



## Parks Recreation & Culture Regular Meeting

August 6, 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 6:01 PM

##### 1. Roll Call

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

Mark Leach – School Board Liaison  
Ken Symsack – Town Board Liaison

Also Present: Tara Fotsch – Director PRC  
Craig Ellingson – Parks Operations Manager  
Wade Willis – Open Space & Trails Manager  
Kendra Martin – Operations & Facilities Manager  
Bobby Warner – Recreation Manager  
Laura Browarny – Culture Supervisor  
Caitlin Heusser – Museum Curator  
Katherine Mercier – Museum Program Coordinator  
Kristy Zulkoski – Administrative Specialist

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

**MS. LABUS MOVED TO APPROVE THE AGENDA AS PRESENTED. MS. HAMMER SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

##### 3. Liaison Reports

- Town Board Liaison/Ken Symsack
  - Attended one meeting so far
  - Approved money that will fund athletes that are going to Worlds for rollerblading
  - Was able to see new public art at Kyger
  - Worked with Eric Lucas/Deputy Town Manager on street light project

- Weld RE-4 School District/Mark Leach
  - School starts next week
  - The two new elementary schools (Hollister Lake and Orchard Hill) to open up on time
  - Middle school construction is going strong, just received certificate of occupancy

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

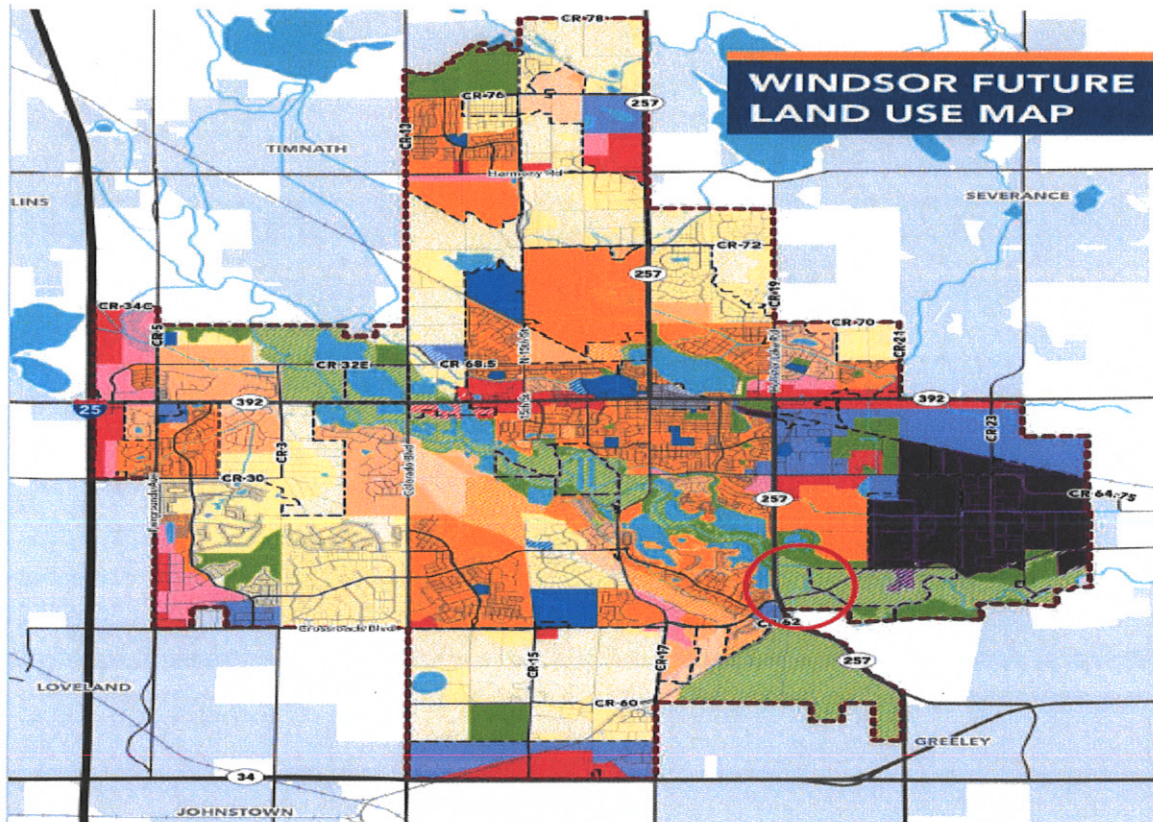
1. Minutes from May 7, 2024

**MR. NAGL MOVED TO APPROVE THE MAY 7, 2024, MINUTES AS PRESENTED. MR. MASK SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

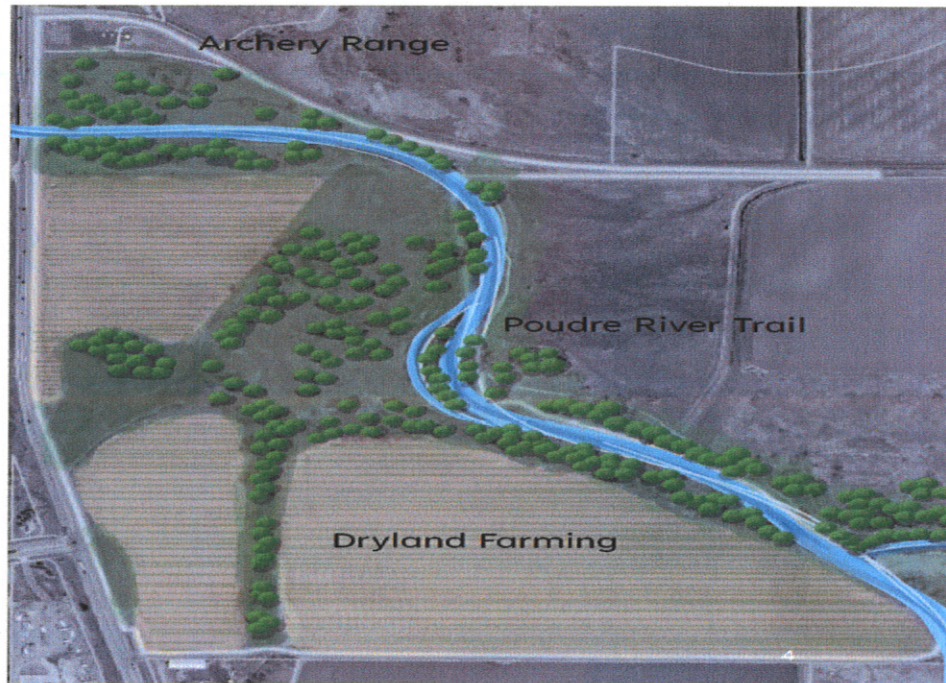
C. BOARD REVIEW/DISCUSSION

1. Kodak Master Plan

- Developing the master plan with Connect One/Darren Duroux
  - Site Vicinity Map



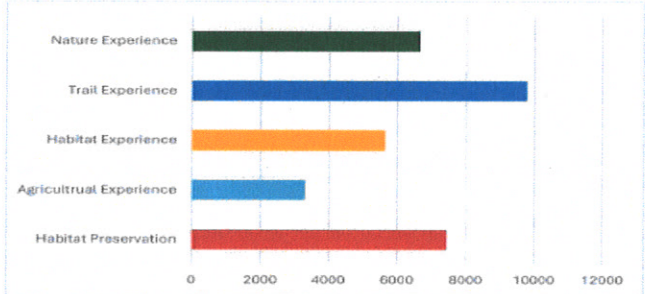
- Existing conditions - current wildlife area, surrounding north archery range, Poudre Trail, future homes to the north, Care Stream owns property, no plans as of yet on their end



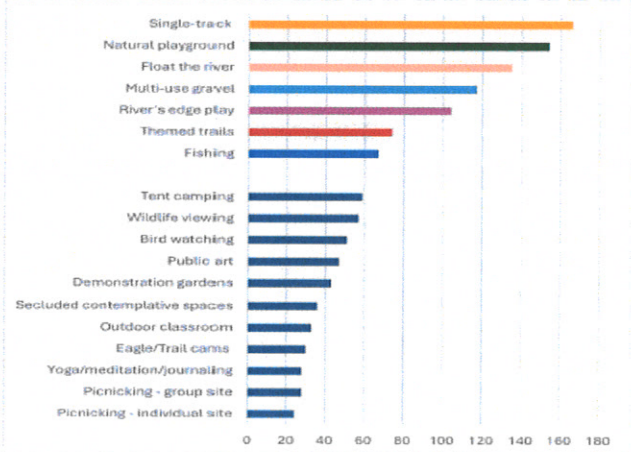
- Goals of the Master Plan
  - Protect and restore designated existing natural landscapes in the open space
  - Create a balance between human use and protected habitat
  - Protect existing uses on site including active agriculture as appropriate, habitat areas, archery range, trails, etc.
  - Reinforce the natural context of Windsor at the entrance to the community (gateway from the south)
  - Create a designation for passive or 'light touch' recreation in a natural area, in the midst of rapid development in the region
  - Improve access for all residents to the open space, with an emphasis on non-vehicular access
  - Increase connectivity to open space infrastructure through trail connections, while planning for future linkages to open space acquisitions and regional neighbors
- Community Outreach
  - Four in-person events
  - Online survey (open for three weeks) – advertised at events, two additional pop-ups, through social media and in the Parks & Rec newsletter
  - 450 total data points collected



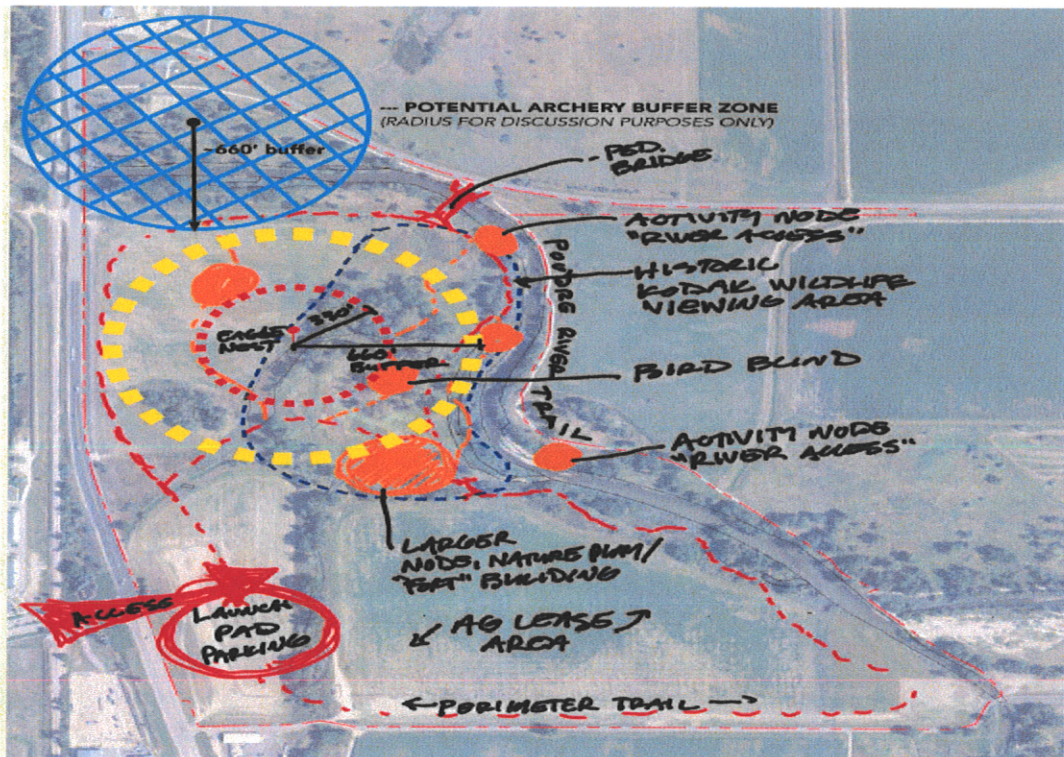
If you had \$100 TOTAL to spend between all 5 of the objectives below, how much would you put towards each?



Place a dot on the top 3 options below that you and/or your family would most enjoy!



o Draft Site Concept Desing Sketch



- Future presentation in November/December with more detailed plan
- Mr. Nagl inquired about acquisition of more land
  - conversations with Care Stream
- Ms. Bouchard – biggest concern for accessibility from Water Valley in order to use the site
  - Dashed red line – trail connectivity, traffic engineer on team, looking at all options for safer opportunities, but it also a State Highway, ability to cast the vision and explore ideas, timeframe unknown until the other costs are known, there are other priorities for the project currently
- Mr. Mask inquired how the balance of agriculture will be addressed
  - Not too concerned, but also matters where it is at, fine balance between no touch at all, to little touch land access
- Mr. Mask inquired about a plan for the Cottonwoods near the Poudre River and the realignment
  - Creating a Master Plan and Management Plan that will have some strategies

## 2. Potential Museum Acquisition Items

- Potential Acquisition No. 010-2023 (Staff Acquired)
  - (1) Sign, metal, recovered by Town Staff from the Historic Halfway Homestead, 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 Renovation, (40) 20216 Community Recreation Center Grand Opening, (12) Boardwalk Park Statue Unveiling, (280) COVID 19, (9) Farmer’s Market Pavillion 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
- Potential Acquisition No. 001-2024 (Donation)
  - Coat, wool and fur, 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
  - Photograph, black and white, image of Zion Evangelical Lutheran Church Choir, circa 1925
- Potential Acquisition No. 002-2024 (Donation)
  - (1) Photograph of the Windsor High School graduating class of 1908, originally owned by Camilla Foltz who grew up in Windsor and after graduating from Windsor High School, he worked for he local newspaper, The Poudre Valley, while working she became

acquainted with Charles Mason, also employed at the newspaper, they married in 1913

- Potential Acquisition No. 003-2024 (Donation)
  - (1) Marriage license/certificate for Gordon Nichols and Mary Severance from February 6, 1917, 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 Nicholas 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 of "Severance-Nichols" wedding announcement
- Potential Acquisition No. 004-2024 (Donation)
  - (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 Lean Winder Ochsner, Lena Winder graduated from Windsor High School in 1948

**MR. MASK MOVED TO APPROVE THE RECOMMENDATION TO ACCEPT THE POTENTIAL ACCESSIONS (010-2023, 001-2024, 002-2024, 003-2024 AND 004-2024) INTO THE MUSEUM'S PERMANENT COLLECTION AS PRESENTED. MS. HAMMER SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

### 3. Museum Teams Presentation

- Who we are
  - Laura Browarny/Culture Supervisor
  - Caitlin Heusser/Museum Curator
  - Katherine Mercier/Museum Education Coordinator
  - Three part-time-year-round Education Specialists
  - One part-time-year-round Exhibits & Arts Specialist
  - Art & Heritage Center - art gallery and main programming space
  - Windsor History Museum – open from Memorial Day to Labor Day, train depot and five other historic buildings
- Historic Preservation Projects
  - Dickey Farmhouse at the Historical Halfway Homestead site
    - Project total - \$684,734
    - State Historical Grant funding - \$250,000
    - Start in August
    - Goal for completion is spring 2025
    - Rehabilitation of house - looked at photos for accuracy of period of significance building details 1907-1970's
    - Create a designated programming/office space

- Eaton House, near Windsor Lake
  - Project total - \$674,680
  - Poudre Heritage Alliance grant funding - \$40,000
  - Start in August
  - Goal for completion is spring 2025
  - Home for ditch workers
  - Homebase for nature and outdoor programming along with office/community space, like a visitor center for the lake
- Other Historic Preservation Projects
  - Just wrapped up window restoration at Art & Heritage Center – project cost was \$88,288 with a grant from State Historic Fund for \$41,317
  - October 2024 – applying for additional SHF grant for Halfway House restoration
  - 025 – possible rehabilitation in Depot including de-popcornning the ceiling and new paint
  - 2025 – reconstruction on Red Barn at Halfway Homestead
  - 2026 – Sesquicentennial (Colorado 150<sup>th</sup>, United States 250<sup>th</sup> Anniversary, nationwide recognition and initiative, also happens to be Windsor History Museum 50<sup>th</sup> Anniversary, hope to contribute to the designation of 150 new historic landmarks in Colorado
- Museum Collections
  - Piece together Windsor's past and educate the community through preserved artifacts and exhibitions
  - 40,000 individual items in the collection, stored at the Collections facility at Public Services
  - Artifact Acquisitions
    - processed about 4,000 items last year, up to about 1,200 items this year includes research, assign accession numbers, digitize, storage
  - Curator Crew Volunteer Team
    - 9-12 dedicated volunteers
    - Accomplished The Box of Doom!
    - Working on Windsor Mercantile Check Inventory and AI Transcription Project (1890-1930 Town Board Minutes transcribed)
  - Museum Exhibitions
    - Student Art Shows at A&H Center – Weld RE-\$ Elementary Art, Advance Placement High School Art
    - Summer & Fall Exhibitions – Community Art Show: A Colorful Dream, over 200 submissions, chose 40 pieces and 30 poems
    - Windsor History Museum – Interns created an exhibit in the farmhouse about children working and playing, gearing up for the 50<sup>th</sup> Anniversary of the Train Depot in 2026
- Museum Education & Outreach - Over 10,600 people reached in 2023
  - Museum Programs
    - Nature – Flock Watchers, Homeschool Hiking
    - Art – adult and youth, Make & Take

- History – Time Traveler Camps, cemetery tours
  - Every newspaper digitized, except for 1914
  - Preschool Programs – Wild at Heart, Lil' Explorers
- Museum Summer Camps
  - Windsor Wild
  - Kayaking
  - Geology on the Go
- Museum Events
  - Annual Vintage Base Ball Game in May at Boardwalk Park
  - Science by Night – all ages family event
  - Homeschool Days – two free days
  - Annual Murder Mystery based on Windsor historical events
  - Halloween Carnival
- Museum Outreach and Partner Programs
  - Weld RE-4 School District, Poudre School District, Clearview Library, Colorado State University Extension, Windsor-Severance Historical Society, Columbine Health, City of Greeley Museums
  - Skyview STEM Day
- Museum Education Garden
  - Located behind history museum, historically accurate victory garden
- Additional Projects
  - NAI Certified Interpretive Guide Class
  - Summer Education Internships
- Public Art Projects
  - Stagecoach Time Machine at Historic Halfway Homestead
  - Efflorescence Sculpture Group – New Windsor Police Headquarters
  - Seating/shade structures at Kyger Open Space
  - More public art coming
    - Poudre River Mural Project in Partnership for Coalition for the Poudre River Watershed installed at Eastman Park Wetlands site
    - Signage for Community Recreation Center
    - Mural Grant Program for local business owners - 411 Main Street (Lakeview Tattoo) first applicants

## D. COMMUNICATIONS

### 1. Staff

- Mr. Ellingson
  - Tree Board – Sick Tree Day in June, Main Park Tree Walk in July
  - Forestry cleaning up clearance of right-of-ways, horticulture working on roundabouts and other pruning in parks
  - Main Park irrigation project wrapping up
  - Additional work at Harmony Ridge Park installing artificial turf around the slide area due to some design issues
  - Pickleball courts at Highland Meadows, pouring concrete slab in the next couple of days
  - Founders Green playground demo and replacement
  - Tear down of skate features at Eastman Skate Park next Monday, American Ramp Company will start doing the replacement on the 19<sup>th</sup>, should be done by the end of the month

- Athletic Maintenance staff are gearing up for fall sports, installing soccer goals and painting lines for flag football
- Mr. Warner
  - Huge kudos to Culture/Museums for all of their success with all that they do and plan to do with such a small staff
  - Camp Windsor is wrapping up as school is starting, incredible job by staff, especially as Britt Moos/Recreation Coordinator has been on maternity leave
  - Two more summer concerts left, weather has cooperated and had made each one very successful
  - Athletics – parent and coaches’ meetings, fall sports is kicking off and staff is recruiting for coaches
  - Gearing up for Harvest Festival over Labor Day weekend
- Ms. Martin
  - Supervisor position has been filled – Natlee Gonzalez from Greeley
  - Construction of new Police Department, open doors to the public on Wednesday
  - CRC shutdown Aug. 19<sup>th</sup>-23<sup>rd</sup> – all 3 pools closed for resurfacing starting on the 12<sup>th</sup> due to extended shutdown, paint, floors refinishing, deep cleaning, will continue to partner with Eaton and Loveland Rec Centers as other options for patrons, CPP open a week longer as well
  - July was Parks & Recreation Month – showcased our teams on social media throughout the month, attended the summer concert on the 25<sup>th</sup>, passed out swag and enjoyed time together as a department
  - Outdoor fitness equipment has been chosen and will be installed on the east side of the rec center
- Mr. Willis
  - Working with the Windsor/Severance Fire District on emergency location sites along the trails, first project will be kicked off at the Riverwalk Experience, GIS department created a grid across entire town to make it that much easier
  - Eastman Wetlands Experiences is going extremely well, 90% of the boardwalk is done, 80% of the formal playground is complete, all the equipment for the nature play elements are in, working on Poudre Trail realignment
  - Town Board very supportive of moving forward with Kyger fishing improvements, bid out back in December and was about \$500,000 over budget, allocate some additional funds from Parks Improvement Fund, increase size of parking lot and non-motorized activities
  - Poudre Trail – no update on our end between Windsor and Fort Collins, still working through final easement alignment, Fort Collins is now making good progress
  - Deployment of Open Space Tax - presented at the Town Board Retreat, \$5 million by end of year, discussion with Trust of Public Lands, prioritize together on potential land acquisition
- Ms. Fotsch
  - Department budget meetings next week with Town Manger’s office and Finance Department
  - Board Appreciation Night on August 15<sup>th</sup> at Boardwalk Park for the

- last summer concert
- Hosted seven students from Japan, Michelle Vasquez, Ethan Ragatz and Mr. Ellingson helped tremendously, found host families, wonderful feedback received
- Met with aquatics feasibility group, should have final report/cost analysis back in October
- Halfway Homestead wrapping up, beautiful landscaping complete, finalizing building mitigation and asbestos issue
- Mr. Lucas
  - Town Board will see the Strategic Plan on Monday, will go to public for feedback
  - Waste Water Treatment Plant is finishing up interviews for contractors for upcoming \$100 million project

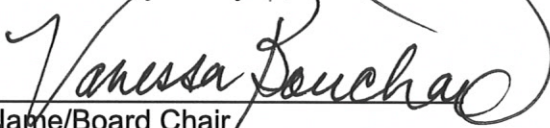
2. Board

- Ms. Hammer
  - Farmer's Market has been wonderful, great to see more growth and more vendors
    - Sold out on vendor spots, more competition in the surrounding areas, some limits due to County filings/taxes submissions
- Ms. Bouchard
  - Inquired about Windsor Grind cancellation at the Skate Park
    - Rescheduled for September 12<sup>th</sup>
  - Was not in town, but received feedback that the 4<sup>th</sup> of July fireworks were underwhelming,
    - Same show with same \$50,000 budget

E. ADJOURN

**MS. HAMMER MOVED TO ADJOURN. MS. LABUS SECONDED THE MOTION.  
MEETING WAS ADJOURNED AT 7:59 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist

  
Name/Board Chair

10/1/24  
Date