



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

October 5, 2021 6:00pm

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Mr. Mask called the meeting to order at 6:00 PM

1. Roll Call

The following PReCAB members were present:

Nick Mask
Patrick Lightfoot(absent)
Michael Nagl
Shawna Hendricks
Lainie Peltz
Heidi Hammer(absent)

Weld RE-4 School Board Liaison
Town Board Liaison

Chris Perkins
Victor Tallon

Also Present:

Public Services Director
Deputy Director PRC
Operations & Facilities Manager
Parks Operations Manager
Open Space & Trails Manager
Recreation Manager
Ken Kawamura
Culture Supervisor
Administrative Specialist

Eric Lucas
Tara Fotsch
Kendra Martin
Bob Worthen
Wade Willis
Bobby Warner
Town Forester
Laura Browarny
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. Peltz moved to approve the Agenda as presented. Mr. Tallon seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Liaison/Mr. Tallon

- This Saturday, October 9th – day long meeting focusing on all aspects of Town budget

Weld RE-4 School District/Mr. Perkins

- 800 new students to the district this year
- Bond has been approved and on the November 2nd ballot, will be mailed out the second week of October, proposed new middle school and partnership with Town for land, two new elementary schools, expansion of Severance Middle School
- School Board elections coming up, recall for two Board Members have been started, as well, has provided some challenges
- District has been doing very well with keeping kids in school, no shutdowns, most locations are seeing that COVID cases are getting less and less due to implementation of more safety protocols
- Around 800 kids were out every day during first two weeks of school, more numbers now less than 5%
- Kids and staff seem to be doing good
- Willing to provide further information and answer questions at a later time

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from August 3, 2021

Mr. Nagl moved to approve the August 3, 2021 minutes presented. Mr. Perkins seconded the motion. All members present voted Aye. Motion carried.

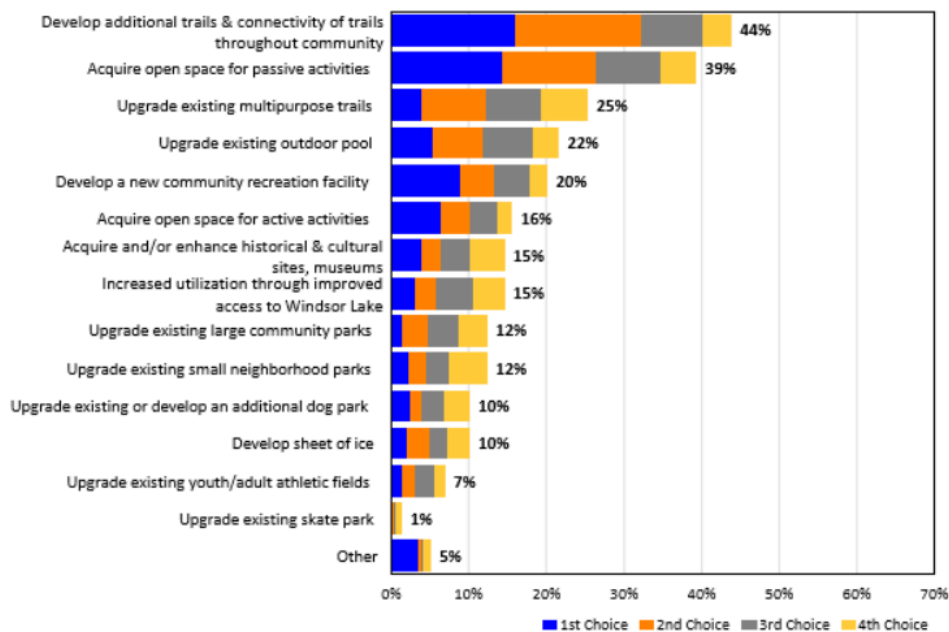
C. BOARD REVIEW / DISCUSSION

1. Open Space & Trails Presentation – Wade Willis & Logan Simpson

- Why this Strategic Plan?
 - o Select Parks, Recreation and Cultural Strategic Action Plan Recommendations
 - Align priorities with community needs
 - Develop parks and maintenance standards around values, contract expectations and accessibility
 - Design site master plans for all future parks and open space
 - Display signage to enhance wayfinding, make trail access points more visible and extend the Department's brand
 - Identify potential open space for acquisition
 - Explore opportunities to increase revenues and decreased expenditures (explore leasing of agricultural areas)
 - Design a formal volunteer program and include opportunities in maintenance

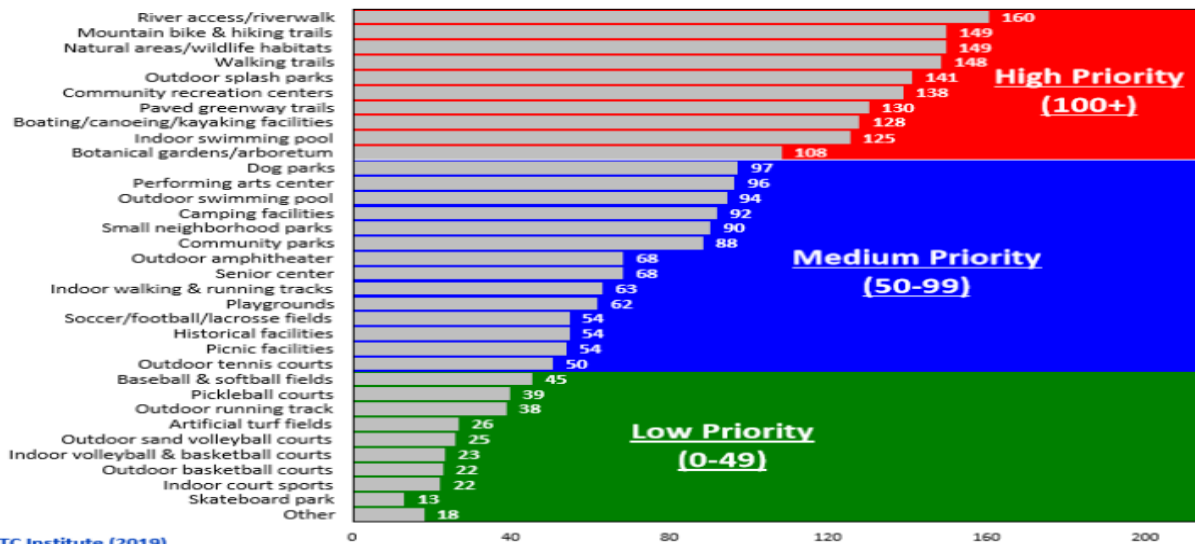
Q16. Items Most Willing to Fund With Tax Dollars

by percentage of respondents who selected the items as one of their top four choices



Source: ETC Institute (2019)

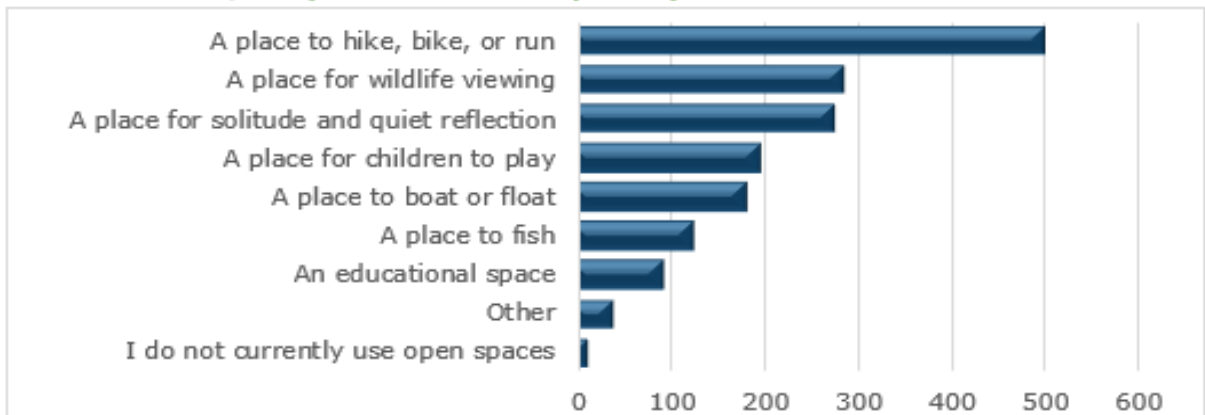
Top Priorities for Investment for Recreation Facilities Based on the Priority Investment Rating



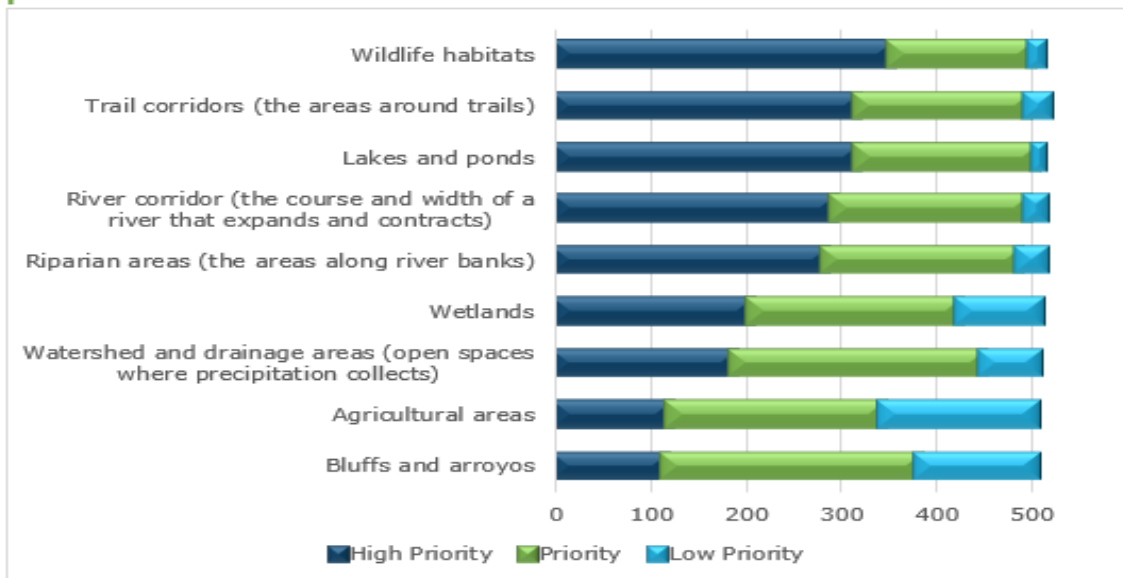
- Town Strategic Plan
 - Mission – The Town of Windsor promotes community and hometown pride through sustainable, excellent and equitable delivery of services in a fiscally responsible manner
 - Vision – Windsor is the hub of Northern Colorado – a safe, unique and special town that offers diverse culture and recreation opportunities. Windsor is recognized as a regional leader that demonstrates fiscal responsibility, environmental stewardship and strategic excellence. Windsor is a town that thinks big and embraces its hometown pride
- Town Strategic Plan – Performance
 - Strategic Growth
 - Establish community separators and preserve open space that ensures Windsor maintains its identity and quality of life
 - Vibrant & Healthy Economy
 - Make Windsor into a tourist destination
 - Sustainable Infrastructure
 - Design and implement a well-connected, efficient, multi-modal transportation network
 - Establish pedestrian and bicycle connectivity throughout Windsor
 - Adequately maintain and ensure that infrastructure (streets, trails, water & sewer) aligns with growth
 - Invest in the improvement of public space and facilities outside of the downtown area creating additional cultural destination amenities
 - Support efforts to make the Windsor downtown area a cultural center of public art, events and activities
- Chapters & Topics to be Covered
 - Introduction – Background and Need for Plan, History of Open Space & Trails in Windsor, Division Roles, Strategic Plan Goals
 - Inventory & Background – Open Space & Trails Assessment, Department Overview (Staffing/Funding), Regional Incentives, Demographics, Resource Inventory
 - Recommendations – Open Space Standards & Action Plan Map, Trail Standards & Action Plan Map, Funding Sources, Implementation Priorities
- Progress to Date
 - Phase 1: Building the Foundation April-May
 - Phase 2: Analysis & Preliminary Recommendations June-September
 - ✓ Open Space & Trail Assessments
 - ✓ Technical Groups Meeting #1
 - ✓ Values and Vision Survey & Outreach
 - ✓ Stakeholder Meetings
 - ✓ Technical Group Meeting #2

- ✓ Preliminary Trails and Open Space Opportunities Mapping Opportunities Survey (In-Progress)
- Values and Vision Summary
 - o Public Needs & Perceptions (Final Results – 528 Responses)

Q2: How do you prefer to use open spaces?

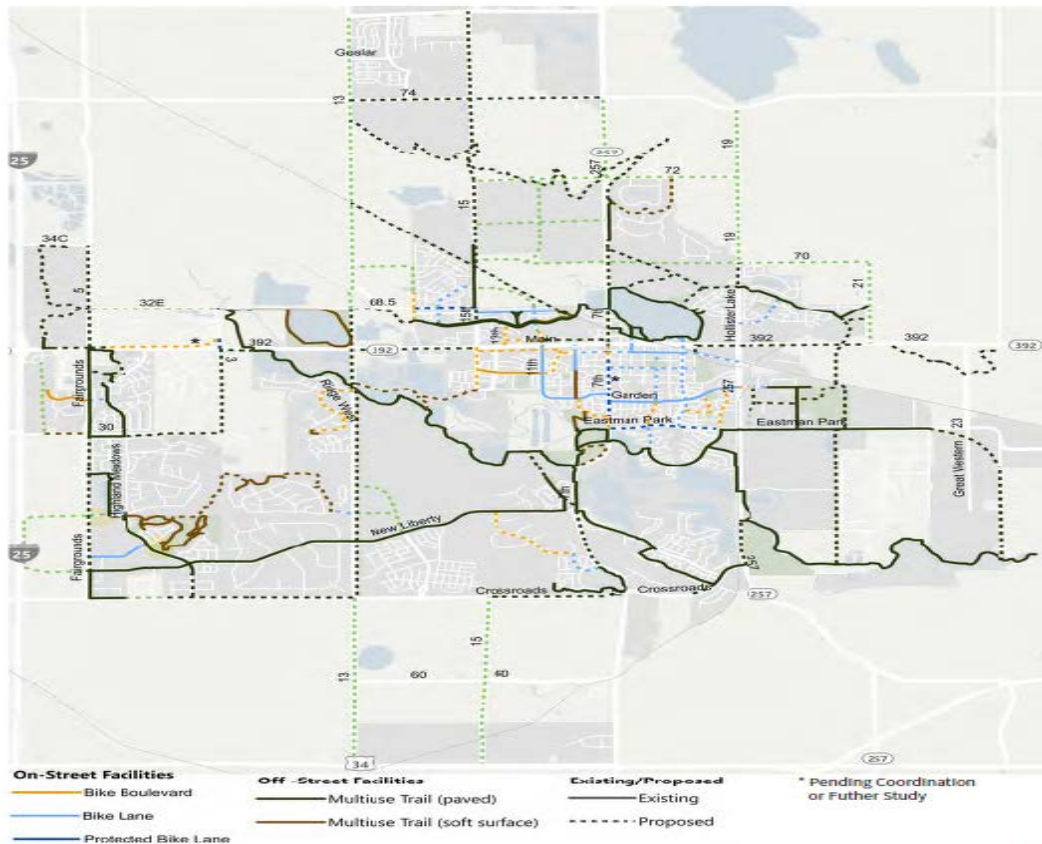


Q7: What types of open spaces do you think should be our priority to protect?

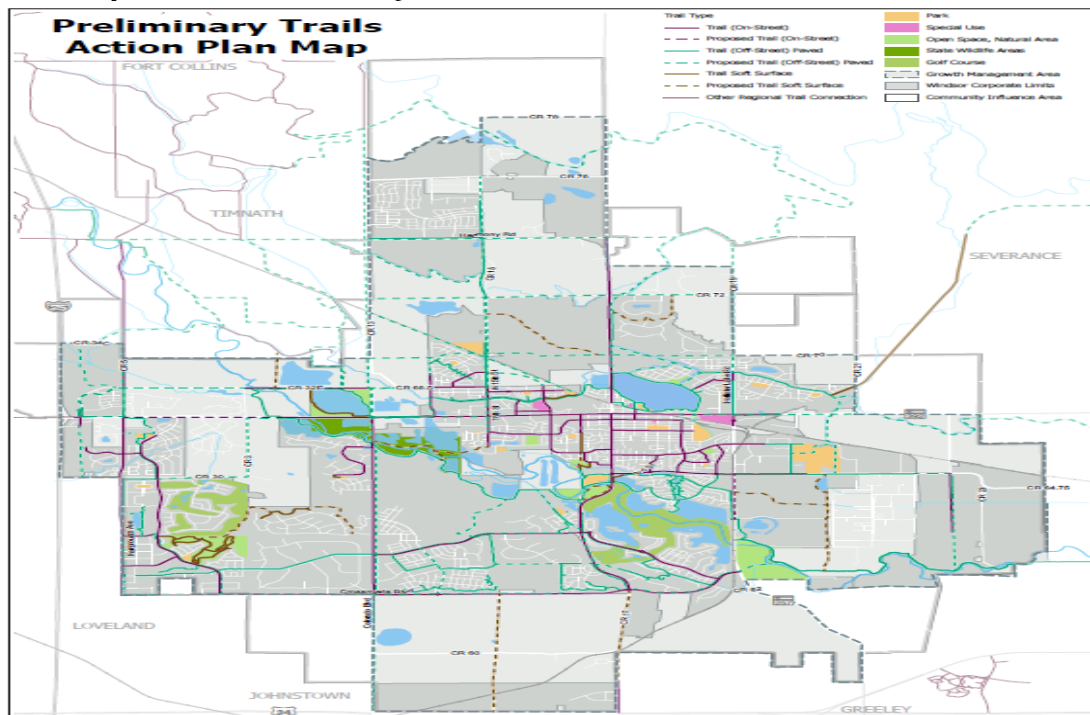


	Definitely disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Definitely agree
I believe that open spaces and trails are a good investment for our community.	12	8	7	52	446
Even if I don't use trails and open spaces myself, I think it's important that they exist in my community.	11	4	26	59	422
I think that children need access to open spaces as they grow up.	8	6	21	68	422
I am more likely to bike or walk to a destination if there are trails that lead there.	14	11	25	58	415
I think it's important to preserve natural habitats for plant and animal species that are native to this area.	9	11	17	88	398
It is important to preserve natural areas in our community because they make our town more attractive.	9	12	17	90	396
Having lots of open spaces and trails makes me feel proud to live in Windsor.	9	10	38	90	377
It is important that Windsor has open spaces because it increases the value of my home.	13	6	117	157	232
I think it's important to preserve our agricultural heritage.	12	43	122	160	185
I am more open to using land in Windsor for industrial purposes such as gravel pits if I know that they will be restored to open spaces.	46	91	90	181	118

- Opportunities
 - o Where Do We Want to Go?
 - Vision – To be the National Leader in Exceptional Open Space Experiences
 - “Conserving the one thing that can’t speak for itself: wildlife”
 - “If we give everyone everything they want, we will not give wildlife what they need”
 - “Concentrate recreational access to specific areas-help the public recognize why other areas need to remain ‘off limits’”
 - Regional collaboration
 - Different scales of conservation-smaller projects have impact as well
 - Sustainable funding
 - “Don’t be everything: decide what we will be great at, part of our role is to say no”
 - “Extreme accessibility and connectedness”
 - “Quickly and easily transition from urban homes to nature-the 10 minute walk”
 - *Windsor has joined the 10-Minute Walk Campaign for 100% of people to have safe access to a quality park or green space from home by 2050
 - o What Will it Take to Get There?
 - Regional collaboration
 - Different scales of conservation-smaller projects have impact as well
 - Sustainable funding-“How will we fund it moving forward?”
 - “Don’t be everything: decide what we will be great at, part of our role in to say no”
- Trail Connections

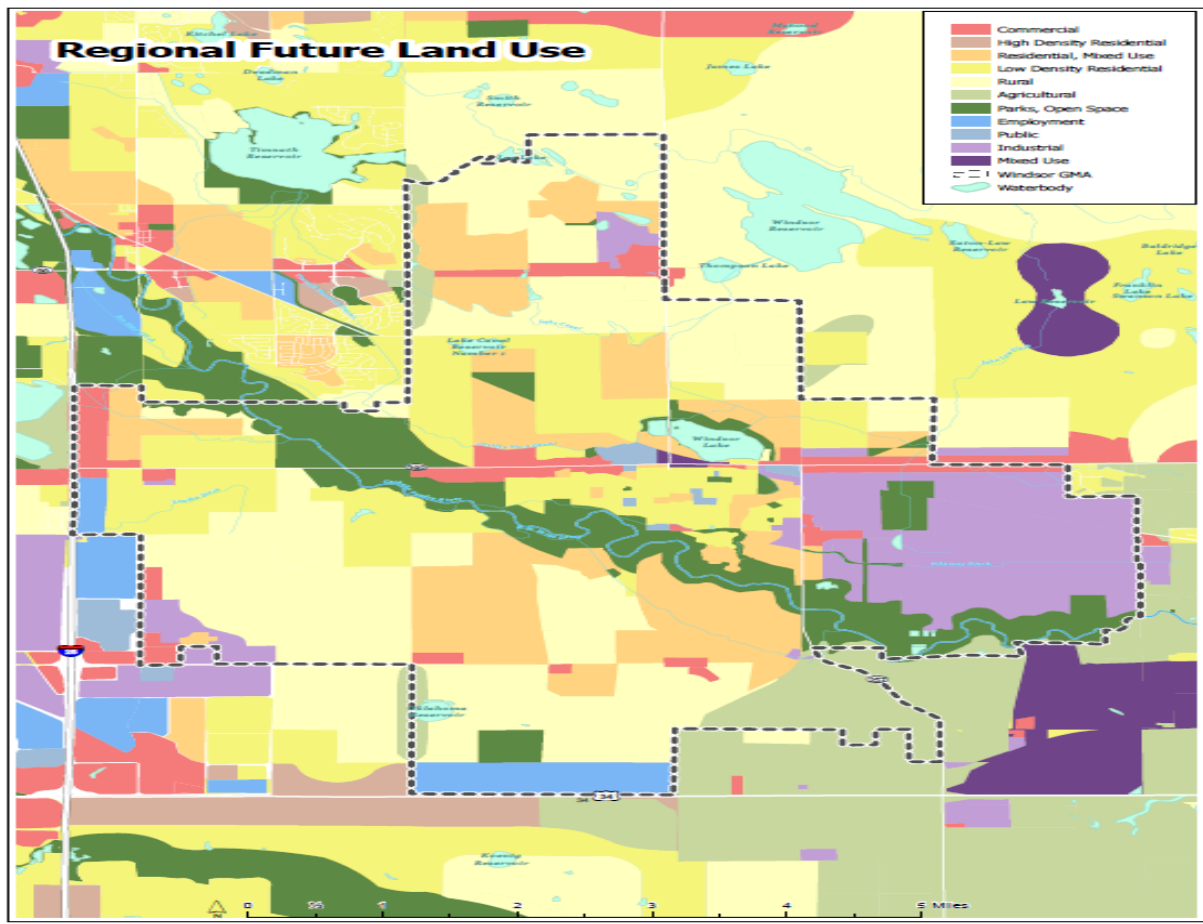


- Preliminary Trails Action Plan Map



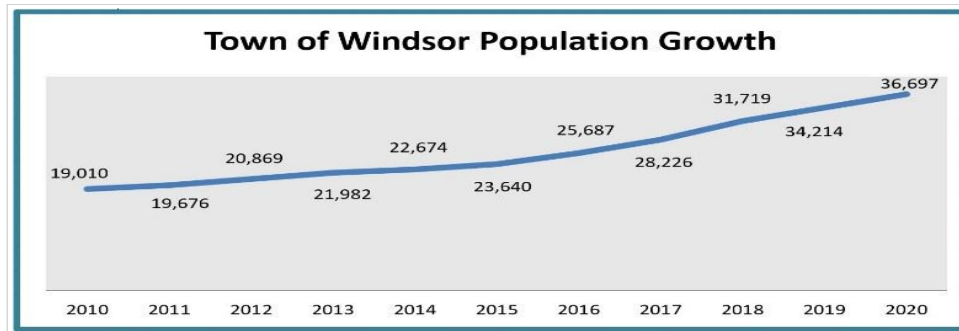
- Key Trail Questions – Map Exercise
 - o What are our priorities for trail connections and why?
 - o How far would you travel to shop? Work? Exercise?
 - o What are your thoughts on implementation steps?

- Regional Future Land Use Plans



- Key Open Space Questions – Map Exercise
 - What does open space look like to you?
 - Support for acquiring/preserving agricultural lands?
 - What are your thoughts on implementation steps?
- Action Plan Development
 - Trail Priorities
 - Education/Programming
 - Dedicated Funding for Source Opportunities
- Homework – Share the 2nd Survey!
 - windsorprojectconnect.com
- Next Steps
 - Review dedicated funding sources
 - Preliminary draft plan
 - Draft plan outreach
- Where are we Starting From?
 - Inventory
 - Kodak Watchable Wildlife Area (archery range)
 - Kyger Open Space
 - Eastman Park Oxbow
 - Windsor Lake
 - Belmont Ridge Open Space (single track trail)
 - Poudre Trail
 - #2 Ditch Trail
 - Future ROW & trail corridors
 - Undeveloped areas of community parks
 - Public Works partnerships

- Demographics
 - o Total Population: 39,697 with high population growth
 - o Median Age: 39
 - o Median Household Income: \$96,710
 - o Primarily owner occupied



2. Park Improvement Fund Budget

Park Improvement Fund	Neighborhood	Community	Park & Trail	LCOS	Grants	Cash in Lieu	Interest	Fund Bal
Estimated Fund Balance 12/31/2021	\$3,240,262	\$4,700,102	\$8,193,692	(\$0)	\$49,168	\$880,649	\$19,477	\$17,083,349
'22 Neighborhood Park Fees	\$0							
'22 Community Park Fees		\$528,000						
22 Park & Trail Development Fee			\$1,740,000					
'22 LCOS				\$215,097				
22 Grants (NISP)					\$0			
'22 Cash in Lieu of parks								
'22 Interest							\$554	\$2,483,651
'22 projected expenditures								
Harmony Ridge Construction	(\$1,300,000)							
7th Street Pedestrian Bridge			(\$450,000)					
Poudre River West Bank Repair				(\$200,000)				
Jacoby Farms - Dicky's Farm House	(\$110,000)							
Phase II of Riverwalk - Construction		(\$3,475,000)						
Phase III of Riverwalk - Acquisition					(\$500,000)			
Admin Transfer								(\$6,035,000)
Estimated Fund Balance 12/31/2022	\$1,830,262	\$1,753,102	\$9,483,692	\$15,097	\$49,168	\$380,649	\$20,031	\$13,532,000

- Phase II Riverwalk
 - o Land Acquisition \$500,000
 - Protect river corridor / buffer
 - Creation of additional access
 - Private business partnership
 - o Funding
 - Total Phase II: \$3,975,000
 - Land Acquisition \$500,000 – Cash / Fee in Lieu Fund
 - Construction
 - NISP: \$2,000,000
 - Community Park Fund: \$1,475,000
 - o Eastman Park South – Riverwalk Phase II
 - Construction: \$3,475,000
 - Design / Engineering \$500,000

- Wetland Mitigation (NISP) \$1,500,000
 - Drive / Parking Improvements \$150,000
 - Nature Playground \$325,000
 - River Access Points \$150,000
 - Concrete & Crusher Fine Trails \$350,000
 - Landscape \$500,000
- Neighborhood Parks
 - o Harmony Ridge Park Construction \$1,300,000
 - o Dickey Farm Site Landscape Design \$110,000
- 7th Street Pedestrian Bridge
 - o Original Cost Share \$700,000
 - o Additional Cost Share \$200,000
- Poudre Trail System
 - o River West Bank Repair \$200,000
- Conservation Trust Fund
 - o Windsor Trail System
 - 17th Street Jacoby Road South to Main Street at High Hops \$400,000
 - Poudre Trail System
 - Flood Resiliency Plan \$75,000
 - Poudre Trail Re-alignment Project \$544,000 (TAP Grant)
 - ❖ 3 year project
 - ❖ Design only in 2022 (\$100,000 Town Match)
 - ❖ 2023/24 Construction (\$158,041 Town Match)
- Capital Improvement Fund
 - o Windsor Middle School & police Department – Public Infrastructure Improvements
 - Design \$1,200,000
 - CR 15 Street Improvements
 - CR70 Street Improvements
 - 2 Roundabouts
 - Utility Installation
 - Street Lights
 - Landscaping & Irrigation
 - 50% Cost Share with School District
 - o Community Parks Improvements
 - Boardwalk Park Playground Replacement \$400,000
 - Boardwalk Park Safety Study Improvements
 - Eaton House Construction \$250,000
 - Main Park Restroom Replacement \$270,000
 - o Community Parks
 - Open Space Kyger (Grant Match)
 - CPW Grant for \$128,000
 - Non-motorized pedestrian boat ramp \$30,000
 - Fishing Pier Construction (2) \$420,000
 - o Neighborhood Parks
 - Covenant Park Playground Replacement \$300,000
 - o Public Art
 - Mural (AHC Building) \$10,000
 - Public Art Piece \$65,000
 - Halfway House/Dickey Farm Site (use wood from granary for art piece)

3. 2022 Operations Budget

- Community Events
 - o Accomplishments
 - Farmer's Market
 - Movies in the Park
 - 4th of July fireworks back at Boardwalk Park

- Upcoming Halloween Carnival, Windsor Wonderland & Wreaths Across America
 - Town Events – 41
 - Partnered Events – 72 processed applications
- o What is Changing in 2022
 - 21% increase
 - Reasons: Addition of PTYR employee, insurance, application software
- o Goals
 - Improve application process and communication amongst departments and with the event coordinators
 - Fee adjustment for 2022 based on proposed insights
 - Offer family-oriented events for the community
 - Enhance internal special events
- o Relationship to Strategic Plan
 - Focus Area: Enhance and expand community and downtown vitality
 - Quality of Life
 - Small Town Feel
 - Support efforts to make the Windsor downtown area a cultural center for public art, events, and activities
- Cemetery
 - o Accomplishments
 - Landscape project to be completed in late October
 - Updated Cemetery Policies & Procedures
 - Wreaths Across America – placed on all Veteran’s graves in December
 - 34 burials YTD, 3 Cremains
 - o What is Changing 2022
 - 19% increase
 - Reasons: Mini excavator rental, new flower pots, IT transfer included
 - o Goals
 - Continue working toward completing phases of the Master Plan
 - Propose fee increase
 - o Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Small Town Feel
 - Quality of Life
- Forestry
 - o Accomplishments
 - Held several educational & promotional events at Treasure Island
 - Hosted virtual Arbor Day Celebration at Skyview School of STEM
 - Cleaned up broken branches from the impressive March snow that dropped nearly 2 feet of snow
 - Cleared unwanted vegetation from Phase I of the Riverwalk Experience
 - o What is Changing in 2022
 - 24% increase
 - Reasons: Transitioning staff from seasonal to PTYR, bed renovations in various parks & facilities
 - o Goals
 - Implement the tree replacement plant to get the Division caught up over the next 3 years
 - Create management plan for roundabouts, medians, and beds in our system
 - o Relationship to the Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Quality of Life
 - Ensure equitable infrastructure in all neighborhoods and areas throughout town
- Recreation Programs
 - o Accomplishments
 - Served 12,780 Senior lunches through September – will continue offering drive up services
 - Youth Sports have grown 5%, maxed out due to limited field and gym space
 - Summer Day camp met capacities weekly with 50 kids (increase from 20 kids in 2020)
 - o What is Changing in 2022

- 13% decrease
 - Reasons: Removal of specific contractual programs and fees
 - o Goals
 - Develop adaptable pricing approach to maximize participation and revenue generation
 - Generate creative programming that utilizes outdoor spaces to enhance community engagement with their natural environment
 - Roll out Severance Recreation Athletics program in 4 Severance parks
 - o Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Fiscal Responsibility
 - Small Town Feel
- Aquatics – Outdoor
 - o Accomplishments
 - 13,430 Swimmers at Chimney Park Pool
 - Swim Lessons – 327 private lessons YTD, 1,239 group lessons indoor & out, 1,254 waitlisted
 - Windsor Lake – 197 daily motorized permits, 805 annual non-motorized permits, 1,000 daily non-motorized permits
 - o What is Changing in 2022
 - 1% decrease
 - Reasons: Lowering staffing levels
 - o Goals
 - Evaluate future use of Chimney Park Pool based on study results
 - Study and recommend improvements for Windsor Lake Management
 - o Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Fiscal Responsibility
 - Small Town Feel
- Open Space & Trails
 - o Accomplishments
 - Completion of Eastman Park River Experience Phase I
 - Completion of 30% design development for Eastman Park South
 - IGA for NISP and Greeley / Windsor Open Lands Acquisitions
 - Development of Open Space & Trails Strategic Plan (still underway)
 - o What is Changing in 2022
 - 17% increase
 - Reasons: Moved Poudre Trail support dollars to general fund vs CFT
 - o Goals
 - Riverwalk construction Phase II
 - Restoration/development of drought hardy areas in Village East and Chimney Park
 - Open Space Conservation & Trails Development IGA with Timnath and other partners
 - Work towards a future funding initiative for Open Space Conservation in Windsor
 - Completion of #2 Ditch Trail System from River West to Great Western Trail
 - Open Space & Trails Strategic Plan adoption by Spring
 - o Relationship to Strategic Plan
 - Focus Area: Strategic Growth & Sustainable Infrastructure
 - Establish community separators and preserve open space that ensures Windsor maintains its identity and quality of life
 - Establish pedestrian and bicycle connectivity throughout Windsor
 - Ensure equitable trails and open space in all neighborhoods and areas throughout Windsor
 - Maintain and ensure existing infrastructure in all neighborhoods and areas throughout Windsor
- Parks
 - o Accomplishments
 - Winsor Village playground replacement
 - Harmony Ridge Park Design

- Onboarded two new Parks Technician and survived the summer with minimal seasonal support
 - Summer Seasonal supported DDA for 3 months
 - o What is Changing in 2022
 - 14% increase
 - Reasons: Staffing – addition of Parks Supervisor, move seasonal staff to PTYR
 - o Goals
 - Create Level of Service Standards
 - Create turf management plans
 - Create Assessment Management Plans while using Cartegraph
 - o Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Quality of Life
 - Ensure equitable parks in all neighborhoods and areas throughout Windsor
 - Maintain and ensure existing infrastructure in all neighborhood and areas throughout Windsor
- Art & Heritage
 - o Accomplishments
 - Obtained multiple grants for Dickey Far House, Halfway House & Eaton House – completed schematic and construction documents for both sites
 - Public Art Commission was created
 - 2,433 visitors YTD to Windsor History Museum
 - 24% increase in general program and public outreach programs
 - o What is Changing in 2022
 - 13% increase
 - Reasons: Addition of PTYR staff and Outdoor Education programming
 - o Goals
 - Support Public Art Commission in first full year
 - Enhance outdoor program offerings
 - Landscape plans for Dickey Farm Site (Jacoby Farm)
 - Eaton House construction
 - Begin future programming plans for Eaton House and Dickey Farm Site
 - o Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Implement a Public Art Plan
 - Enhance & expand community and downtown vitality
 - Make Windsor a tourist destination
- Community Recreation Center Fund
 - o What is Changing in 2022
 - 2% decrease
 - Reasons: Reduced programming and facility costs
 - o Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - Set benchmarks to determine programming options for the future
 - PRC Strategic Plan – set goals and action steps for next 3 to 5 years
 - o Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Community Safety
 - Quality of Life
 - Fiscal Responsibility
- Community Recreation Center Expansion Fund
 - o Accomplishments
 - 8,340 Members (5,559 memberships, 2,781 Silver Sneakers)
 - Fee increase rolled out in 2021
 - Completed all small renovation and upgrade projects, RTU's still pending due to shipping delays
 - o What is Changing in 2022
 - 4% decrease

- Reasons: Removal of two full time employees (custodial support), pool chemical increase from 10-35%
- o Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - Conduct energy audit for future budget recommendation for energy efficiencies
 - Set benchmarks for performance standards
 - Allocate credit card fees toward program fees and registrations
- o Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Community Safety
 - Quality of Life
 - Fiscal Responsibility

D. COMMUNICATION

1. Staff

- Mr. Willis
 - o Open Space & Trails Strategic Plan
 - o CO Blvd Trail set to open on October 15th
 - o John Ward/Technician working on clean-up for the year, completing 3rd phase of Vegetation Management Plan
- Ms. Martin
 - o Covered Chimney Park Pool today with help of athletics team
 - o Upgrades to CRC - entryway carpets installed, still waiting on RTUs
 - o CRC Expansion 5th Birthday on Friday, free admission, tailgate / BBQ before football game from 4-7pm
- Mr. Warner
 - o If you want to check out a day in the life of PRC, visit any of our parks on a Saturday
 - o Additional growing pains with Eastman Park and traffic, new parking lot which is good, but unfortunately gives another access point in and vandalism has occurred
 - o Scout at Jacoby Farm no longer there, new tractor gifted, will try to turn on the heat and water soon
- Mr. Worthen
 - o Snow is right around the corner, Parks and Public Works staff attended a regional snow conference for three days, great learning opportunity
 - o Ending mowing contract, 2 more cuts and then final fall cut will be done by staff
 - o Parks Supervisor position open
- Mr. Kawamura
 - o Tree Board met last week, revisited bylaws, reviewed a presentation on Water Conservation that was brought to the Water & Sewer Board, 2022 Arbor Day calendar will come out next month
 - o Events at Treasure Island and attended Farmer's Market for promotion, gave out free pumpkins
 - o Leadership visited Treasure Island, worked hard to clean up, pull rock, pull weeds, pruned
 - o Russian Olive mitigation at Eastman Park, removal of large cottonwood near cemetery, Walnut on Elm Street removed
 - o 14 tree replacements at Eastman Park due to weather, paid for through Colorado Tree Coalition Grant
 - o Spring annuals have been ordered by Lynn Morales
 - o Stray pumpkins all over Town
- Mr. Lucas
 - o Continuation work on budget
 - o Thanks to the school district for their efforts and collaboration future site near Public Services Campus
 - o Conversation with PROS Consultants about safety at Boardwalk Park, meeting with staff to review mission, vision, and values
 - o Critical mission for us is water, we need the snow
- Ms. Fotsch
 - o Dedicating every Friday morning to work on CAPRA in order to complete the document by January/February, awarded accreditation in the summer, recognized next fall at national conference
 - o Attended NRPA in Nashville with Mr. Willis, Mr. Warner and Paula Vargas/Communications Coordinator, hybrid style, still online viewing for CEUs

- Monday nights with Town Board and budget
- Wrap up meeting today for Harvest Festival, smoothest run this year, largest numbers, church parking issues during Eastman park activities balloon launches and car show, BBQ sold out, kudos to the staff for their time and hard work all around town
- End of year reviews in progress

2. Board

- Mr. Mask
 - Thank you to Mr. Willis for all the work he has done for Open Space & Trails, in addition to all the extra curricular activities around Town of Windsor
 - Thank you to Mr. Perkins for all of his time, dedication and work on school board and the collaboration being done with PRC
- Mr. Nagl
 - Windsor High School men's golf team is State Runner-Up, one individual is State Champ
 - Kudos to Recreation Department

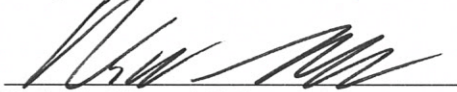
E. ADJOURN

Mr. Tallon moved to adjourn the meeting. Ms. Hendricks seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 8:17 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 2nd day of

November, 2021



Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist