



Parks Recreation & Culture Regular Meeting

April 2, 2024 - 6:00 PM
Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. PELTZ CALLED THE MEETING TO ORDER AT 6:00 PM

1. Roll Call

Present:

Lainie Peltz – Board Chair
Vanessa Bouchard
Heidi Hammer
Patrick Lightfoot
Nick Mask
Michael Nagl

Mark Leach – School Board Liaison
Ken Bennett – Town Board Liaison (absent)
Ron Steinbach – Town Board

Also Present:

Tara Fotsch – Deputy Director PRC
Kendra Martin – Operations & Facilities Manager
Wade Willis – Open Space & Trails Manager
Craig Ellingson – Parks Operation Manager
Bobby Warner – Recreation Manager
Ken Kawamura – Town Forester
Madeline Cheek – Volunteer Coordinator
Kristy Zulkoski – Administrative Specialist

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

MR. MASK MOVED TO APPROVE THE AGENDA AS PRESENTED. MS. BOUCHARD SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Liaison/Mr. Steinbach

- Board Members attended the National League of Cities Conference last month, sessions with the congressman and senators
- Approved the Town's Comprehensive Plan
- Presentation from Windsor Downtown Alliance on their master plan, will come to the Board for approval before the end of the month
- No updates on King Soopers

Weld RE-4 School District/Mr. Leach

- Construction on both elementary schools is on track and scheduled to open on time, principals have been hosting informational meetings for interested community members
- Josh Mallicoat has been named the principal for the new middle school north of Public Services
- Shared information about the 3rd Grade Learn to Swim Program
- Both high schools are putting on spring plays – April 11th-13th Windsor High School “9 to 5”, April 4th- 6th Severance High School “The Single Man”
- Athletics – both high school basketball did well in playoffs
- FFA going to State for parliamentary procedure, presented to School Board and did a wonderful job

4. Public Invited to be Heard

- Kelly Scharlau – 914 Maplebrook Drive, Windsor, CO 80550
 - Moved to Windsor last February, love the parks and trails, applied to be on PReCAB, interview following tonight’s meeting

B. CONSENT CALENDAR

1. Minutes from March 5, 2024

MR. NAGL MOVED TO APPROVE THE MARCH 5, 2024 MINUTES AS PRESENTED. MR. LIGHTFOOT SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Board Elections

- Ms. Peltz nominated Ms. Bouchard for Chair and Ms. Hammer for Vice-Chair

MS. HAMMER MOVED TO NOMINATE MS. BOUCHARD FOR CHAIR AND MS. HAMMER FOR VICE-CHAIR. MR. NAGL SECONDED THE MOTION. NOMINATED MEMBERS ACCEPTED. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

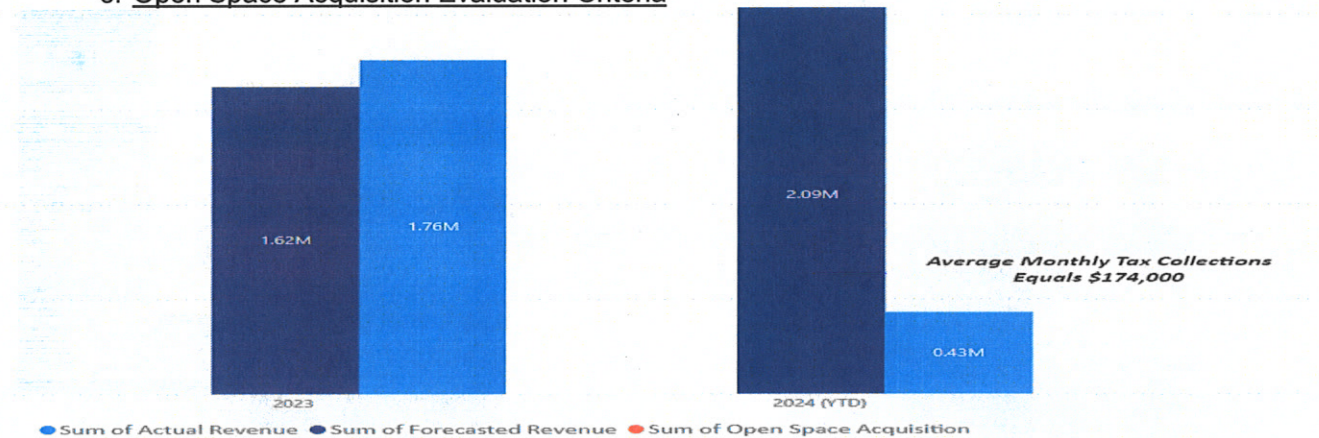
2. Staff Presentation: Windsor Volunteer Experience

- Madeline Cheek/Volunteer Coordinator
 - Life-long volunteer, Ameri-Corps VISTA, Parks & Recreation
- Purpose – What does the volunteer program aim to do?
 - Contribute meaningful service to Town of Windsor programs
 - Foster positive community engagement with Town of Windsor programs and local government
 - Build a “Spirit of Community Service” in Windsor
- Volunteer Opportunities – Types of experiences we offer

- Volunteer Events – One-time commitments, walk-in opportunities
 - Mural painting – Art Live event at the skatepark
 - Tree planting – future opportunity on May 25th
 - Trail building – single track trail at Kyger Open Space, will complete on June 1st National Trails Day
 - Corporate – Otter Products, HP, JUB Engineers, Vestas, Tolmar
- Volunteer Teams – Committed to serving on a regular basis
 - Senior lunch
 - Treasure Island Gardeners – Forestry & Horticulture
 - Bicycle Champions
 - Trail Ambassadors – Open Space & Trails
 - Museum Docents
 - Curator's Crew – Museum Collections
 - Community Events
 - Crew Leaders
 - Tidy Toddlers
- Parks & Trail Adoption – Community organizing and commitment to a place, low structured, great for school groups & Key Clubs
- A Team Effort – Team L.O.V.E.
 - Leaders of Volunteer Experiences
 - Program leads from different divisions
 - Support & learning
- From the Volunteers
 - "I LOVE to volunteer. It gives me all the great feels, I have an amazing time doing it, I love connecting with the staff and it keeps my community, well, my community" – Rebecca
 - "What a joy it is to get a smile when handing out food or meals! Everything else that may seem important fades away when you get a smile back from an act of kindness" – Jeff
 - "I was new to the community when I began volunteering. It was a way to meet people while doing something I love" – Cathy
 - "I volunteer because it is a way to support me neighbors and give back the community" – Jose
- Total 2023 Impact
 - 438 total volunteers
 - 3,643 total volunteer hours
 - As a community, \$125,173 donated in volunteer hours (calculated by the Independent Sector)
 - 20 new trees – planted at Main Park and Lakeview Cemetery
 - 986 photos, 178 historic objects, 1,252 bank checks – preserved, researched, recorded and digitized
 - 4,497 pounds – fresh produce donated to the Windsor-Severance Food Pantry
- Value
 - Community building
 - Engagement with Town programs
 - Base of citizen support
 - Community resiliency
- Follow our Journey
 - Join our newsletter

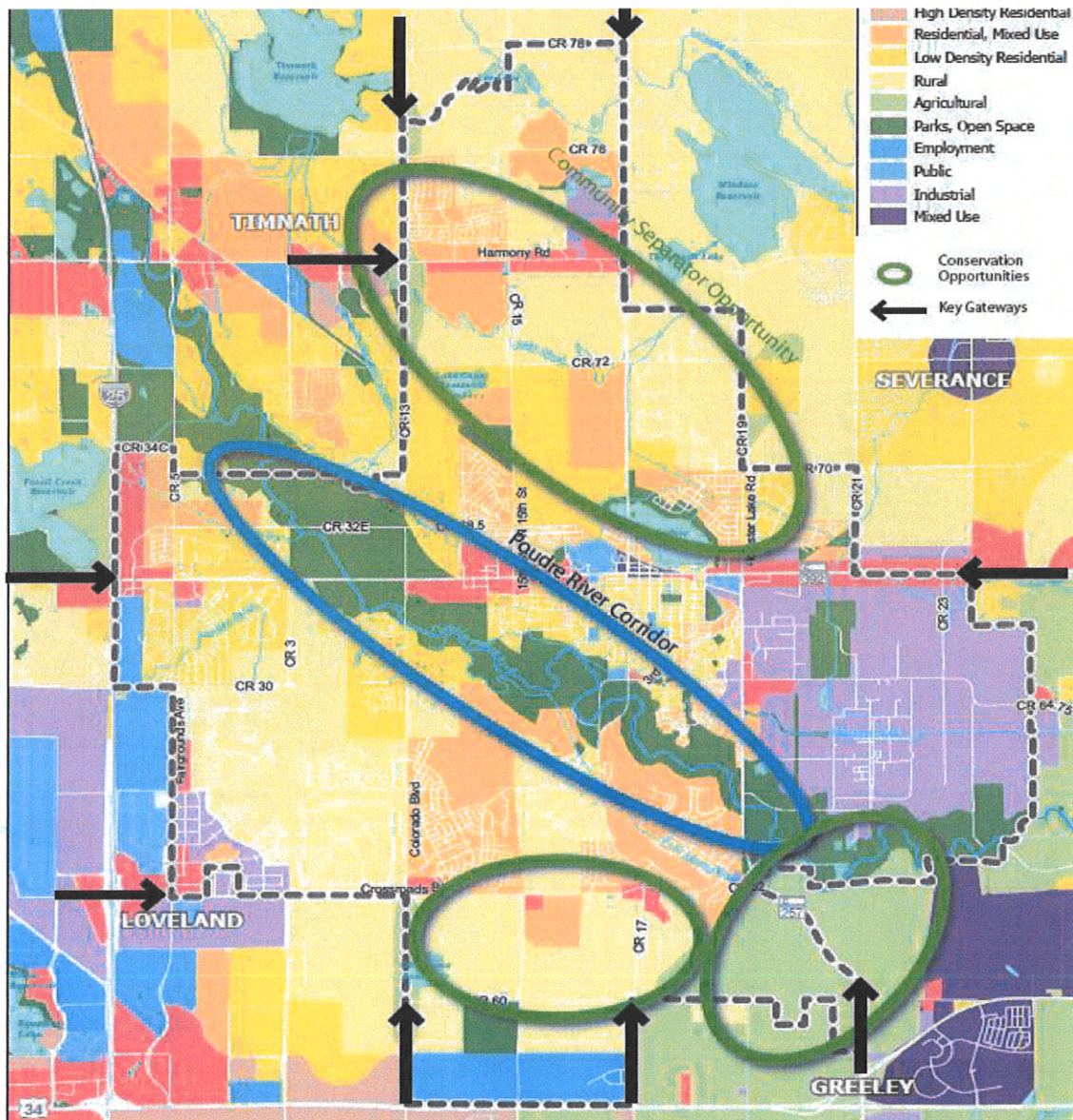
- Visit the webpage
 - Sponsor the program
 - Spread the word
 - Apply to volunteer
 - Windsorgov.com/volunteer
 - Volunteer Fair on April 27th at Boardwalk Park Market Pavilion
 - Happy Volunteer Month
- Mr. Lightfoot inquired about any bigger projects coming up this year for larger groups of volunteers
 - Bigger events are more difficult to provide a really a good, quality experience, but do have three events coming up on the horizon that will require groups, more than happy to recommend local non-profit and service-based organizations that can accommodate large groups, A Little Help is just one of them
 - Ms. Peltz expressed how the volunteer program is a great opportunity for local high school students to complete required hours for Colorado Bright Futures Grant

3. Open Space Acquisition Evaluation Criteria



- Open Space & Trails Strategic Plan
 - Windsor Needs
 - Adopted Plan April 2022
 - Recommendations – add 1.290 acres open space
- Conservation Tools
 - Types
 - Fee acquisition
 - Dedication of a conservation easement
 - Funding Options
 - Open Space Tax
 - Grant (GOCO, LWCF, etc.)
 - Partner
 - Donor
- Purchase and maintain open space from willing landowners that achieves the following:

- Ensuring acquired open space land will remain undeveloped and lessen the impact of residential housing growth, thereby reducing community impacts such as traffic, the cost of maintaining roads, sewer, stormwater and acquiring and treating water
- Enable the town to develop and maintain open space that will increase public recreation opportunities
- Obtain, manage and preserve working farms and community separators that will keep Windsor unique from neighboring cities and towns
- Promote and perpetuate open space that conserves valuable wildlife habitats, protects the environment and creates green spaces and waterfront access to lakes, streams and the Cache la Poudre River



• Open Space Acquisition Evaluation (2023)

LOCATION NAME	County	Windsor GMA	Area	RATING
				0
PARCEL INFORMATION	Acres	Zoning	Est. Value	General notes (includes house, H2O, donation component, existing utilities)
VALUES	SCORE 0-3	MULTIPLIER	TOTAL	NOTES
Ecological				
Bluffs, slopes or Unique Landscapes	0	1	0	0=None 1=very little 2=mid grade 3=a main element of the site
Flood plain	0	1	0	0=None 3=Yes
Wildlife habitat	0	1	0	0=None 1=very little 2=mid grade 3=a main element of the site
Riparian Habitat	0	1	0	0=None 1=very little 2=mid grade 3=a main element of the site
Working Farm Water Available	0	1	0	0=None 3=Yes
Continuity with existing OS	0	1	0	0=None 3=Yes
Poudre Corridor Protection	0	1	0	0=None 3=Yes
Ecological Subtotal			0	
Personal / Public				
Completes Trail Access ie. missing link	0	1	0	0=None 3=Yes
Public access	0	1	0	0=None 1=very little potential 2=mid grade 3=a main element of the site
Community separator	0	1	0	0=None 3=Yes
Identified in a current plan	0	1	0	0=None 3=Yes
Scenic View Corridor	0	1	0	0=None 3=Yes
Personal/ Public Subtotal			0	
Cost Benefit Drivers				
(this could be a negative number if site is highly compromised ie. hazardous spills, etc... Would clean up costs exceed 15 - 25% of highest and best value of property or is that taken of in purchase price. No rest +5, significant mitigation up to -10	0	1	0	=-5=Significant issue or hazard cleanup required 1=Typical restoration required 2=1/2 the site needs some level of restoration 3= Very little to no restoration required
Existing Entitlements	0	1	0	0=no known entitlements changing use 3=entitled with plans to develop
Development Risk	0	1	0	0=Low development potential currently exists 3=High development probability or ease to develop.
Obligated demand impact	0	1	0	0=no impact to provide services 1=Area has sufficient water rights and is within 1/4 mile of the urban core 2=Area will require additional water and is between 1/4 mile and 1/2 mile of urban core 3=Significant impact in additional road maintenance or water deficiencies
Personal/ Public Subtotal			0	
TOTAL			0	

Opportunity Drivers		To be used as a part of individual property considerations only	
Partnership opportunities	1 0	0 1 2 3	0=No partnership opportunities currently exist 1=Potential partners may exist 2=An existing partner has expressed a viable willingness 3=Partner is fully committed to contributing to project
Available grant funding	1 0	0 1 2 3	0=No identified grant opportunities 1=Project has strong alignment with grantor objectives 2=Grantor has indicated project would likely receive funding 3=Grantor has fully committed to funding project
Public Access/Development Cost	1 0	0 1 2 3	0=0=None 1=very little potential 2=mid grade 3=a main element of the site
Seller providing discount	1 0	0 1 2 3	0=No Discount 3=50% discount on highest and best use appraisal
Opportunity Drivers total		0	
Reviewed by:		Date:	

Type of Land	Acquisition/ Conservation Costs	Capital Improvement & Restoration Costs	Annual Operations & Maintenance Costs
Open Space (Per Acre)			
Large Community Separator	\$5,000 - \$19,000	\$2,000	\$100
Agricultural Acquisitions	\$19,000	\$0	\$20 (Revenue)
Riparian Corridor or Natural Area	\$8,000	\$5,000 - \$10,000	\$400
Conservation Easements	\$0 - \$5,000	\$0	\$100*
Trails (Per Mile)			
Soft Surface Trail	\$10,000**	\$50,000	\$3,400
10' wide Concrete buffered (e.g., Poudre or Great Western Trails)	\$200,000	\$800,000	\$6,200.
10' wide Concrete no buffer (e.g., Steeplechase)	\$150,000	\$700,000	\$1,250

*Does not account for potential enforcement and litigation of violation

**Assumes trail will be a part of larger acquisition

- Mr. Nagl inquired if there is a benchmark number when evaluating
 - No, but created the map with Town Board of the all the parcels, ended up being about 6,000 acres, scoring for all of them and broke into thirds, where top third is more important
- Mr. Mask inquired if the framework was applied to any of the current open spaces
 - No, but when looking at the two largest open spaces – Kodak Watchable Wildlife and Kyger would score pretty high due to such things as available/open water, active farming, great public access
- Have reached out to property owners and one is currently interested, will bring to Town Board for approval
 - Mr. Steinbach – this will also be discussed during the Town Board retreat in May
- Ms. Fotsch – discussion on a payback program throughout the town in order to purchase without using all of Mr. Willis' budget
- Mr. Mask inquired if some of the Town's partners offer some sort of assistance on the financing side while helping fill funding gaps
 - We have some really incredible partners, like Conservation Fund,

Trust Republic, with have huge funds that can help with bridge financing

D. COMMUNICATIONS

1. Staff

- Mr. Ellingson
 - Parking blocks installed at Chimney Park today and tomorrow, about 152 spaces to make more uniformed parking
 - Finalizing RFP for irrigation system at Main Park and Chimney Park north
 - Seasonal hires for Parks and Athletics field maintenance, 16-17 seasonal the year
 - Parks Supervisor potentially starting on Monday, Parks Supervisor/Athletics was an internal hire and has already begun his new role
 - Over the weekend about 113 feet of fencing get destroyed by a car, working on getting that repaired and replaced where needed
- Mr. Warner
 - Construction projects going on – replacing the wood deck with concrete at the Train Depot at Boardwalk Park, will be done in April, pickleball project at Windsor Highlands Park, eight courts will be installed
 - Met with Mr. Willis at Kyger with a couple of Windsor Arts Commission members and the artist to discuss location for future public art piece
 - Open house in May hosted by Windsor Arts Commission for the Chimney Park Pool mural, may need to touch up due to paint peeling
 - Easter Eggstrvaganza was held at CRC last Friday, egg hunt in pool and gym, music and the Easter Bunny
 - Windsor Polar Plunge is April 13th at 9:00am at Windsor Lake, join a team, donate to special Olympics, Town Board will match employee donations
 - Athletics – spring sports have begun, moved soccer from Future Legends to middle school and high school sites since multi-purpose fields are not in a safe condition
 - Competitive baseball has started today
 - Start Smart basketball program going on at CRC right now
 - More seniors are coming in to enjoy senior lunch
- Mr. Willis
 - Eastman Park is going really well, built both rock accesses to the river, started pouring some concrete, planting will be starting soon
 - Kicked off Kodak Open Space Master/Management Plan this week, great meeting and way to see what is out there and what other opportunities will be available
 - Staff has been looking at what Phase III of Eastman may look like
 - Poudre Trail re-alignment project is still moving slowly, pretty close to being locked in with those property owners for permanent easement agreements, update earlier this week that Fort Collins is fully moving forward, but just found out that now one land owner has thrown a

- wrench in the system, still hoping for completion this fall
 - Way-finding project is going, talked to the police department about deploying an emergency location system on the trails
 - Kyger – dialed in one of two scopes with the contractor and exploring the feasibility of getting some extra money to complete the entire scope of the project, will not start until this fall regardless
- Mr. Kawamura
 - Tree Board met last week, finalizing Arbor Day logistics, celebration at Skyview Elementary on Friday from 9:00-9:45 am, poster contest recognition with Town Board on Monday, Tree Sale is April 20th
 - Blake McGrew has been helping with other departments, 7th Street bridge, netting up, cleaned up Kern Ditch, chipped over 825 trees from Magical Forest event, had clean up earlier since location change at Chimney Park parking lot
 - Started planting at Jacoby Farm site
 - Lynn Morales has been busy applying pre-emergent in the beds around town
 - Had a great turnout for the Treasure Island kickoff meeting
 - Sick Tree Day last Tuesday of June, registration is open, limited slots available
- Ms. Martin
 - Posted RFP for resurfacing the CRC pools
 - RFP out for the heated sidewalks at Public Services
 - Fully staffed on the facilities side
 - Aquatics completing hiring for summer work, offered contract for concessions
 - 6,482 CRC memberships as of today
 - Involved in new police department build and working on staffing plan, new opening date for August
- Ms. Fotsch
 - Partnered with American Ramp Company to replace wood areas at skatepark, two professional skateboarders will be present at community event in May
 - Chimney Park Pool feasibility study – wrapped up by budget season
 - Budget season is starting soon
 - Reimagine Windsor is up and running, non-profit option, tax deductible donations, will go to its own fund, working on campaign to promote
 - Summer Activity Guide just went out on Monday, new format, please listen for feedback, Monthly newsletter will be emailed out to highlight upcoming events, all done in house with staff and communications, registration begins Wednesday April 10th

2. Board

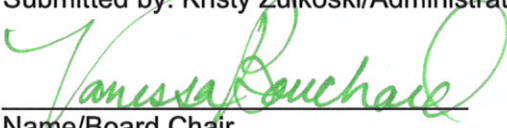
- Mr. Lightfoot
 - Shared plans and documents for new Traverse Christian Church, breaking ground on May 23rd, 20,000 square feet, auditorium space for 425, 11 classrooms, opportunities to host others from the community such as Town/PRC, Windsor Charter, childcare offerings
- Mr. Mask

- Maddi did a wonderful presentation, great move by Town Board to approve that position
- Welcome Mark Leach – importance of the partnership between the PRC Department and school district, daughter's art show at A&H and youth sports are great examples
- Mr. Leach
 - Survey sent out about four-day school week, initial results 60%, after removing high school students and teachers, results were about 50-50, looking for additional public input, 6,200 students, sample calendars, public comment at every school board meeting, community conversation events
- Ms. Peltz
 - So thankful for the entire PRC Department and so happy that the community today has so many wonderful opportunities

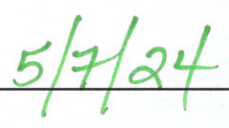
E. ADJOURN

**MR. MASK MOVED TO ADJOURN. MR. LIGHTFOOT SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:46 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist



Name/Board Chair



Date