



PARKS, RECREATION, AND CULTURE REGULAR MEETING

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

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
3. Liaison Reports
 - Town Board Liaison
 - Weld RE-4 School District
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes (May 7, 2024)

C. BOARD REVIEW/DISCUSSION

1. Kodak Master Plan
2. Potential Museum Acquisition Item
3. Museum Team Presentation

D. COMMUNICATIONS

1. Staff
2. Board

E. ADJOURN

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 Thursday prior to the meeting to make arrangements.



Parks Recreation & Culture Regular Meeting

May 7, 2024 - 6:00 PM

Community Recreation Center

250 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. BOUCHARD CALLED THE MEETING TO ORDER AT 6:02 PM

1. Roll Call

Present: Vanessa Bouchard/Chair
Heidi Hammer/Vice-Chair (Absent)
Jean Labus
Patrick Lightfoot
Nick Mask
Michael Nagl

Mark Leach – School Board Liaison (Absent)

Also Present: Tara Fotsch – Deputy Director PRC
Craig Ellingson – Parks Operation Manager
Bobby Warner – Recreation Manager
Laura Browarny – Culture Supervisor
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. MR. LIGHTFOOT SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Liaison

- No Report
- Per Ms. Fotsch, new liaison will be appointed next Monday

Weld RE-4 School District

- No Report
- Ms. Bouchard will meet with Mr. Leach to catch him up and report back to the board if necessary

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from April 2, 2024

MS. LABUS MOVED TO APPROVE THE APRIL 2, 2024, MINUTES AS PRESENTED. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Staff Presentation: Windsor Arts Commission (WAC)/Laura Browarny/Culture Supervisor and staff liaison

- Timeline
 - 2020 – Town of Windsor begins the master planning process, public outreach started in 2019
 - 2021 – The Public Art Master Plan is accepted by Town Board and can be found on the Town’s webpage
 - 2022 – Windsor Arts Commission is officially formed (with bylaws and a budget of \$75,000), first official meeting occurred in December 2021, very passionate and active board
 - 2022 – The first mural at 408 Main was completed by Chris Bates from Fort Collins, incorporated many bits of Windsor history, Chris has now joined the Culture Team as a part-time Arts & Exhibitions Specialist and is a great advocate for Windsor
 - 2024 – The first sculpture will be installed this summer at the Halfway Homestead - interactive stagecoach time machine, made from iron and black locust, Fort Collins artist, \$85,000 budget





- Art Live!
 - An on-going art series that invites artists to come and create artwork at an event, public has the opportunity to watch the process while interacting with the artist, the Town will purchase the piece afterwards if tangible, Art Live! pieces include a chainsaw herring, ice sculpture, skatepark mural, sidewalk chalk



- Mural at Chimney Park Pool sidewalk/entrance completed last year, ribbon-cutting on opening day of the pool, artist will be there, everyone who attends will receive a free pool pass for that day

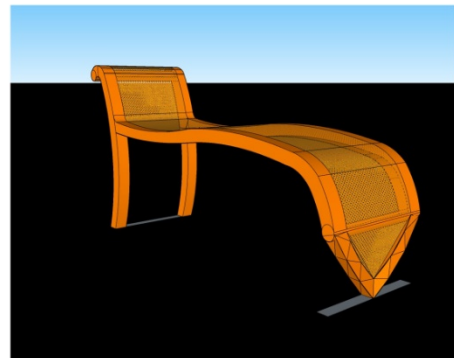


**Chimney Park Pool Mural
Ribbon-Cutting
Ceremony**

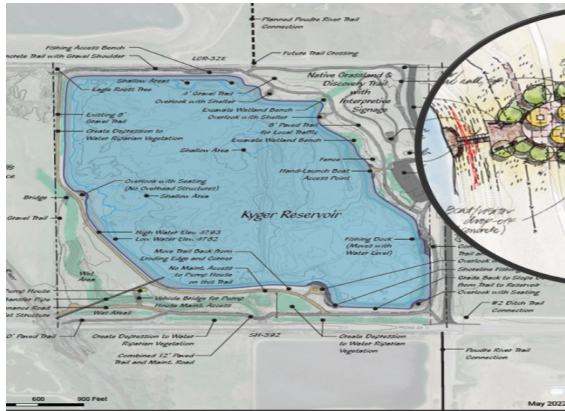
May 25
12 - 1 p.m.



- Art piece at new police station site, light up floral structures and benches, will be installed by the end of the year, \$75,000 budget



- Artistic shade structures with seating at Kyger, will be completed and hoping to install by year's end, \$65,000 budget



- Upcoming projects
 - Poudre River Coalition Mural Project in partnership with the Coalition for the Poudre River Watershed (non-profit) - Eastman Park Phase II, indigenous artist
 - Small Business Mural Grant Project in partnership with the Windsor Downtown Alliance, apply for \$5,000 from WAC and WDA, artist selection, grant town mural easement for 5 years
 - Interactive public art map with the help of GIS
 - Bronze maintenance at Boardwalk Park and Chimney Park
 - Art in the Park sculpture competition
 - Reimagine Windsor
 - First Fridays in downtown Windsor
 - Story maps for all art pieces
- Mr. Lightfoot inquired about how artist was chosen for stagecoach project
 - Subscribe to a platform called CAFÉ, create a brief that includes all of the details of what is wanted and budget, artists apply through the portal with their portfolio, review and narrow down to top four, artists are given a stipend to create a mock/model with detailed budget and a maintenance plan, presented to the Arts Commission and Technical Assistance Team (other Town staff from various departments), then voted on, out of the top four, two of the artists have been commissioned for future art pieces
- Mr. Nagl inquired if artists show a profit in their budget
 - Overhead and profit is included in their budget at various levels, sometimes artists only see 5-7%
- Ms. Bouchard inquired about the Arts Commission's current budget
 - \$100,000 the past two years from Town Board, percentage from property tax, dedicated for the next three years, always asking for more and seeking 1% for the arts to be at the gold standard in Colorado
- Ms. Bouchard inquired if WAC is limited to visual arts or will include

performance arts as well

- Public Art Master Plan only really covers the visual arts, but discussions have been held on including the performance arts and is on the radar, still need to look at various logistics and possible locations

D. COMMUNICATIONS

1. Staff

- Mr. Ellingson
 - Forestry/Mr. Kawamura
 - Arbor Day celebration was held at Skyview Elementary with 650 kids in attendance
 - Tree Sale was April 20th, sold 61 trees
 - Planted additional trees at Main Park/Town Board Grove for Board Members and general replacements
 - Posted and received bids for Main Park and Chimney Park north irrigation projects
 - RFP for Founders Green playground replacement, held public engagement voting for favorite design at CRC, contracting with PlayWell a new vendor for Windsor
 - Public engagement held at skatepark for replacement of wooden features, 60-70 people attended, American Ramp Company brought two professional skaters
 - Athletics has been busy with field maintenance, tournaments starting and will be held almost every weekend
 - Town Spring Clean Up Days this Friday and Saturday at Public Services
- Mr. Warner
 - Weather issues on Saturdays, resulted in some cancellations and extended schedules for athletics
 - Placer report for Soccer Saturday at Eastman Park, same date as a year ago, there were a 1,000 more people this year, caused parking issues, made some adjustments and met with Our Lady of the Valley Church, offered another area for an additional lot to the west, moved games to Skyview as well
 - Working on summer planning for baseball and softball
 - Events season is underway, M.S. Walk at Boardwalk, concerts in the park starting June 6th
 - July is National Parks & Recreation Month, will celebrate at one of the concerts
 - Camp Windsor is gearing up since there are only a few more weeks of school left, staff hiring and retention has been good this year
 - Train Depot capital project, removed the wood deck which was getting older and housed creatures, replaced with concrete patio
 - Working on Emergency Plans for events, partnerships with police, fire and Weld County
- Ms. Fotsch
 - Operations & Facilities/Ms. Martin
 - Thanks for all who came to Chimney Park Pool feasibility study

focus groups, appreciate the feedback, should get the first draft back in 3-4 weeks

- Awarded the pool liner project, will happen during the CRC shutdown week, will add an additional week to the indoor pool closure, but will have CPP open for use
- Greg Hughes/Recreation Supervisor Aquatics & Operations Supervisor has taken a new job in Arkansas as a Program Manager, will be moving at the end of the month
- Team is almost done with summer hiring
- Pool slide renovation project was completed in late April
- Outdoor fitness equipment on east side of the CRC is due this Friday, will put out for voting as well
- Eastman Park Riverwalk opened up last weekend
- Snow melt system will be installed at Public Services
- Facilities in high gear with other outdoor buildings opening up for the summer
- Police station is now to be completed in July rather than the end of the year, about six months ahead of schedule, submitting a staffing proposal for those additional needs
- Halfway Homestead really coming along, landscape is in, but issues with the barn leaning
- Staff has been diving into budgets
- Ribbon cutting at Chimney Park ballfields playground – propose to cancel June 4th meeting, interact with the public during the kickoff of youth baseball and pass out hotdogs, crackerjacks and swag
- August meeting will include budget tours
- Cancel July and September meetings

2. Board

- Mr. Lightfoot
 - Received a text from Steve Wicker/Police Sargent, currently looking for more staff-cadets and officers
 - Groundbreaking ceremony for new Traverse Church building on the 23rd, hot dogs and Kona Ice, dirt started moving yesterday, property is just south of Windsor Charter Academy next to 257

E. ADJOURN

**MS. LABUS MOVED TO ADJOURN. MR. MASK SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:05 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist

Name/Board Chair

Date



Town of Windsor
 Department of Parks, Recreation, and Culture
 Culture Division
 116 5th Street, Windsor, Colorado 80550

Potential Acquisition Form

The following object(s) are presented for acquisition into the Town of Windsor Museums’ Permanent Collection. By approving the acquisition, The Town of Windsor understands the ethical duties and responsibilities that come with holding the Museum’s collection in the public trust.

Potential Acquisition No.

010-2023

Description and Provenance of Object(s):

(1) Sign, metal. Recovered by Town Staff from the Historic Halfway Homestead. The sign reads, “The Jacoby’s, 33327 Country Road 15, Windsor, Colo 80550

(9) Photograph, print of aerial view of Windsor. 5” x 7” color prints.

(1,227) Photograph, digital, of (18) 2020 Town Hall Renovations, (40) 2016 Community Recreation Center Grand Opening, (12) Boardwalk Park Statue Unveiling, (280) COVID 19, (9) Farmers Market Pavilion Ribbon Cutting, (28) 2017 Mill Fire, (5) 2017 Quiet Zone Ribbon Cutting, (448) Severe Weather, (387) Tornado

(197) Minutes, records. Digital PDFs of minutes from Town Board meetings occurring in 1937-1952.

(35) Pieces of clothing to be transferred from the Education Collection to the Permanent Collection. Clothing items were determined to be of value based on type, age, and relevance to the overall collection. Clothing was originally donated to the Town of Windsor in 2007, from Colorado State University from their Department of Design and Merchandising. A total of 109 clothing items were originally donated.

Source: Donation Staff Acquired Transfer / Exchange Purchase

Criteria for Acceptance:

Aligns with Museum’s Mission and collections objectives

Good physical condition

Proper care can be given, i.e. conservation, preservation, storage, exhibition

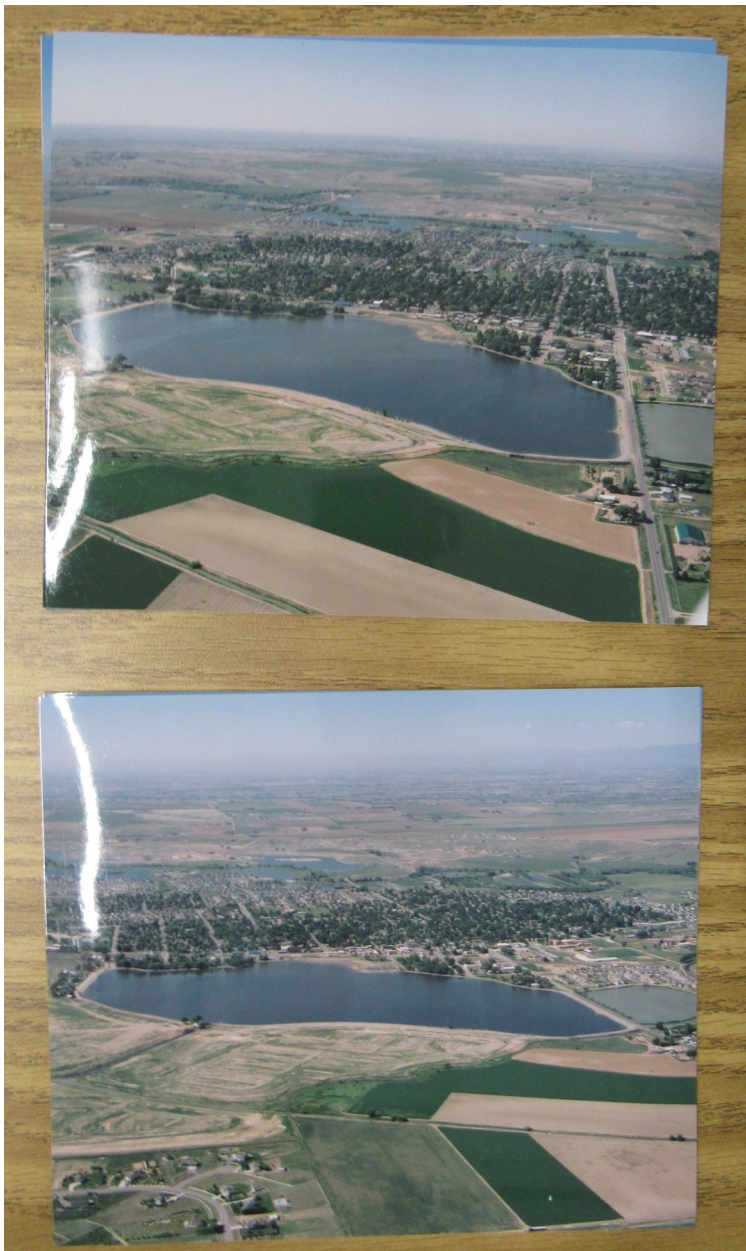
Fills a gap in the collection

Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 06-17-2024

Image of Object(s)



A	B	C	
Other #	OBJNAME	DESCRIP	
60-1-1	Dress	Black lace dress over gold, tiered skirt, 1939 (on tag)	
73-3-16	Dress	Sheer dress, "1908" on tag, Lace collar, lace down side under	F
73-3-223	Jacket, Suit	Men's suit jacket with tails, black, two-toned lapels, with matching Jacket	
73-3-224	Jacket	Black suit jacket, satin lapels, 2 pockets on front, white satin	
73-3-74	Dress	Dress, black with yellow, grey, white flower pattern, pleating and	
76-17-90	Vest	Vest, black with black satin stripes, 2 pockets, 4 buttons on	
76-2-4a	Dress	Black lace dress overlay with black satin lining, pink bow at	
76-3-10	Breeches	Black breeches, label "Real Sport Breeches with the Masterseam",	
77-22-144	Blouse	White blouse with textured fabric, pleated front and back and	
77-22-147	Dress	Black dress with leaf and hanging acorn motif (3D), matching belt,	
77-22-154	Blouse	White blouse, Label: "Haddad Every Stitch Hand Made, 38", red	tt
77-22-155	Blouse	Blouse, white with blue stripes, white flap on back, button-down,	
77-22-29	Blouse	Woman's shirt, tan with yellow and black stripes, yellow bow at	

Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

Accept into Museum's Permanent Collection Decline

Date: _____

Town Board

Accept into Museum's Permanent Collection Decline

Date: _____



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Potential Acquisition No.

001-2024

Description and Provenance of Object(s):

1. Coat, wool and fur. Black. Circa 1910. Owned by Phillip Miller (1873-1956) born in Denhoff, Russia and came to Windsor, Colorado in 1911. His wife, Katherine, died in 1912. The couple had five children.
2. Photograph, black and white. Image of Zion Evangelical Lutheran Church Choir, circa 1925.

Source: Donation Staff Acquired Transfer / Exchange Purchase

Criteria for Acceptance:

Aligns with Museum's Mission and collections objectives

Good physical condition

Proper care can be given, i.e. conservation, preservation, storage, exhibition

Fills a gap in the collection

Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 06-17-2024



Board Decision

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Potential Acquisition No.

002-2024

Description and Provenance of Object(s):

(1) Photograph of the Windsor High School graduating class of 1908, originally owned by Camilla Foltz. Ms. Foltz grew up in Windsor and after graduating from Windsor High School, she worked for the local newspaper, The Poudre Valley. While working she became acquainted with Charles Mason, also employed at the newspaper. They married in 1913.

Source: Donation Staff Acquired Transfer / Exchange Purchase

Criteria for Acceptance:

Aligns with Museum's Mission and collections objectives

Good physical condition

Proper care can be given, i.e. conservation, preservation, storage, exhibition

Fills a gap in the collection

Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 06-17-2024



Property of Camille Feltz
1908
Mrs Windsor
Coles
str.
Linnegan
2/20

Board Decision

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Town Board

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Potential Acquisition No.

003-2024

Description and Provenance of Object(s):

(1) marriage license/certificate for Gordon Nichols and Mary Severance from February 6, 1907. Mary Severance was born in 1886 and lived on Walnut Street in Windsor at the age of 14, according to the 1900 federal census. Her father, David Edwin Severance was a farmer and founded the town of Severance. Mary Severance Nichols suffered from heart failure passing away at the age of 39.

Born May 16, 1886; Died March 24, 1926

Son: Oliver 1909-1984

(1) Envelope and Letter, from Mary A. Severance (mother of Mary Severance Nichols) to her friend, Mrs. Ona Anderson of Fort Collins, CO, dated May 22, 1916.

(1) Clipping, newspaper of "Severance-Nichols" wedding announcement.

Source: Donation Staff Acquired Transfer / Exchange Purchase

Criteria for Acceptance:

Aligns with Museum's Mission and collections objectives

Good physical condition

Proper care can be given, i.e. conservation, preservation, storage, exhibition

Fills a gap in the collection

Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 06-17-2024



Severance Colorado
 May 22 1916

My dear friend Ora
 I will write you a few lines we have been trying to get over to your house to see you and Charlie the last three Sundays but the weather will not permit. I lost your address the card was amongs so many it took me several hours to find it and when I found it something came up that I could not wait and I cannot write much I am getting old and not very well and it is hard work for me to write. I am glad

Severance-Nichols

The arrival of the bridal couple at Severance Wednesday night was the first intimation their friends or the bride's sister, Mrs. Dora Tinsman, had that Miss Mary A. Severance had been married to Gordon Nichols.

They were surprised, but not too surprised to give the couple a warm reception that same night.

The marriage took place in San Diego, Calif., where the bride was sojourning with her parent, Mr. and Mrs. Ed. Severance, but the exact date has not been learned. Mr. Nichols left a few weeks ago for California, but his mission was not seriously suspicioned.

Mr. Nichols is a young Severance farmer and the bride has spent most of her life in that vicinity. Both are well and popularly known.

Board Decision

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Town Board

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Potential Acquisition No.

004-2024

Description and Provenance of Object(s):

(2) Book, "Alumni Windsor High School, Windsor, Colorado, 1898-1952. Book contains names and addresses of Windsor High School Alumni with work and school updates written in by Lena Winder Ochsner. Books were owned and annotated by Lena Winder Ochsner. Lena Winder graduated from Windsor High School in 1948.

Source: Donation Staff Acquired Transfer / Exchange Purchase

Criteria for Acceptance:

Aligns with Museum's Mission and collections objectives

Good physical condition

Proper care can be given, i.e. conservation, preservation, storage, exhibition

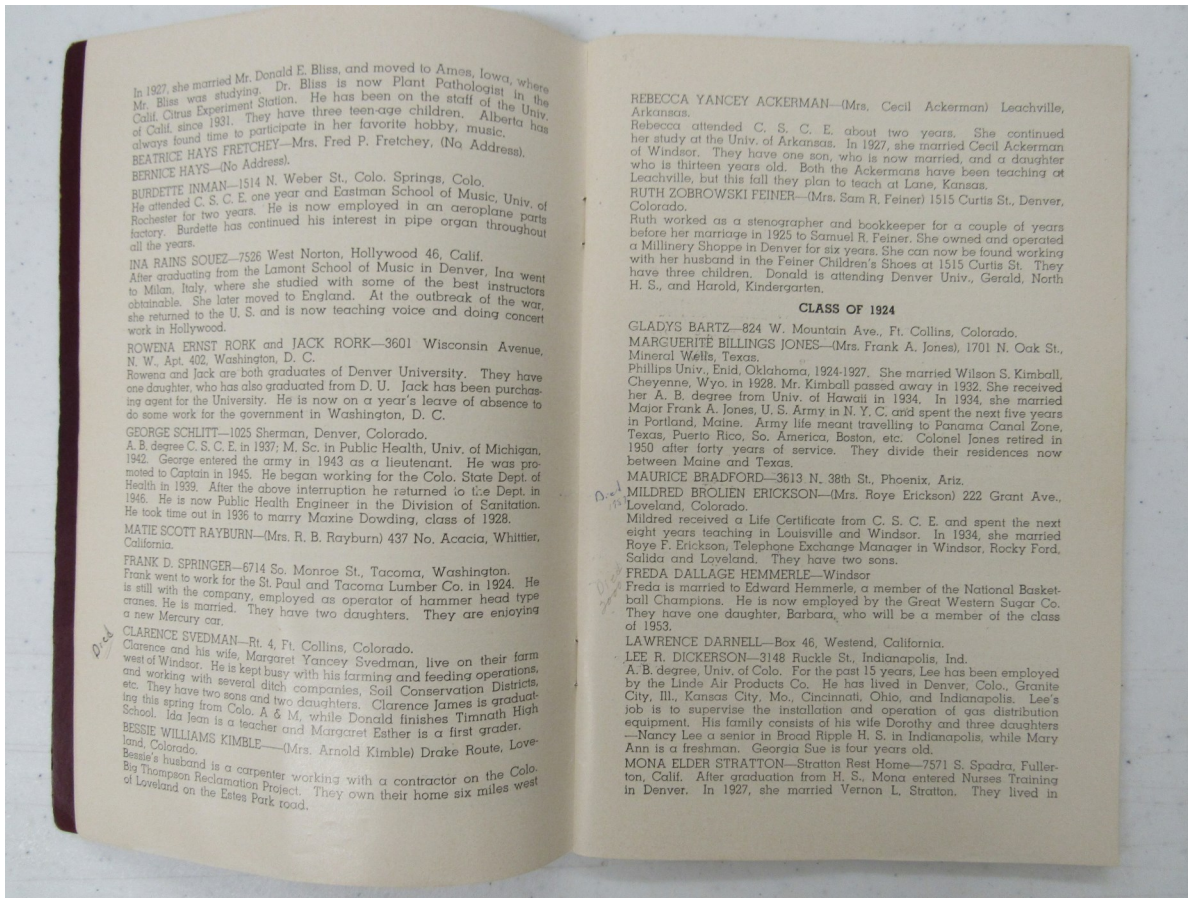
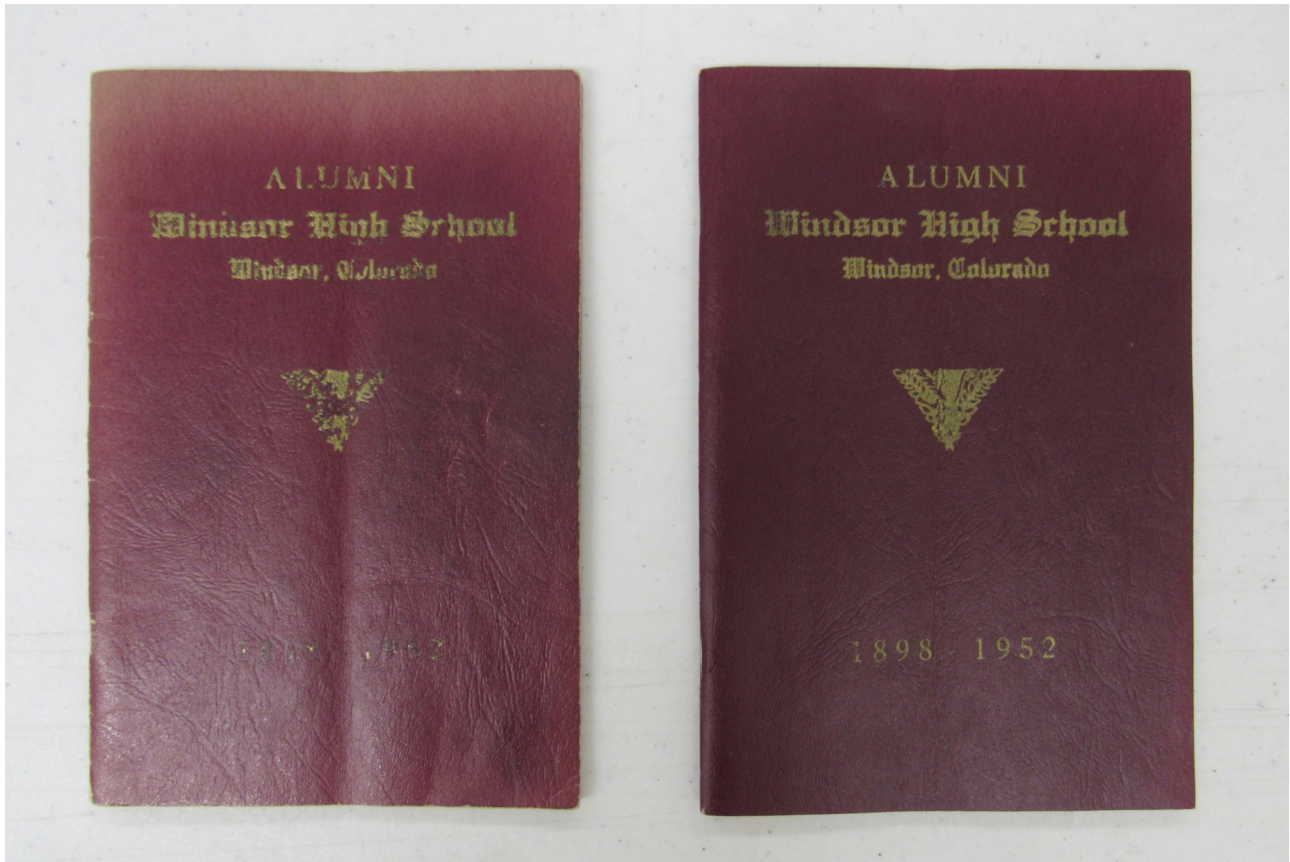
Fills a gap in the collection

Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 06-17-2024

Image of Object(s)



Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

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Date: _____

Town Board

Accept into Museum's Permanent Collection Decline

Date: _____



Town of Windsor
Department of Parks, Recreation, and Culture
Culture Division
116 5th Street, Windsor, Colorado 80550

Potential Acquisition Final Approval

Final approval for objects presented herein as suggested by Town of Windsor Museums staff, Parks, Recreation and Culture Advisory Board, and Town Board.

Potential Acquisition No.

- 010-2023
- 001-2024
- 002-2024
- 003-2024
- 004-2024

Mayor, Town of Windsor

Date:

Deputy Director of Parks, Recreation, and Culture Department

Date: