



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

November 5, 2019, 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 6:10PM

**1. Roll Call**

The following PReCAB members were present:

Nick Mask  
Matt Morgan(absent)  
David Sandlin  
Patrick Lightfoot  
Michael Nagl(absent)  
Shawna Hendricks

Weld RE-4 School Board Liaison

Chris Perkins(absent)

Town Board Liaison

Barry Wilson

Also Present:

|                                        |                 |
|----------------------------------------|-----------------|
| Parks, Recreation and Culture Director | Eric Lucas      |
| 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 |

New member introduction: Shawna Hendricks-Windsor resident for about 10 years, 2 boys ages 4 & 8, interest in Parks and Recreation due to majority of involvement within the Town, works for Northern Colorado Health Alliance, seeking ways to make communities and individuals healthier.

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

- Correction Board Review/Discussion C.2. – 3 deaccessions

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

**3. Liaison Reports**

Mr. Wilson / Town Board Liaison:

- Budgeting 2020 wrap up - Parks and Recreation encompasses the largest budget with the most staff and proves its importance in the community, fought for the Wibit but did not pass, looking forward to the items / changes that have been approved
- Residential / Land Use Codes – good improvements to come, more houses per acre, but more open space required within new neighborhoods

Mr. Perkins Weld RE-4 School District:

- No Report

4. Public Invited to be Heard

- In attendance – Sandy Davis (1678 Whiteley, Windsor, CO 80550)
- No Report

**B. CONSENT CALENDAR**

1. Minutes from October 1, 2019.

**Mr. Lightfoot moved to approve October 1, 2019 minutes as submitted. Mr. Sandlin seconded the motion. All members present voted Aye. Motion carried.**

**C. BOARD REVIEW / DISCUSSION**

1. Museum Accession (Ishmael)

- Donated by Brian Ishmael
- 2 large wooden doors wrapped in metal, salvaged from the Windsor Mill fire in 2017
- Discussion held on the following :
  - Where the doors will be stored – New museums facility
  - Authenticity / Iconic to Windsor's history
  - How old / Are they original to the Mill
  - Dimensions / Size
  - Ability / Opportunities to showcase in the future
  - Mr. Lucas will provide an update via email before the item is presented to Town Board on November 25<sup>th</sup>

**Mr. Sandlin moved to approve the accession as presented. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried.**

2. Museum Deaccessions (two unknown donors)

- Wooden Box – not unique to Windsor, provenance unknown, not rare, collection does not support interpretive potential for exhibition
- Framed Bulletin Board – poor condition, not unique to Windsor, provenance unknown, not rare, collection does not support interpretive potential for exhibition, museum cannot adequately care for item
- 7-Ring Scrapbook Binder – poor condition, not unique to Windsor, provenance unknown, not rare, collection does not support interpretive potential for exhibition, images in scrapbook retained in collection
- Mr. Nagl emailed Mr. Lucas inquiring what happens with a deaccession
  - Goes through a process with our Curator who reaches out to other museums to see if they are interested in the items, if so, the items are donated, if not, items are offered to other entities, if no interest, then items are disposed

**Mr. Sandlin moved to approve the de-accessions as presented. Mr. Mask seconded the motion. All members present voted Aye. Motion carried.**

3. 2020 Proposed Budget (Update)

- Presented to Town Board in September on Capital and in October on Operations
- Final approval on November 25<sup>th</sup>
- Largest department, we ask for a lot / largest budget, because we do a lot, 98% approved, staff will be extremely busy especially in Open Space and Trails focus
- 2020 Budget Update
  - Staffing

- 1 FT Open Space & Trails Technician
  - ~~Reclassify PTYR Museum Aide to FT Museum Operations Coordinator~~
  - ~~1 PTYR 19hr Program Aide~~
  - Add Seasonal in forestry for Treasure Island
  - Eliminate Seasonal in Open Space & Trails
- CIP
  - Creamery (2019 project on hold)
- 2020 Proposed Capital
  - Eaton House - \$300,000 renovation to develop a business incubator
  - Cemetery - \$100,000 for 392 / 257 improvement
  - Diamond Valley - \$4,000,000 sports field and infrastructure improvements, \$220,000 FFE
  - Phase 1 Riverwalk (Eastman Park) - \$4,050,000 requested, reduced to \$1.5 million
  - ~~Wibit - \$165,000 for water playground~~
  - Collections (grant) - \$85,000
  - Main Park - \$100,000 infrastructure
  - CRC - \$100,000 kitchen / rooftop
  - Harmony Ridge - \$100,000 park design plans
- 2019 Highlights
  - Event & sponsorship coordinator success
  - Over \$70,000 raised YTD in sponsorships
  - 89 Special Events
  - Summer concerts continue to increase in attendance
  - Farmers Market slight sales decline
- 2020 Community Events – Summary of Changes
  - Sound costs increase
  - Rec Mobile van supplies (replacements)
  - Increase in fireworks costs (\$19,000)
  - Farmer's Market – improved marketing emphasis / survey
- 2020 Community Events Financial Review
  - Revenue - \$52,499 sponsorships, \$21,625 fees / registrations, increase of \$3,629
  - Expenditures – same events as 2019, \$241,225 total expenditures (personnel & operations), increase of \$12,841 (fireworks, sound, Rec Mobile)
- 2020 Recreation – Summary of Changes
  - Expected increase in referee / umpire costs
  - Contracting concessions at Chimney Park
  - Impact of Future Legends in unknown at this time – budget reflects no change
  - No fee increases or program reductions shown in budget – currently being evaluated
- 2020 Recreation Financial Review
  - Revenue - \$1,091,496 fees & charges, results in \$153,782 increase of +76%, due to Wibit
  - Expenditures - \$405,354 personnel & operations, results in \$70,126 increase of 20%, staffing / contracted services with Wibit
- 2020 Aquatics – Summary of Changes
  - Wibit (Rev/Exp) are reflected in budget
  - Reflects normal summer & no algae impacts

- Free swim lessons for every 3<sup>rd</sup> grader - \$5,000 grant, 312 kids per week for 8 weeks, begin Fall 2019
- 2020 Arts & Heritage – Summary of Changes
  - Moving expenses for artifacts
  - UV film on Boardwalk Park Museum
  - Curator focus on artifacts
  - Major program emphasis when Creamery comes online – programs have offsetting rev/exp
- 2020 Arts & Heritage Financial Review
  - Revenue - \$64,035 fees & charges, results in a \$15,945 increase or +35%, contingent upon creamery
  - Expenditures - \$526,966 personnel & operations, results in a \$105,163 increase or +40%, personnel, contractual, moving costs (IT transfer)
- 2019 Community Recreation Center Highlights
  - 7,540 members - %,036 memberships, 2,504 Silver Sneakers, +14% increase Y2Y
  - 80% Windsor residents
  - Project 410,000 building visits
  - 22% increase in pickleball
  - 1% decrease in rentals
  - 15% increase in personal training
  - 11% increase in fitness class attendance
- 2020 Community Recreation Center – Summary of Changes
  - No major changes expected
  - 2020 will see staff examining all aspects of business operations – E-Prep, Strategic Plan recommendations
- 2020 Community Recreation Center Financial Review
  - Revenue - \$378,760 fees & charges, results in a \$118,547 increase of +46%, dues to cheerleading & dance programs
  - Expenditures - \$1,009,655 personnel & operations, results in \$5,792 increase or +1/2%, personnel cost (IT transfer)
- 2020 CRC – Expansion Financial Review
  - Revenue - \$1,506,117 fees & charges, results in a \$121,304 increase of +9%, membership revenue
  - Expenditures - \$2,035,501 personnel & operations, results in a \$41,842 increase or +2%, due to staffing (IT transfer)
- 2019 Cemetery Highlights
  - 29 burials YTD (17 are cremations)
  - Successful Memorial Day Event
  - Steve Eckles is to be commended
- 2020 Cemetery – Summary of Changes
  - No Changes
- 2020 Cemetery Financial Review
  - Revenue - \$74,008 based on a 3 year average, equated to a 1% decrease or -\$894
  - Expenditures - \$132,441, decrease of \$7,047 or -%5
- 2019 Forestry Highlights
  - Tree & Bed maintenance
  - Projects (Founders / Highland Meadows)
  - Arbor Day (38 years)
- 2020 Forestry – Summary of Changes

- Treasure Island improvements (\$20k) – irrigation system, shade structure, tuff shed
  - Increased roundabout work – both ends New Liberty, improvement at cemetery
  - Projects – Town Hall renovation
- 2020 Forestry Financial Review
  - Revenue - \$6,200, no change from 2019
  - Expenditures - \$470,824, increase of \$46,107 or 10%, staffing costs and Treasure Island improvements
- 2020 Park Highlights
  - Maintenance & upkeep
  - Projects
  - Events
- 2020 Parks – Summary of Changes
  - Marketing of shelters
  - Beach sand replenishment (\$6,000)
  - Contracts – Future Legends (\$24,000), mowing / upkeep 3 new parks
- 2020 Parks Financial Review
  - Revenue - \$36,890, decrease of \$4,200 or 10%, decrease in shelter rentals
  - Expenditures - \$1,451,897, decrease of \$12,029, fleet & IT transfers
- 2019 Open Space & Trails Highlights
  - Growing in the role
  - Outreach
  - Mr. Willis' – Non-potable system, development review, PHA Liaison, coalition for Lower Poudre, grants, relationship builder with neighboring municipalities and landowners
- 2020 Open Space & Trails – Summary of Changes
  - Outreach & Advocacy – walk and bike to school events, bike Windsor initiative, safe routes to school promotion, summer programming
  - Projects – new trailhead signs, restoration project at Chimney Park
  - Contracted Services – Kyger Master Plan, spraying in-house, Windsor Lake Dog Park steps, Open Space & Trail funding plan
- 2020 Open Space & Trails Proposed Capital Projects
  - Trail System - (\$1.4 million) CR 13 bridge, CR 13 trail to Hwy 392, #2 Ditch Trail High Hops to Kyger
  - Poudre Trail Repair – (\$95,000) \$75,000 maintenance, \$20,000 trail repair
  - Master Plan Kyger Parcel (\$32k)
  - Archery Range Project – (\$133,000) CPW Grant
- 2020 Open Space & Trails Financial Review
  - Revenue - \$11,365, increase of \$8,440 or +289%, due to Kodak Farm lease, bike Windsor classes, memorial bench & engraving program
  - Expenditures - \$372,349, increase of \$91,996 or +33%, due to staffing signage, programs, Kyger Master Plan

#### 4. Proposed 2020 Meeting Schedule

- PRC Staff would to cancel January 7<sup>th</sup> (Typically not a lot to report due to holidays) and September 1<sup>st</sup> (Staff coming off Harvest Festival weekend)
- Agreement from all Board Members

## D. COMMUNICATION

### 1. Staff

- Mr. Lucas
  - Bobby Warner received the Legacy Award at CPRA in Vail
  - In violation of own ordinance of archery range and new location per Mr. Mask, went to Town Board for approval
  - 1<sup>st</sup> reading approval, 2<sup>nd</sup> reading on November 25<sup>th</sup> to remove the sunset clause for alcohol in parks after 3.2 beer went away and Board approved open container beer and wine in parks, no issues from PRC or police
- Ms. Martin
  - Training at front desk level with new staff to prepare for high demand times – new activity guide will be released in December
  - Survey email launch to all current CRC members to ensure same quality of service / excellence is being met, possibly may have a variation of survey available for drop-in users
  - Same membership promotion as last year – New Year New You
- Mr. Worthen
  - Parks department completely staffed, full time Operator position awarded to current Seasonal staff member and new seasonal brought on for Forestry
  - First snow brought beneficial training opportunities for removal, great work by Mr. Willis, CRC, and Parks operations
- Mr. Kawamura
  - Award Fall tree contracts by end of month – scheduled removals at 400 block of Walnut, Main Park, and West park
  - Tree Board did not meet in October, Arbor Day calendars will be available around Thanksgiving
- Mr. Willis
  - Developing ordinances specifically related to managing open spaces and trails, importance of having a dedicated list of regulations in order to protect the land, invitation to sit in and share opinion
  - Mitigation meeting for NISP, impact of Poudre River corridor preservation
  - No major update on Frank State Wildlife area, minimal full year process / state legislative action

### 2. Board

- Mr. Lightfoot - kudos to staff for snow removal around CRC

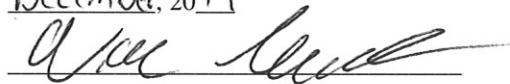
## E. ADJOURN

**Mr. Sandlin moved to adjourn the meeting. Ms. Hendricks seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 7:15 P.M.**

### CERTIFICATION:

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

December, 2019



Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist