



PARKS, RECREATION, AND CULTURE REGULAR MEETING

December 3, 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 (November 5, 2024)

C. BOARD REVIEW/DISCUSSION

1. Athletics Team Presentation
2. 2025 Budget 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

November 5, 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 6:00 PM

1. Roll Call

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

Mark Leach – School Board Liaison (absent)
Ken Symsack – Town Board Liaison

Also Present: Wade Willis – Open Space & Trails Manager
Bobby Warner – Recreation Manager
Craig Ellingson – Parks Operations Manager
Ken Kawamura – Town Forester
Byron Brakke – Parks 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. MS. LABUS SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

- Town Board Liaison/Ken Symsack
 - Work sessions have been based around budget, held budget retreat, mostly positive and receptive of asks and proposals
 - Board was able to help get a couple of rollerbladers from Windsor to Worlds, one of them won
 - Discussed the topic of firearms in Town Hall, conversation went well

- Weld RE-4 School District/Mark Leach
 - Work session last night, reviewing policies such as visitors at schools
 - School attendance will go down in current middle school with the addition of Ridgeline MS which will open up for next school year, means teacher positions go down, first opportunity for current staff to apply, both middle schools will go from about 700 to about 400 students, will host a hiring event in the summer, but will fulfill with in-house first
 - Culture and Climate survey was sent out to employees – overall, people are happy to be working in the district
 - Will attend CASB in December in Colorado Springs
 - Construction will start on the current administration building, staff will work at other sites within the district during that time

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from October 1, 2024

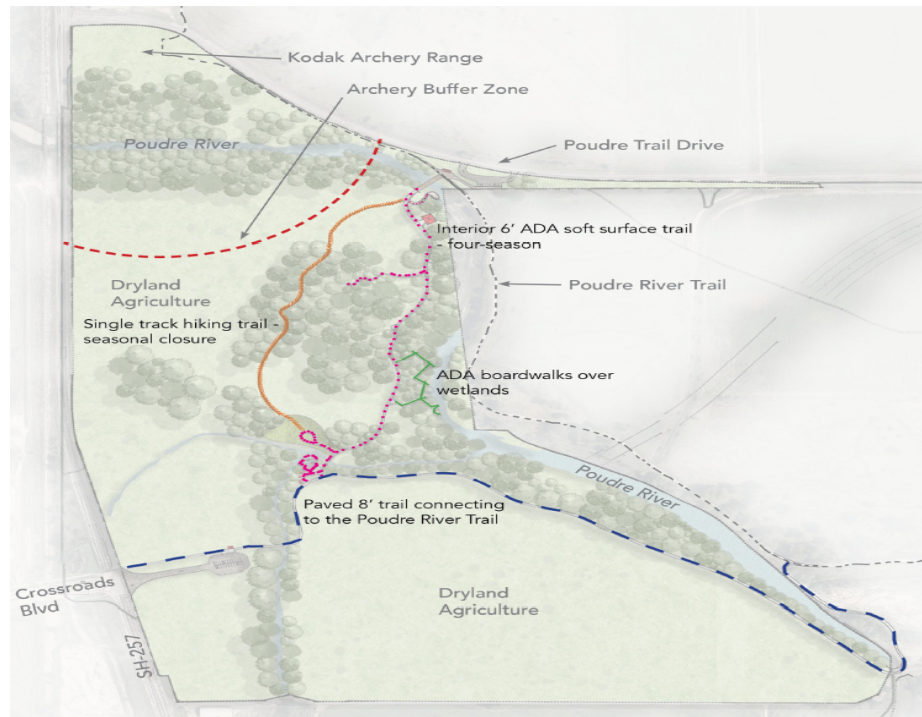
MS. LABUS MOVED TO APPROVE THE OCTOBER 1, 2024, MINUTES AS PRESENTED. MR. MASK SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

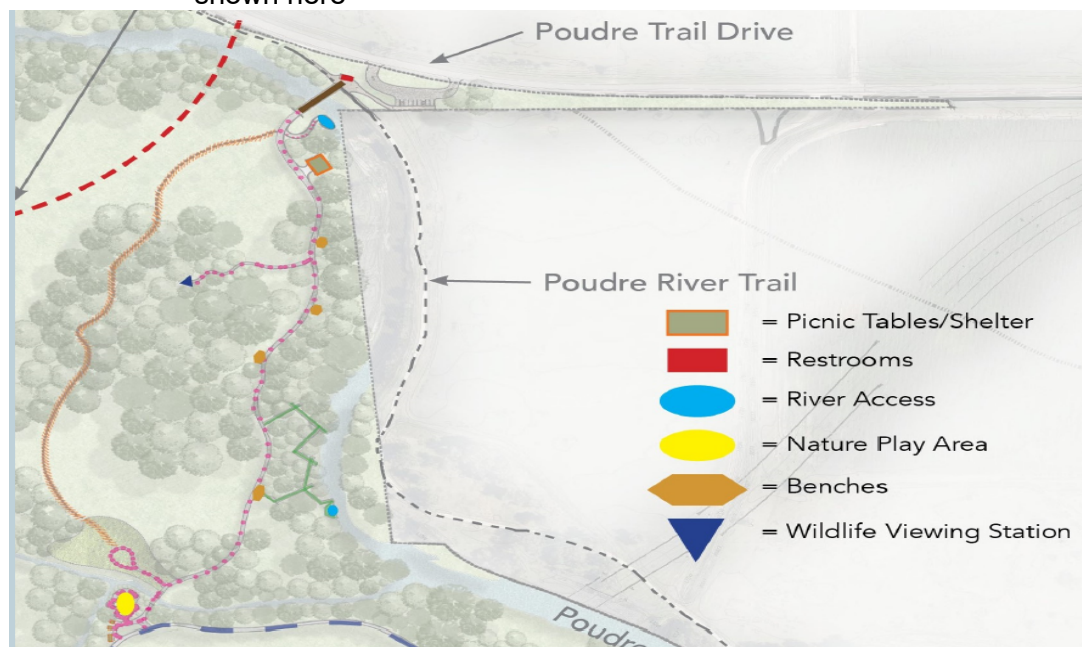
1. Kodak Open Space Master Plan Presentation/Darren Duroux – Connect One Design

- Goals of the Kodak 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 – What We Asked
 - Does this level of trail access meet the objective to balance human access with conservation?
 - Highlighted in the graphic are over 1.5 miles of proposed new trails
 - Dashed Blue = paved trail connected to the Poudre River Trail

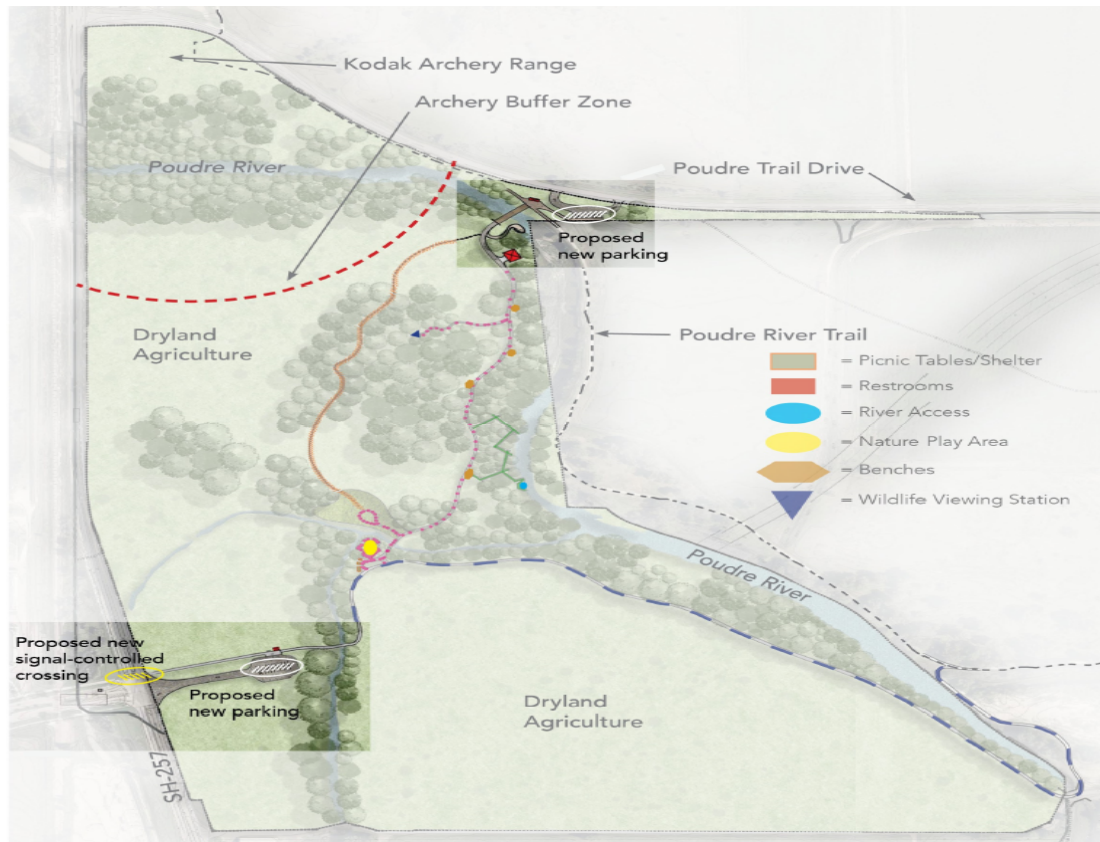
- Dotted Pink = 4-season soft-surface trail
- Hashed Orange = soft-surface single track closed seasonally for eagle nesting
- Green = boardwalks over wetlands



- Do these site amenities provide the right level of engagement for this open space site?
- Note – one of the proposed restrooms is outside of the map area shown here



- Do the new parking areas address the needs of the site?
- Does this new access point (crosswalk) address safety concerns, vehicular access?

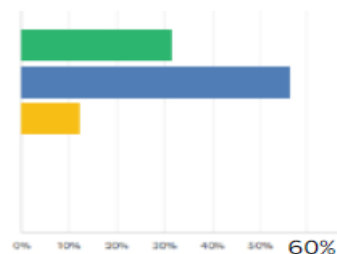


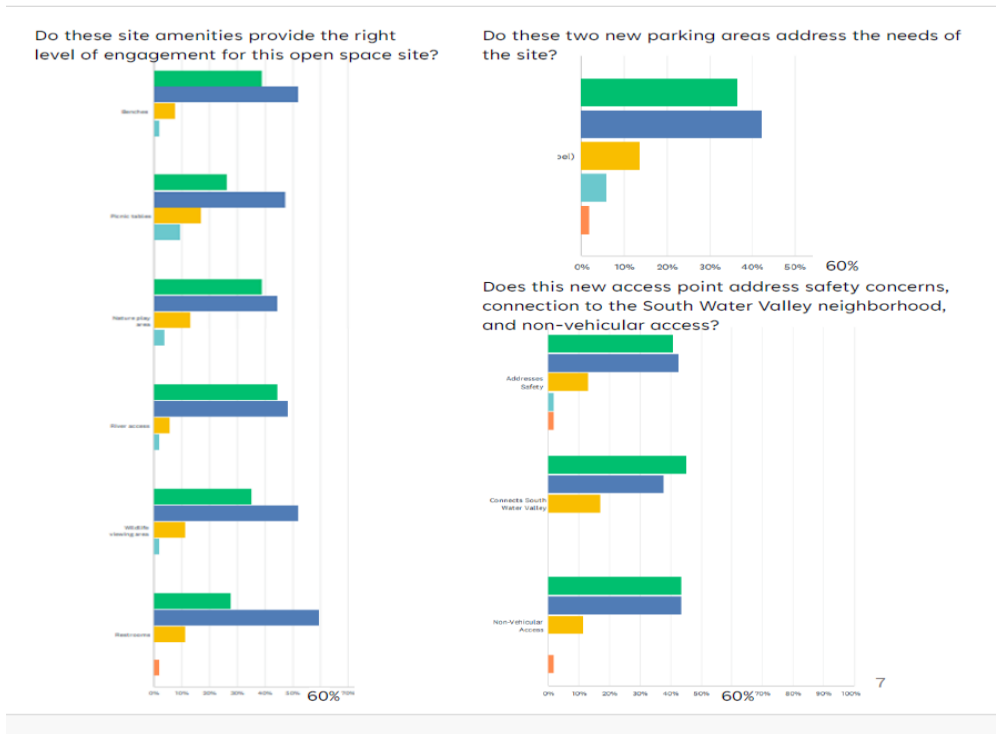
- Online Survey (open 2.5 weeks), advertised in utility billing insert, poster at trailhead, through social media and in the Parks & Rec newsletter
 - 60 responses received
 - 90% had visited Kodak multiple times

Response scale:



Does this level of trail access meet the objective to balance human access with conservation?





- Draft of Master Plan without Crossroads



- Draft Master Plan with Crossroads



- Ms. Bouchard inquired about flood management
 - Not in design currently, a big chunk of the site is in a flood plain, there are things you can do if a flood comes, like breakaway shelters
- Mr. Mask inquired about previous interest from Windsor-Severance and a fire station near by
 - This study has been able to ratify what the site is what it is intended for, the fire district has moved on to other locations, mining will potentially slow due to the value of the area as well
- Ms. Labus inquired about the anticipated timeline
 - Unknown at this time, usually use Park and trail development fees for a site like this, will look at other priorities that will take precedence, hopefully be able to start on small trail development, most likely five years out
- Mr. Leach inquired about the Great Western industrial future housing, Care Stream site
 - Great Western industrial park has already submitted plans for housing and commercial, Care Stream has nothing planned yet for their property, but is currently for sale

2. Potential Museum Acquisition

- Potential Acquisition No. 2024-005
 - (18) Photographs, digital, (15) signs in Windsor from the 2020

- pandemic lockdown, (3) photos of social distancing measures, photos taken by Walter Eskridge in Windsor in the spring of 2020
 - (2) Floor mats, one red with “wear a mask” and another blue with “wash your hands” printed on the front
 - (11) cloth masks, (6) handmade and (5) store bought including Kaiser Permanente mask and Colorado Public Radio mask
- Potential Acquisition No. 2024-006
 - (1) Document, historic Windsor Mill and Elevator Company Emergency Stabilization and Dry-In, Phase One Plans and Specifications for restoration of Historic Windsor Mill, July 2008, A-E Design Associates, PC Fort Collins, CO., Includes drawn layout of building with stabilization plan and email communications related to the project, donated by Windsor Planning Committee
 - (1) Metal Band-Aid sheer strips tin from 1957-1965, back of tin reads: “31 Assorted Adhesive Bandages. Band-Aid Trademark. Sheer plastic strips. The modern transparent bandage that blends with your skin. For best results be sure skin is clean and dry before applying. Good medical practice suggests changing bandage if pad becomes wet. Johnson + Johnson New Brunswick, New Jersey Made in USA. Sterile – Sterility guaranteed unless individual envelope opened.” Was used in a First Aid Kit found at the Recreation Center in 2024

MS. LABUS MOVED TO APPROBE THE RECOMMENDATION TO ACCEPT THE POTENTIAL ACCESSIONS (005 AND 006 2024) INTO THE MUSEUM’S PERMANENT COLLECTION AS PRESENTED. MR. MASK SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE.

3. Parks & Forestry Staff Presentation

- Craig Ellingson, Parks Operations Manager
- Forestry/Horticulture
 - Staff
 - Ken Kawamura, Town Forester
 - Blake McGrew, Forestry Tech III
 - Lynn Morales, Horticulture Tech III
 - Kayla Miller, Forestry Tech
 - John Brown, Forestry Tech
 - Conery Calhoon, Downtown Tech
 - What is Urban Forestry
 - Manage and maintain trees & shrubs in urban areas
 - Design, plant and maintain annuals & perennials
 - Risk mitigation
 - Liaison to Tree Board
 - Special events (Arbor Day, Sick Tree Day, Tree Plantings)
 - New development landscape inspections
 - Sustain trees for future generations
 - Tree City UAS since 1980
 - Wildlife habitat and development inspections
 - Planting and maintaining flowers pots in public areas around town
 - Street tree pruning & maintenance
 - Holiday lights installation

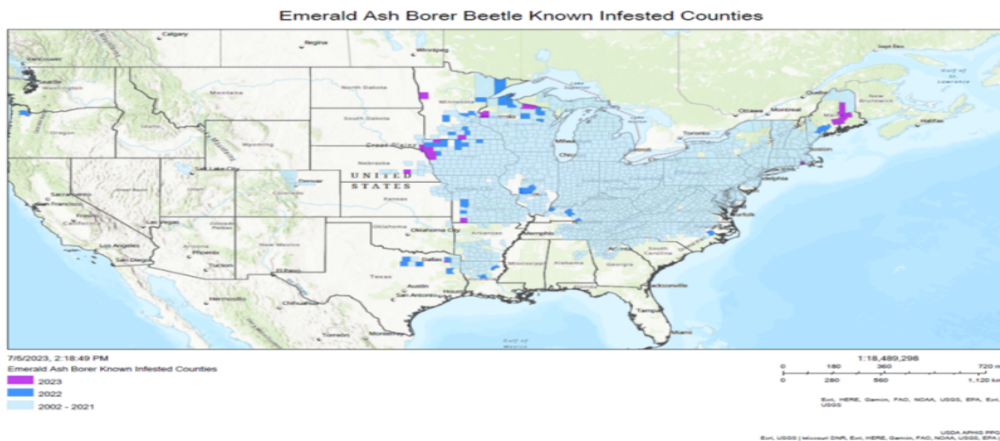
- 2024 by the numbers
 - Trees planted – 89
 - Trees pruned – 752
 - Trees removed – 70
 - Roundabouts maintained – 10
 - Annual flower pots maintained – 95
 - Treasure Island volunteer hours – 1649
 - Amount of produce donated to locals – 3765 lbs
- Emerald Ash Borer
 - Metallic green
 - D-shaped exit hole
 - Serpentine galleries
 - Symptoms of EAB on Ash



- Emerald Ash Borer vs. Lilac Ash Borer



- Confirmed locations in the U.S.



- Parks
 - Staff
 - Byron Brakke, Supervisor
 - Johnny Martinez, Parks Maintenance Tech II
 - Tori Scheuerman, Parks Maintenance Tech III
 - Miguel Godinez, Parks Maintenance Tech II
 - Broc Charleston, Parks Maintenance Tech I
 - Xavier Puga, Parks Maintenance Tech II
 - Liam Jardine, Parks Maintenance Tech I
 - Steph Pratt, Parks Maintenance Tech II/Cemetery
 - Jerry LeVay, Parks Maintenance I
 - Five Seasonal employees during busy park season
 - Community Parks
 - Boardwalk Park – 12.8 acres
 - Main Park – 9.2 acres
 - Facilities
 - CRC/Old Police Department – 7 acres
 - Town Hall
 - Public Services – 3 acres
 - Lakeview Cemetery – 11 acres
 - Neighborhood Parks
 - Aberdour – 4 acres
 - Bison Ridge – 2 acres
 - Brunner – 4.5 acres
 - Covenant – 3.5 acres
 - Founder's Green – 2 acres
 - Governor's Farm - .7 acres
 - Harmony Ridge – 3.3 acres
 - Jacoby Farm – 3 acres
 - Northern Lights – 5.6 acres
 - Poudre Heights – 5.2 acres
 - Village East – 3 acres
 - Windshire – 3 acres
 - Windsor Highlands – 7.5 acres
 - Westwood Village – 1 acre
 - Windsor Village – 2 acres
 - Windsor West – 2.7 acres
 - What we do
 - Keep parks green and clean
 - ❖ Irrigation maintenance
 - ❖ Turf management
 - ❖ Trash removal
 - ❖ Weed mitigation
 - Playground maintenance
 - ❖ Monthly inspections
 - ❖ Make repairs ASAP
 - ❖ Maintain safety surfaces
 - Help with events
 - ❖ Harvest Festival

❖ 4th of July

- Top 3 tasks worked on
 - 33% grounds/landscape maintenance
 - 17% turn maintenance
 - 10% irrigation
- Projects
 - Harmony Ridge Park Slide structure
 - Main Park irrigation
 - Founder's Green playground replacement
 - Windsor Highlands pickleball courts
- Future Projects
 - Windsor Highlands – relandscaping area around pickleball courts, new lateral heads, dirt work, sod laying in spring
- Harmony Ridge – adding more turfgrass areas, add more access to embankment slide and pump track
- Programming and installing flow sensors – adding flow sensors to parks where possible, replacing broken sensors
- Athletics
 - Saff
 - Phil Voelker, Supervisor
 - Anthony Sisneros, Tech II
 - Tyler Axelson, Tech II
 - Logan Kerby, Tech Hybrid II
 - 12 Seasonal employees
 - What the team does
 - Parks & sport field maintenance
 - ❖ Chimney Park & Pool – baseball softball, football, mowing, irrigation, custodial
 - ❖ Eastman Park – soccer, T-Ball, events, mowing, irrigation, custodial
 - ❖ Windsor & Severance High School Baseball/Softball Fields – field prep, painting, mowing
 - ❖ Severance Community Park Sports Fields – field prep for baseball, softball and football
 - ❖ Neighborhood Parks – painting for flag football and baseball
 - ❖ Severance Neighborhood Parks – painting for flag football and soccer
 - What we do on a typical day
 - This is a report we receive every morning informing us of the daily field rentals, this was taken from the weekend of July 5th this year

Res/Trans LIVE Weekend Field Schedule Daily Facility Schedule - Sports (Day)					Res/Trans LIVE Weekend Field Schedule Daily Facility Schedule - Sports (Day)				
Date	Facility	Day	Time Period	Location	Date	Facility	Day	Time Period	Location
44901	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #1	44785	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44902	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #2	44786	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44903	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #3	44787	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44904	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #4	44788	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44905	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #5	44789	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44906	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #6	44790	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44907	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #7	44791	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44908	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #8	44792	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44909	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #9	44793	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44910	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #10	44794	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44911	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #11	44795	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44912	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #12	44796	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44913	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #13	44797	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44914	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #14	44798	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44915	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #15	44799	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44916	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #16	44800	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44917	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #17	44801	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44918	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #18	44802	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44919	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #19	44803	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44920	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #20	44804	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44921	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #21	44805	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44922	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #22	44806	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44923	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #23	44807	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44924	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #24	44808	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44925	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #25	44809	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44926	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #26	44810	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44927	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #27	44811	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44928	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #28	44812	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44929	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #29	44813	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44930	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #30	44814	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44931	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #31	44815	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44932	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #32	44816	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44933	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #33	44817	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44934	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #34	44818	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44935	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #35	44819	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44936	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #36	44820	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44937	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #37	44821	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44938	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #38	44822	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44939	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #39	44823	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44940	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #40	44824	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44941	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #41	44825	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44942	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #42	44826	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44943	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #43	44827	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44944	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #44	44828	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44945	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #45	44829	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44946	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #46	44830	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44947	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #47	44831	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44948	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #48	44832	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44949	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #49	44833	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park
44950	Friday	5/10/2024	8:00am - 8:00pm	Chimney Park Field #50	44834	Saturday	5/10/2024	8:00am - 8:00pm	Eastman Park

- The work we do
 - Field prep for infields
 - ❖ Breaking down which staff is headed which direction
 - ❖ Identifying what materials everyone need to complete field preparation
 - ❖ Complete preps to the highest standards!
 - More than just ballfields
 - ❖ Everything outside of playing surfaces is our responsibility
 - ❖ Bathrooms, trash, mowing and irrigation
- By the numbers
 - Athletics Tasks ~ 2687 hours
 - ❖ Games ~ 1149 hours
 - ❖ Painting ~ 487 hours
 - ❖ Soccer Goal work ~ 100 hours
 - Other Park Tasks ~ 8100
 - ❖ Restrooms ~ 375 hours
 - ❖ Irrigation ~ 1780 hours
 - ❖ Playgrounds ~ 460 hours
 - ❖ Grounds ~ 2876 hours

D. COMMUNICATIONS

1. Staff

- No Report

2. Board

- No Report

E. ADJOURN

**MR. LEACH MOVED TO ADJOURN. MS. LABUS SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:28 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist

Name/Board Chair

Date