kong.

T.C. 3 Camera, photograph, film. "Kodak TRIMLITE INSTAMATIC 48 camera" written on top of camera in orange and silver. Brown leather print plastic. Top of camera has a "Battery check" dock with red and green light next to it. On top right of camera is a sliding dial to select distance of photograph subject. Bottom right has a silver button to take picture.

T.C. 4-6 Camera, photograph, film. Kodak "Instamatic Camera 124" Color Outfit. Camera is black with light grey plastic front. Red "Kodak Made in U.S.A." emblem on front-bottom-left. Black plastic cylinder tool, perhaps used to wind camera. Camera and tool are in are yellow clam open box with Styrofoam with cutouts for pieces.

T.C. 7 Camera, photograph, film. Kodak, "Tele-EKTRA camera 2". Black camera with an attached latching flip case. Silver metal wrist chain. Sliding switches to adjust light, distance, and TELE (telescope?). Takes KodaColor 400 Film or Kodacolor II Film.

T.C. 8-11. Camera, photograph, film. "INSTANTLOAD CAMERA". Black plastic with leather texture. Large wind dial on top, "USE 126" FILM. Lever near lens to take picture. Original box with camera. Box is black with white and yellow text/graphics. "NO. 503" on top. Contains original plastic wrist strap. Original "Operating Instruction" on small white paper.

T.C. 12. Camera, photograph, Polaroid. EK 100 or Colorburst 100, Instant camera model. 1978-1980. larger black plastic camera with brown plastic leather center. Half-circle arrow with rainbow colors. Rectangle emblem on front is missing.

T.C. 13-16. Camera, photograph, film. Kodak Disc 8000. 1982-1984. 8000 model was top of the line and features a timer. The camera features a gold metal front. Yellow, cardboard "disk" pouch to return disc film in. unused film disk in opened package, light yellow. Grey camera case, made of fabric with two black leather stripes.

T.C. 17-19. Camera, photograph, Polaroid. Kodak EK4 instant camera. Large camera with blue plastic band near bottom. Fake black leather in center. The long rectangle emblem on front is missing and brown glue residue is visible, there are two small screws are in this area and five silver plastic button looking pieces. Film cartridge, Kodak "Instant Color Film PR144-10. Carrying case, black leather with strap, blue felt interior fabric.

T.C. 20. Camera, movie. Kodak XL10 Movie Camera. Brown and grey plastic. Kodak EKTARA, 9mm lens.

T.C. 21-22. Camera, movie. Kodak Brownie Turret, made in London in 1955. Case, leather. Kodak. For movie camera.
(<http://collection.sciencemuseum.org.uk/objects/co8209754/kodak-brownie-turret-movie-camera-cine-camera> -For doublerun 8mm film, 25' reels; Kodak Cine Ektanon lens F:13mm f/1.9, with converters for telephoto and wide angle. Clockwork drive; folding optical frame finder, parallax compensated. H 10207. Kodak Brownie Turret f/1.9 8mm Movie Camera, made by Kodak Limited in England in 1955. This is a cine camera for double run 8mm film with 25 feet load. It has three lenses on a rotating turret; a 13mm, a 24mm and a 9mm wide angle lens. Double run 8mm film is run through the camera twice, the first time exposing half of one side of the film, the second time half of the other side. The film is then cut and spliced together to create one length of film of 50 feet.)

T.C. 23-24. Flash unit, electronic. "Kodak Ektron electronic flash unit, model B" in box. Box is yellow with drawing of unit on front. The flash unit is inside the box set in Styrofoam. "Compact, easy to use, high light output, excellent color balance, built-in mounting bracket" printed in red on inside lid of box.

T.C. 25. Flash unit, electronic. ITT MagicFlash. Silver front and light with black base. Distance setting on top of unit.

T.C. 26-27. (2) Film cartridge. Kodak, Super 8 cartridge. White sticker on front with print that reads, "Employee test film-process thru KCD only".

T.C. 28-29. (2) Film print, Kodak "Kodamatic film", polaroid picture. Black back, white front with center image where image is dark red/black, no image visible.

T.C. 30-31. Film, cartridge, disk. "Kodacolor VR Film Kodak Disc". Film disk cartridge is in original cardboard package.

T.C. 32-33. Filter, movie camera. Tiffen "Custom Filter Set for BROWNIE F:1.9, 2.3 Turret Movie Camera. Box and filter.

T.C. 34. Flash cartridge. "Flip Flash "with green go dots", cartridge manufactured by GE (General Electric). (8) flash bulbs total, (6) used, (2) unused.

T.C. 35. Filter. (2) rose colored filters in clear plastic case.

T.C. 36. Film, color photograph. "Kodacolor II Color Negative Film". "C620". Original box with film roll in original sealed warp.

T.C. 37. Film, cartridge. "KodaColor 400, Film.

T.C. 38. Film cartridge. Kodak, Instant Color Film PR144-10.

T.C. 39. Flashbulbs. Sure-Fire #5 package made by General Electric. Two of three packages in outer package. (6) unused blubs still in packages. Yellow cardboard package.

T.C. 40. Camera, Kodak Trimlite Instamatic 28. Circa 1974. In box with roll of film KodacolorII. Film roll box text and stamp reads, "Develop Before 03/1983 2557G" Camera and film set in Styrofoam in box.

T.C. 41. Flash unit, Kodak Ektron Model A, electronic flash unit. Box with flash unit inside with "flash guide" sticker.

T.C. 42. Camera, photograph. Kodak VR35. Box and camera. Model K12. Auto Focus/Auto Advance. circa 1985. Film still in camera.

T.C. 43. Carrying case, Kodak camera. Light brown with black zipper top. Brown "Kodak" emblem printed on front. Interior is lined with soft tan felt.

T.C. 44. Carrying case, brown plastic filled with (12) blue and white flashbulbs.

T.C. 45. Flashholder, Kodak. Original box with flash unit inside and mounting hardware. "Kodak Standard Flashholder with Lumaclad Reflector and with Kodak 2-way Flashguard" written on side of box. Circa 1950s-1960s.

T.C. 46. Calendar, 1970. Yearly calendar of "Eastman-Kodak Plat Site Southeast of Windsor". Image of site on top half, calendar on bottom half of calendar. Made of heavy cardstock. Distributed by the Greeley Tribune "Founded by Nathan Meeker 1870".

T.C. 47. Television. Black a white TV. "Curtis Mathes, high Sensitivity". Travel TV with carrying handle on top. (6) nobs on right side. TV was purchased by donor at the age of 12 in 1967 from the Curtis Mathes store in Greeley for \$80. Missing headphones.

T.C. 48. Movie projector, "Kodak Fun Saver Movie Outfit". Plastic carrying case with the following inside:

- Projector, Instamatic M10 model
- (3) rolls of film in plastic cases, circa 1986
- Movie Album with (3) reel rolls of 8mm film. Two have film on them. One is titled "Summer of 75, Wyoming Birthday Party, 8/7/75"
- (4) development envelopes and (1) instruction book
- Projector lamp box

	A	B	C	D	E
1	Windsor Beacon and Poudre Valley Newspaper Inventory				
2	Date	Title	length	width	height
3	1896	Fort Collins Weekly Express	22	15	2
4	June 1898-April 1900	Fort Collins Weekly Express	24	18	3.25
5	1912-1913	Fort Collins Weekly Express	24	18	3.25
6	1898-1899	Windsor Leader	23	16	1.5
7	1900	Windsor Leader	23	16	1.5
8	1901	Windsor Leader	23	16	1.5
9	1902	Windsor Leader	23	16	1.5
10	1903	Poudre Valley	17	13	2.5
11	1904		16	12	2
12	1905		17	13	2.5
13	1906		17	13	2.5
14	1907		15	11.5	2
15	1908		15	11.5	2
16	1909		15	11.5	2
17	1910		15	11.5	2
18	1911		15	11.5	2
19	1912		15	11.5	2
20	1913		15	11.5	2
21	MISSING - 1914				
22	Jan-April 1915		15	11.5	1
23	May-Sept 1915		15	11.5	1
24	Oct-Dec 1915		22	16	1
25	1916		24	17	1.5
26	1917		22.5	15.5	1.5
27	1918		22	15.5	1.5
28	1919		22	18	1.5
29	1920		24	19	2
30	1921		24	18	2
31	1922		24	18.5	2
32	1923		23	17	2
33	1924		22	18	1.5
34	1925		22	18	1.5
35	1926		23	18	1.5
36	1927		23	19	1.5
37	1928		22	18	2
38	1929		23	19	2
39	1930		22	18	1.5
40	1931		22	18	1.5
41	1932		22	15.5	2
42	1933		22	15.5	1.5
43	1934		22.5	18	2
44	1935		23	17	2
45	1936		22	16	2
46	1937		21.5	15.5	1.5

	A	B	C	D	E
47	1938		21.5	15.5	1.5
48	1939		22	15.5	1.5
49	1940		23	16.25	1.5
50	1941		22	16	1.5
51	1942		22	16	1.5
52	1943		22	16	1.5
53	1944		22	16	1.5
54	1945		22	16	1.5
55	1946		23	16	2
56	1947		23	16	2
57	1948		21.5	16	2
58	1949		21.5	16	2
59	1950		22	17	2
60	1951		22	16	2
61	1952		22	17	2
62	1953		23	17	2
63	1954		23	17	2
64	1955		22	16.5	1.5
65	1956		21.5	16.5	1.5
66	1957		21.5	16.5	1.5
67	1958		21.5	16.5	1.5
68	1959		21.5	16.5	1.5
69	1960		21.5	16.5	1.5
70	1961		21.5	16.5	1.5
71	1962		21.5	16.5	1.5
72	1963		21.5	16.5	1.5
73	1964		21.5	16.5	1.5
74	1965		21.5	16.5	1.5
75	1966		21.5	16.5	1.5
76	1967		22.5	16.5	1.5
77	1968		21.5	16.5	1.5
78	1969		21.5	16.5	1.5
79	Jan-Mar 1970		22.5	17	0.5
80	1970		17.5	12	3
81	1971		17.5	12	3
82	1972		17.5	12	3
83	1973		17.5	12	3
84	1974		17.5	12	3
85	1975		17.5	12	3
86	1976		17.5	12	3
87	1977		17.5	12	3
88	1978		17.5	12	3
89	1979		17.5	12	3
90	1980		17.5	12	3
91	1981		17.5	12	3
92	1982		17.5	12	3

	A	B	C	D	E
93	1983		17.5	12	3.5
94	1984		17.5	12	2.75
95	1985		17.5	12	2.75
96	1986		17.5	12	2.75
97	1987		17.5	12	2.75
98	1988		17.5	12	2.75
99	1989		17	12	3
100	1990		17	12	3
101	1991		17	12	3
102	1992		17	12	3
103	1993		17	12	3
104	1994		17	12	3
105	1995		17	12	3
106	1996		17	12	3
107	1997		17	12	3
108	1998		17.25	11.75	3
109	1999		17.25	11.75	2.5
110	2000		17.25	11.75	2.5
111	2001		23	12.5	1.75
112	2002		23	12.5	2
113	2003		23	12.5	2
114	2004		23	12.5	2
115	2005		23	12.5	3
116	2006		12.5	12	2.75
117	2006		12.5	12	2.75
118	2006		23	12.5	1.75
119	2007		23	12.5	2.75
120	2007		23	12.5	2.75
121	2008		23	12.5	2.5
122	2008		23	12.5	3
123	2009		23	13	2.5
124	2009		21.5	12	2.75
125	2010		21.25	12.5	2.5
126	2010		21.25	12.5	3
127	2011		21.5	18	2.25
128	2011		21.5	18	3
129					
130					
131	DUPLICATE COPIES				
132	Sept. 1975- Sept. 1976				
133	Sept. 1976- Aug. 1977				
134	Sept. 1977- Aug. 1978				
135	Sept. 1978- Aug. 1979				
136	Sept. 1979- Dec. 1980				
137	1981				
138	1982				

	A	B	C	D	E
139	1983				
140	1984				
141	1985				
142	1986				
143	1987				
144	1988				
145	1989				
146	1990				
147	2000				
148	Jan-June 2008				
149	July-Dec 2008				
150	Jan-June 2009				
151	July-Dec 2009				
152	Jan-June 2010				
153	June-Dec 2010				
154	Jan-June 2011				
155	Jan-July-Dec 2011				



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: Fort Collins Coloradoan – Eric Larsen Date: 08-28-2018
Address: 1300 Riverside Ave.
City: Fort Collins State: CO Zip Code: 80524
Phone: 970-224-7745 Email: ericlarsen@coloradoan.com

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

Description and Provenance of Object(s):

(126) Bound printed copies of the Poudre Valley and Windsor Beacon newspapers dating from 1896 through 2011, excluding year 1914. Proposed to accept into Permanent Collection.

(24) Bound printed copies of the Windsor Beacon newspapers dating from 1975-1990, duplicate copies. Condition of the collection varies from very good to poor. Proposed to accept into Education Collection. See attached spreadsheet.



Museum Staff Recommendation:

Date: 08-28-2018

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:

Art & Heritage Manager or Director of Parks, Recreation, and Culture Department

Date

Mayor, Town of Windsor

Date

FINANCE PReCAB REPORT

Volume 6, Issue 6
July 2018

OVERVIEW

- The base 3.2% collections and the .75% expansion collections were both above the target for the monthly budget requirement for July.
- Through July 2018 Construction Use Tax collections totaled \$2,332,086 or 65% of the annual budget.
- 39 business licenses were issued in July, of which 24 were sales tax vendors. 5 retail licenses closed in July.



WINDSOR—SAFEST CITY IN COLORADO

The Town of Windsor ranked the Safest City in the State in 2018. The ranking is based on FBI crime report statistics and population data as reported by SafeWise.com. As Windsor's Chief of Police says, the ranking is nice, but there's still more work to be done. Congrats Windsor residents--and police--and keep up the good work.

PARKS, RECREATION & CULTURE

Ideally at the end of the seventh month of the year one would want to see 58% collection rate on the annual budget number. The town has exceeded that benchmark in all three categories.

GENERAL FUND REVENUE CHART *For Parks, Recreation & Culture only*

<u>Division</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2018 Budget</u>	<u>% of Budget</u>
Cemetery	\$2,200	\$35,500	\$82,765	42.9%
Swimming Pool	\$43,855	\$161,515	\$175,613	92.0%
Recreation	\$84,502	\$524,641	\$815,163	64.4%
Museum	\$1,694	\$18,485	\$15,058	122.8%
Community Events	\$4,168	\$56,859	\$41,410	137.3%
Parks	\$2,819	\$12,801	\$7,727	165.7%
Forestry	\$250	\$9,310	\$9,000	103.4%
Total General Fund Operations	\$139,487	\$819,110	\$1,146,735	71.4%

General Fund Revenues are at 71.4% for the seventh month of the year, above the benchmark of 58%.

GENERAL FUND EXPENSE CHART *For Parks, Recreation & Culture only*

	<u>Department</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>2018 Budget</u>	<u>% of Budget</u>
432	Cemetery	\$9,579	\$72,612	\$157,242	46.2%
433	Community Events	\$20,918	\$73,432	\$147,990	49.6%
450	Forestry	\$29,084	\$205,046	\$410,133	50.0%
451	Recreation Programs*	\$178,697	\$1,028,917	\$1,833,152	56.1%
452	Pool/Aquatics	\$55,001	\$182,468	\$345,782	52.8%
453	Open Space & Trails	\$25,037	\$89,377	\$131,751	67.8%
454	Parks	\$123,545	\$652,072	\$1,474,282	44.2%
456	Art & Heritage	\$22,043	\$184,310	\$377,517	48.8%
	Total General Fund Operations	\$463,904	\$2,488,234	\$4,877,849	51.0%
	<i>*plus transfers to CRC for operational expenses</i>				

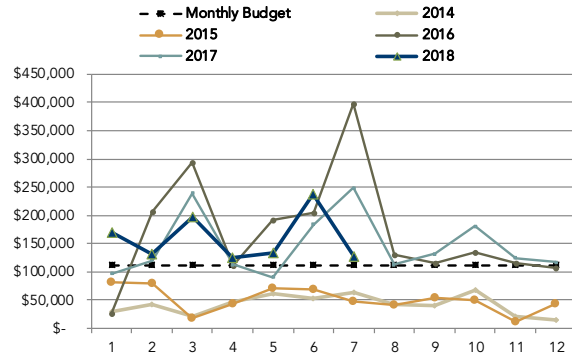
The General Fund operations are at 51.0% of the annual budget.

ITEMS OF INTEREST

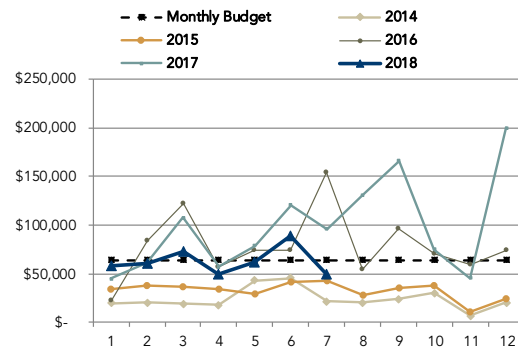
Windsor is slightly under the operating budget for the year. Being slightly under the benchmark at this time of year is not uncommon. Operations will get closer to the benchmark as each month passes.



Neighborhood Park Fees (PIF)



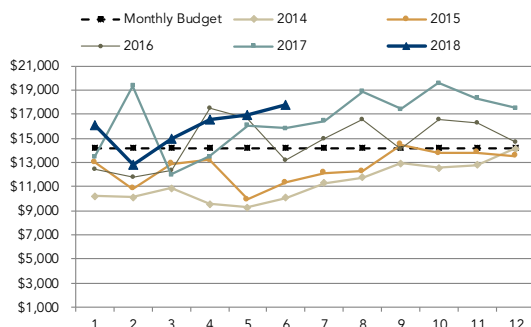
Community Park Fees (PIF)



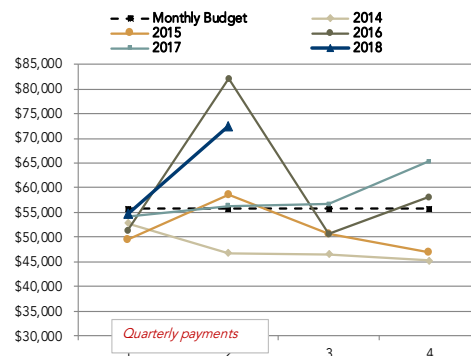
Neighborhood Park Fees and Community Park Fees are the direct result of fees paid on building permits. Historically the first few months of the year have been lower due to slow winter construction but come back during spring and summer months. These funds are utilized for park development projects as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

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.

LCOS Yearly Comparison (PIF)



Lottery Funds (CTF)



LOOKING FORWARD

3.2% COLLECTIONS

The town budgeted \$8.8M for this portion of sales tax for 2018, making the average monthly collection requirement \$734,294. July collections were above this mark at \$1,081,211.

.75% COLLECTIONS

The monthly budget requirement is \$174,061. The Town collected \$253,618 in July..

3.95% TOTAL

For 2018 the Town budgeted \$10.9M in total for the combined 3.95% sales tax rate. Through July, the Town has collected \$8.1M. If the Town maintains this pace through the year, collections will come in at \$13.9M.

PARKS, RECREATION & CULTURE

ALL PRC FUNDS EXPENSE CHART

Benchmark = 58%

	<u>Current Month</u>	<u>YTD Actual</u>	<u>2018 Budget</u>	<u>% of Budget</u>
Operations				
General Fund (PR & C)*	\$463,904	\$2,488,234	\$4,877,849	51%
Community Recreation Center**	\$57,480	\$555,416	\$1,047,988	53%
Community Rec. Center Expansion †	\$117,157	\$1,182,004	\$2,288,243	52%
Operations Total	\$638,541	\$4,225,654	\$8,214,080	51%
Capital Projects				
Park Improvement Fund†	\$2,422	\$1,566,804	\$4,895,069	32%
Conservation Trust Fund	\$10,022	\$100,599	\$623,000	16%
Capital Improvement (PR & C)	\$66,705	\$202,949	\$666,930	30%
Capital Total	\$79,150	\$1,870,352	\$6,184,999	30%
Total Budget	\$717,690	\$6,096,006	\$14,399,079	42%
*plus transfer from PIF to GF for Administration				
**CRC plus loan interest payment				
***CRC Exp plus loan interest payment				

- Operating expenditures are at 51% under the budget benchmark of 58% for July.
- Capital projects are at 42%.

2018 Major Projects	2018 Budget	Spent YTD	Dept.	Multi-Yr	Est. Start Process	Actual Start	% Complete	Est. Complete	Actual Complete
<i>Diamond Valley Field Phase Development</i>	\$3,600,000	\$0	Pks/EL	2017-2019	May 1		4%	into 2019	
<i>Main Pk Playground Replacement</i>	\$400,000	\$200,000	Pks Mgr	2018	Aug 16		60%	Sep 10	
<i>Village East Park Development</i>	\$866,000	\$48,657	Pks/TF	2018	Sep 15		55%	Nov 15	
<i>Poudre Tr Maintenance TAP grant project</i>	\$95,000	\$59,114	Pks/WW	2018	Mid Sept		40%	Sep	
<i>Windsor Tr Highland Meadows Pkwy</i>	\$165,000	\$1,980	Pks/WW	2017-2018	Jun 1		25%	Aug 1	
<i>Windsor Tr #2 Ditch Tr -15th St to River Bluffs OS</i>	\$50,000	\$0	Pks/WW	2018-2019	May 1		5%	2019	
<i>7th Street & Crossroads landscaping</i>	\$85,000	\$0	Pks/KK	2018	mid Aug		40%	Sep	
<i>Eastman Pk Doc for special events investment</i>	\$5,000	\$0	Pks/TF	2018	Sep		0%	.	
<i>Automate splitter box E of Chimney Pk</i>	\$70,000	\$0	Pks/WW	2016-2018	Aug 15		1%	Oct 1	
<i>Purchase Creamery for Mother statue</i>	\$77,000	\$27,998	Pks/TF	2018	Jan	Jan	65%	late Nov	
Color key for funds =	PIF	CTF	CIF						



PReCAB REPORT

September 2018

DIRECTOR'S UPDATE



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

So much has happened since we last met in mid-July, I don't really know where to start! Let's just say staff is exhausted and glad to have summer winding down!

We have wrapped up our summer concert and movies series, day camps have ended, nearly all summer sports are over and fall sports like soccer and football are up and running. With the exception of school use, Chimney Park pool is closed, lake operations wrap up in a few weeks, we successfully cleaned and repaired the recreation center from top to bottom during shutdown week and we just completed the 97th Annual Harvest Festival! There is so much more, but you get the gist!

None of this would be possible without the daily efforts of our amazing staff of full time, part time and seasonal employees! They plan and operate every event, program and facility. Please thank them for their efforts when you see them.

With that being said, we recently published our fall activity guide and staff is working hard to register and

run the hundreds of programs and events we have planned for the remainder of 2018! Parks staff is working to finish the summer strong and begin plans to shut our irrigation systems down in the next 30 days as well as develop winter work plans and prepare for snow!

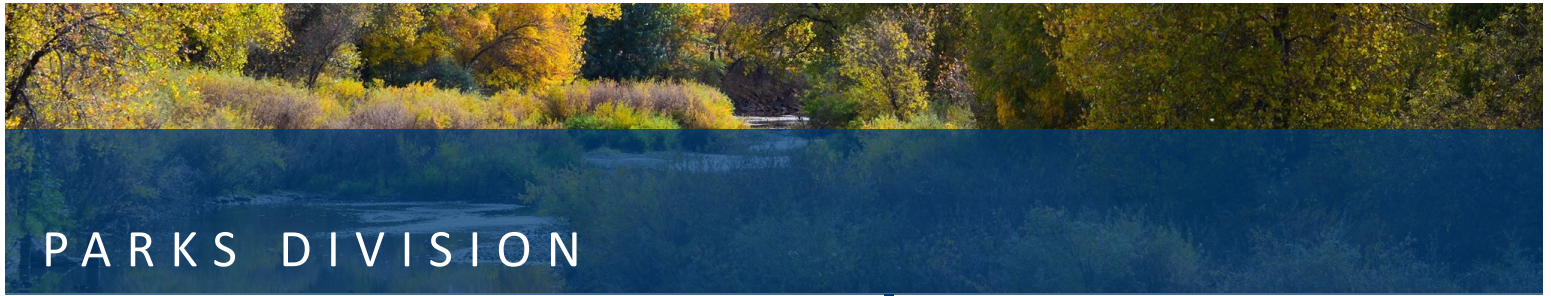
On the project side, we recently bid Village East Park out and the bids were very high. We decided not to award and will be re-bidding in late September with the hopes of better bids as companies look for winter work.

Additionally, the Windshire Park developer is moving along with their project and should finish the park build prior to the end of the year. Additionally, as you saw in the recent press release, I have spent a considerable amount of my time dedicated to the public – private partnership with Colorado National Sports Park.

Your agenda is full but not as busy as the July agenda! There are three museum items for your consideration, a discussion / update on Alcohol in the parks, a review of the 2019 operational budget submittal, a Tree Board / Sub committee idea I would like for you to consider along with the Diamond Valley partnership and some future item topics. 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

End of summer highlights..

As the summer comes to an end, parks staff are busy assessing parks and sports fields and the ultimate impact from the many summer events, programmed use, daily drop-in and the many tournaments played on our sports fields. The summer concert series, combined with July 4th and the Farmers Market were challenging enough, let alone Taste of Windsor, Yappy Hour and countless shelter reservations.

Even as Harvest Fest ended the largest of the summer season programming, the assessments conducted at both Boardwalk and Main park have revealed some very positive results, due largely in part to staff utilizing best practice turf maintenance schedules and timely irrigation scheduling. Next season looks to be another spring and summer of beautiful, safe parks for Windsor!

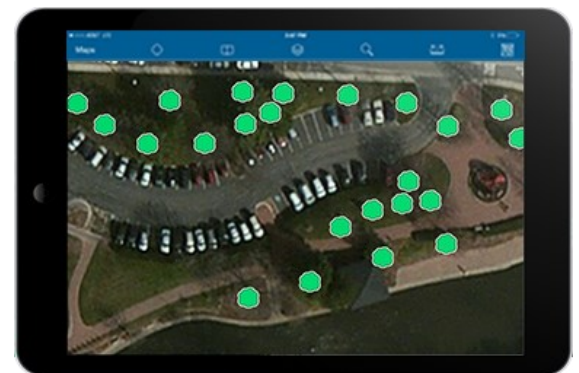
Staff is reviewing FY18 capital outlay projects for feasibility of completion and General Fund spend-down of operating budget for FY18. Staff is preparing Park Asset Condition (PAC) reports for all parks. The PAC reports will assist in determining budget priorities for maintenance, repair and/or replacement of such assets as hardscapes, park structures, restroom facilities/fixtures, pickle ball and basketball courts and other related park assets.



Urban Forestry

Forestry has been working on street tree clearances over streets and sidewalk in the old town area. Main Street, Walnut and Elm Street has been completed from Chimney Park Drive to 9th Street. Now that Harvest Fest is done, work will continue with Locust Street, Oak and Chestnut St. This also includes pruning signs and in particular crosswalk signs as back to school is soon approaching.

Forestry is also working on purchasing a tree maintenance and inventory program. The program is called Tree Works and the program will enable forestry to not only identify hazardous trees, but more importantly map through GIS to better facilitate scheduling





RECREATION DIVISION

End of Summer!

The 4 month Summer has come to an end and the Recreation Division was BUSY! Take a look at the numbers through August! A big KUDOS to staff for all their hard work!

Day Campers—925

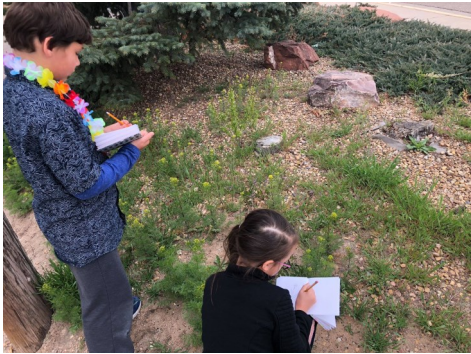
Boat Rentals—4,910

Swim Lessons @ CPP—1,126

CARA Swimmers—57

Boardwalk Museum Visitors—955

Culture Program Participants—742



BY THE NUMBERS

23,491

FITNESS CLASS PARTICIPANTS THROUGH JULY

825

PERSONAL TRAINING SESSIONS SOLD THROUGH JULY

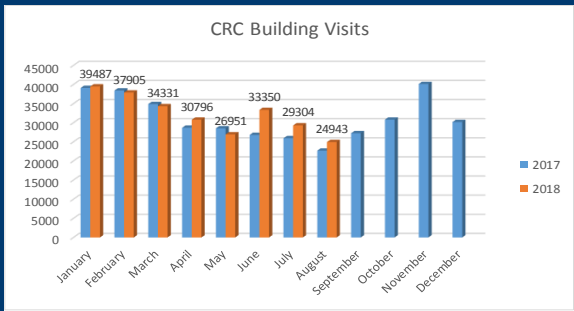
23,489

SILVER SNEAKER USERS THROUGH JULY

1173

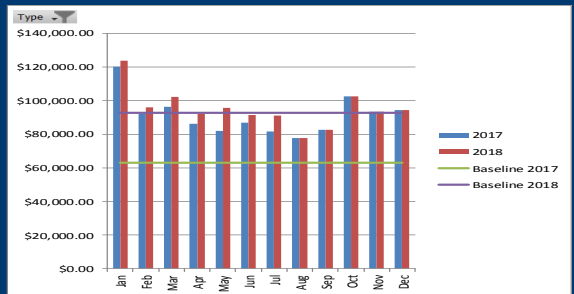
SWIM LESSONS HELD THROUGH JULY

COMMUNITY RECREATION CENTER



Visits

After 8 months, we are 11,700 more building visits compared to 2017, as seen in the adjacent chart. We average 1,063 building visits per day!



CRC Revenue

Through 7 months we have exceeded our revenue goal (paid building entry), as we head into fall.

OPEN SPACE AND TRAILS

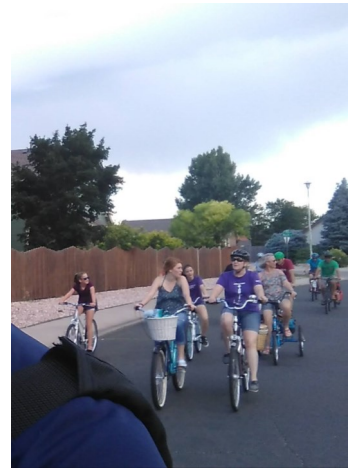
SPOTLIGHT

This year we started a new program called Bike Windsor. It consisted of 6 neighborhood rides the 2nd and 4th Thursdays starting in June. Each ride started at a Town Board District Park with the destination the concert at Boardwalk Park. There were multiple purposes for the rides including, increasing awareness about the Open Space and Trails Program, Community Engagement, encourage ridership within town, rider education and to solicit user feedback about Windsor's non-motorized infrastructure. How did we do?:

- Water Valley South 4.5 Miles - 15 riders
- Windsor Village Park 5.5 Miles - 3 riders
- Poudre Heights Park - Rained Out
- Village East Park 5.5 Miles - 8 riders
- Bison Ridge Park 6 Miles - 0 riders
- Aberdour Circle Park 7.5 Miles - 5 riders

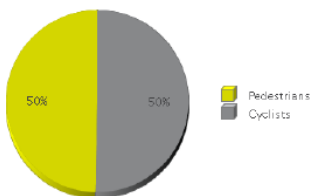
Riders included novice family riders to individuals that ride almost everyday. At the end of each ride, each rider was asked

to fill out a 2 page survey about their experience using Windsor's system. Consistently the feedback was positive. However, there is always room for improvements, suggestions included adding trails, improve crossings and improve the transition from different portions of the network like going from a trail to a street. We also received requests for bicycle education and maintenance classes for young riders, we will look at offering in 2019. There are two more Bike Windsor events scheduled this year; Biketoberfest on September 22nd and a Mountain Bike ride on October 20th. Biketoberfest will be a ride around town up to the Oktoberfest Celebration at Boardwalk Park. The mountain bike ride will be around Belmont Ridge Open Space on the single track trails and will end at the Mash Lab. Come join if you can!



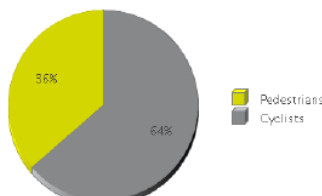
ECO COUNTER DATA - AUGUST

	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	6,369	199	Saturday	56	44
Cyclists	6,456	202	Saturday	51	49



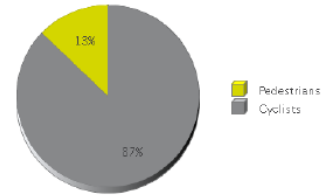
EASTMAN PARK

	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	3,893	121	Thursday	73	27
Cyclists	6,746	211	Saturday	51	49



KODAK TRAILHEAD

	Total Traffic for the Analyzed Period	Daily Average	Busiest Day of the Week	Distribution	
				IN	OUT
Pedestrians	617	28	Saturday	61	39
Cyclists	4,186	190	Saturday	49	51



KODAK BRIDGE TEMP.

COMMUNICATIONS



FACEBOOK ENGAGEMENT

INTERACTIONS

1,211 REACTIONS

187 COMMENTS

59 SHARES

1,457 TOTAL ENGAGEMENTS

TOP POSTS

	DATE	REACTIONS	COMMENTS	ENGAGEMENT	REACH
Fall Activity Guide	Aug 03	142	14	10.7%	2,282
Summer Concert Series	Aug 02	110	63	9.9%	4,451
Summer Concert Series—Live	Aug 02	102	27	18.4%	2,542

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	5,394	1.45%	26	167.6k	6,445	1,457	56.04	224



TWITTER ENGAGEMENT

INTERACTIONS

0 REPLIES

5 RETWEETS

— COMMENTS

11 LIKES

TOP POSTS

	DATE	REACH	RESPONSES	CLICKS	RETWEETS
Job Board	Aug 31	197	1	—	1
Poudre River Trail	Aug 27	330	1	—	1
Convincing a Nation	Aug 24	196	1	—	1

BY THE NUMBERS

Twitter Profile	Total Followers	Follower Increase	Tweets Sent	Organic Impressions	Impressions per Follower	Engagements	Engagements per Follower	Retweets	Clicks
WindsorPRC	184	5.1%	8	2,315	12.58	29	0.16	5	2



WEBSITE ENGAGEMENT

1,877
VISITS

1,577
UNIQUE PAGE VIEWS

47 seconds
DURATION

TOP 3 PRC PAGES

1. CRC | 2. ACTIVITY GUIDE | 3. SUMMER CONCERT SERIES

