



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

October 6, 2020, 6:00 P.M.

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Mr. Mask called the meeting to order at 6:02 PM

1. Roll Call

The following PReCAB members were present:

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

Weld RE-4 School Board Liaison
Town Board Liaison

Chris Perkins(absent)
Victor Tallon

Also Present:

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

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

Introduction of new Board members

- Lainie Peltz – Windsor resident for the last 20 years
- Heidi Hammer – Special Education teacher, has lived in the Windsor for about 2 ½ years

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

- Addition of September 1, 2020 Executive Session Minutes to Consent Calendar

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

3. Liaison Reports

Town Board Liaison / Mr. Tallon

- Capital Improvement tour with Town Board and Mr. Lucas, looked at Poudre River project, great things coming to the community which will attract many people, excited to be a part of the organization

Weld RE-4 School District / Mr. Perkins

- No Report

4. Public Invited to be Heard

- No Report

B. **CONSENT CALENDAR**

1. Minutes from August 4, 2020
2. Minutes from September 1, 2020 (Executive Session)

Mr. Hahn moved to approve the August 4, 2020 and September 1, 2020 minutes as presented. Mr. Mask seconded the motion. All members present voted Aye. Motion carried.

C. **BOARD REVIEW / DISCUSSION**

1. 2021 Budget Review
 - Capital Improvement Requests
 - 2021 Funds Overview

FUND	2021 ESTIMATED BEGINNING FUND BALANCES	2021 ESTIMATED MINIMUM FUND BALANCES	PROJECTED REVENUES	PROJECTED EXPENDITURES	2021 ESTIMATED ENDING FUND BALANCES	OVER/(UNDER) MINIMUM FUND BALANCE
Park Improvement Fund	\$ 12,924,785	\$ 828,595	\$ 3,048,667	\$ 5,222,021	\$ 10,751,431	\$ 9,922,836
Conservation Trust Fund	\$ 423,814	\$ -	\$ 387,594	\$ 520,000	\$ 291,408	\$ 291,408
Capital Improvement Fund	\$ 13,419,374	\$ 7,758,716	\$ 14,538,995	\$ 20,357,638	\$ 7,600,731	\$ (157,985)
Water Fund	\$ 26,927,981	\$ 2,558,780	\$ 10,964,083	\$ 10,893,620	\$ 26,998,444	\$ 24,439,664
Sewer Fund	\$ 15,886,357	\$ 1,678,639	\$ 4,357,057	\$ 6,991,430	\$ 13,251,984	\$ 11,573,345
Storm Drainage Fund	\$ 3,622,757	\$ 634,333	\$ 2,243,004	\$ 1,915,681	\$ 3,950,080	\$ 3,315,748

Project Name	Priority	Focus Area	2021
<u>Park Improvement Fund</u>			
Riverwalk and South Side Master Plan	Priority I -MUST DO	Sustainable Infrastructure	\$ 3,700,000
Colorado Blvd. Trail (LCOS)	Priority I -MUST DO	Sustainable Infrastructure	\$ 365,875
7th Street Pedestrian Bridge (50%)	Priority III -COULD DO	Sustainable Infrastructure	\$ 337,500
Windsor Trail System - Poudre Bridge (LCOS)	Priority I -MUST DO	Sustainable Infrastructure	\$ 678,063
Neighborhood Parks	Priority I -MUST DO	Sustainable Infrastructure	\$ 110,000
2021 Proposed Totals			\$ 5,191,438

Original cost for the Poudre Bridge construction was \$150,000. The new estimate of \$678,063 will be fully funded with Larimer County Open Space dollars.

- 2021 Proposed Capital
 - Eaton House - \$300,000 renovation to develop a business incubator
- 2. Park Improvement Fund
 - Eastman Park South / Riverwalk
 - Phase I Recap
 - Construction Fall/Winter 2020-21
 - \$1.6 Million
 - Parking improvements (160 spaces)

- 2 river put in / take out points
 - 120 ft river overlook
- Phase II
 - Land acquisition \$500,000
 - Protect river corridor / buffer, creation of additional access, private business partnership
 - Design / construction Fall/Winter 2021-22
 - \$3,200,000
 - Design / Engineering \$480,000
 - Wetland mitigation \$900,000
 - Drive / parking improvements \$200,000
 - Trails, classroom & nature playground \$220,000
 - 2 river access points \$100,000
 - Bridge \$600,000
 - Overlook expansion \$700,000
 - In channel improvement \$100,000
 - Treasure Island Garden expansion \$300,000
- Funding
 - Total Phase II \$3,700,00
 - Land Acquisition \$500,000 – cash / fee in lieu fund, balance is \$735,000
 - Construction – NISP \$1,000,000, Community Park Fund \$2,200,000, Balance \$3.1 million
 - Mr. Hahn inquired about public transportation to the area
 - Public transportation does not stop near there
 - Mr. Mask inquired about funding from NISP and too many strings attached
 - Still in negotiations, did narrow the amount of acreage, originally going to fund \$2.5 million, currently around the \$1 million mark, but may getting more due to Phases III & IV in areas where they will obtain wetland mitigation credits
- Neighborhood Parks
 - Harmony Ridge Park design \$100,000
 - Windsor Village playground replacement \$300,000
 - Jacoby Farm \$10,000
- Conservation Trust Fund
 - Windsor Trail System
 - Trail & bridge construction at CR17 \$550,000 (adjustments for Thornton Pipeline)
 - 17th Street Jacoby Road South to Main Street at High Hops \$100,000
 - Poudre Trail System
 - Flood Resiliency Plan \$75,000
 - Trail repairs at Water Valley \$45,000
 - West bank repair design and permitting \$35,000
 - Kodak Watchable Wildlife Area
 - Archery Range expansion \$130,000 (grant funding of \$100,000 received)
 - Trails & Open Space Master Plan \$50,000
- Capital Improvement Fund
 - Cemetery Restoration / Improvements
 - Landscaping between Highways 392 and 257 \$100,00
 - Community Parks Improvements
 - Chimney Park \$50,000 – pool replacement /expansion study
 - Boardwalk Park \$40,000
 - Eastman Park \$70,000 – acquisition of sewage grinder pump

- CRC Expansion Fund
 - Community Recreation Center Improvements
 - Roof top unit replacement (x2) \$140,000
 - Kitchen floor replacement \$30,000
 - Locker replacement in current locker room \$75,000
 - Miscellaneous items \$41,000 – Evergreen baseboard replacements, entrance carpet replacement, activity pool structure, pool caulking, locker bench replacements
 - Mr. Mask inquired about replacement of Boardwalk Park play structure
 - Beyond 5 year capital, usual lifetime is about 10 years, heavily used, expect to come back to PReCAB and Town Board in 2-3 years

3. 2020 Project Update

- Jacoby Farm clean up – completed
 - \$10,000 carry over item, repurposed staff (lifeguards) during COVID to help, Parks staff has worked on irrigation and cleaning up trees/weeds
- Museum Collections Facility – completed
 - Moved over 39,000 items
 - Thousands of items have not been approved for accession, will be presented to the Board over the next year
- New Liberty/WCR 13 roundabout landscaping
- Construction of #2 Ditch Trail connection (High Hops to CR 13) – in progress now
- Windsor Trail System – trail from south side Poudre River at CR13 to Hwy 392 intersection
- Phase I Riverwalk project – construction starting in next couple of weeks

D. COMMUNICATION

1. Staff

- Ms. Martin
 - Winterization on facilities done and preparing Chimney Park Pool for closure, working with Mr. Worthen's team on Parks buildings and irrigation
 - CRC will be a voting site while maintaining COVID restrictions and keeping patrons safe
 - Facilities crew has been tasked to help work with snow operations, learning a lot to be prepared since this is new to staff
- Mr. Worthen
 - In process of hiring a technician, currently 35 applicants
 - Water audit on all irrigation systems of 6 different parks completed 2 weeks ago
- Mr. Willis
 - Getting ready for capital projects
 - Eastman Park Corridor Study, project kicked off today, planning for vehicular and pedestrian traffic east of Hwy 257 which includes Future Legends Park, Great Western industrial park, combination of residential and industrial vision
 - Large signs promoting planning efforts to change the look of 7th Street and Walnut due high volume and future safety
 - Participating in Greeley's Master Plan tomorrow
- Mr. Kawamura
 - Tree Board held a Work Session for planning 2021, still unknown due to being very publicly involved, Jason King appointed as new member, 2 vacancies remain
 - Horticulture changed over pot plantings from summer to fall
 - Staff assisted with American flags displayed throughout downtown
 - Master Gardener training class held a Tree Walk at Main Park

- Ms. Fotsch
 - Transitioned from summer day camp to middle school hybrid camp, 5 days a week, 15-20 kids check in, school in the morning, rec activities in afternoon such as swimming, kayaking, open gym
 - Activity Guide for November & December will come out October 14th, will get back to 4-month guides for the new year
 - Able to submit requests for gym space to the school district, hoping to offer more this winter
 - Halloween Carnival at Windsor History Museum at Boardwalk Park, sign up registration for 50 participants every half hour to help with restrictions
 - Participating in snow training, getting ready for the winter season
 - Continued work with GreenPlay to help on how to fund the Park Improvement Fund, have not raised rates, looking at trends across the nation, hoping to present to the Board in January
 - A variety of park ordinances will be coming to the Board that Mr. Willis has been working on with the Town Attorney
 - Moving forward with a Public Art Commission
 - Recreation Staff Meeting – wanting to bring back different staff to share with Board on what they do and projects they are working on
- Mr. Lucas
 - Snow season is upon us, getting equipment and teams ready, more effort on the roads to increase customer satisfaction in terms of removal
 - Town's Strategic Plan is live on website, currently working on assigning specific tasks/action steps to staff
 - Continued work on Performance Based Budgeting, which is new to the Town, will take the entire year to get through
 - Town has asked residents to turn off water on Oct 1st to help with product at Horsetooth, the Town is following that request as well, and stopping irrigation with the exception of one park

2. Board

- Mr. Mask- inquired about how does PRC arrive at a capacity number at facilities for certain programming, especially sports fields
 - Ms. Fotsch – bring in athletics team to discuss field use and impact, right now during COVID the team has had to be creative on how to encourage social distancing, and number restrictions given by the Governor, looking further into proposing new fee structure for residents vs non-residents in order to meet community's needs first

E. ADJOURN

Mr. Mask moved to adjourn the meeting. Mr. Hahn seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 6:57 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 3rd day of

November , 2020



Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist

