



## Parks Recreation & Culture Regular Meeting

April 1, 2025 - 6:00 PM

Public Services Facility

922 N. 15<sup>th</sup> 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  
Nick Mask/Co-Chair  
Jim Giffin  
Jean Labus  
Patrick Lightfoot  
Michael Nagl

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

Also Present: Tara Fotsch – Director PRC  
Bobby Warner – Recreation Manager  
Wade Willis – Open Space & Trails Manager  
Craig Ellingson – Parks Operations Manager  
Laura Browarny – Culture Supervisor  
Caitlin Heusser – Museum Curator  
Heidi Fuhrman – Museum Education 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. BOUCHARD MOVED TO APPROVE THE AGENDA AS PRESENTED. MR. MASK SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

##### 3. Liaison Reports

- Town Board Liaison/Ken Symsack
  - Conversations about disagreements among some DDA members
  - Two members from 911 Overwatch Organization, facility out by Aims, presented what they do, peer-support program for all first-responders, healthcare workers, police and fire
  - Policy discussions about Sammy's Law regarding puppy mills and sales in Colorado, started with Pet City in Fort Collins as huge feeder, Fort Collins passed a Bill to kick them out, trying to be proactive and finding the best way to go about it
  - Discussions about firearms in sensitive places
  - Possible improvements for Recycling Program, trying to find a hybrid approach between yard waste recycling program and Clean Up Days and how it can be more flexible, more cost-effective and

- less taxing on staff
- Roadway Action Safety Plan, net zero fatalities or serious accidents by 2050, sending out to public within the next couple of weeks
- Dig Smart Policy and bringing in fiber in smart way
- Developer challenging new resolution to not convert commercial into residential, current owner of property was going to set up a little easement unusable for commercial, wanting to off-set with different property, was upheld by Board, split decision
- King Soopers signed agreement on Monday, help with traffic flow and more pad sites
- Ongoing situation with Greeley saying Windsor breached the IGA, on Greeley's Town Board agenda tonight to pursue legal action
- Weld RE-4 School District/Mark Leach (via e-mail)
  - Principal interviews are underway for Mountainview Elementary
  - Cermen Williams has been hired as the Chief Academic Officer, she brings deep expertise, heart and vision to the role
  - District has opened a position for Director of Special Education
  - American Legacy Academy has indicated interest in expanding and adding a high school the district is gathering information on feasibility
  - Unified Showcase was a great and entertaining event for our community, WHS Unified team beat the City All-Stars
  - Board has approved requests for bids for Ridgeline Middle School weightroom equipment and walk-in freezer
  - Board voted to amend the policy allowing for a retirement bonus for employees that have over ten years in the district, it was no longer feasible to continue providing bonuses with the current financial climate and structure of state funding to the district, none of the surrounding districts provide this bonus, we have been doing something for decades that no one else has done
  - Congratulations to the WHS Boys Basketball team on their State Championship

#### 4. Public Invited to be Heard

- No Report

### B. CONSENT CALENDAR

#### 1. Minutes from March 4, 2025

**MS. LABUS MOVED TO APPROVE THE MARCH 4, 2025, MINUTES AS RESENTED. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

### C. BOARD REVIEW/DISCUSSION

#### 1. Tour of Collections Facility

- Caitlin Heusser/Museum Curator provided a tour of the facility and shared the process of how items are obtained, approved through the accession process, inventoried, cataloged and stored
  - Facility was completed in 2020, before completion all items were

- stored upstairs at the Art & Heritage Center or in Eaton House
- About 40,000 items minus what is on display or in the Museums buildings
- Fire suppression system that will release a gas that will not damage items
- Temperature and humidity controls, typically 71 degrees and about 35-36% humidity, suggested temp would be around 62 degrees, but with staff working in the building, try to keep it as low as possible while still making it comfortable

## 2. Potential Museum Accession Items

- Potential Acquisition No. 2005-001
  - Silver tea/coffee set for the “High-10 Great Western Sugar Beet Producer for Loveland G.W. Factory”
- Potential Acquisition No. 200-002
  - Color photograph of a man in a police uniform standing next to a police car, 1988
  - Color photograph of a group of police officers standing in the center of two police cars, 1983
  - Color photograph of a group of police officers standing on an outdoor staircase, 1986
- Potential Acquisition No. 2025-003
  - Book, “Dimpled Hands, Pictures & Rhymes for Chubby Pets, illustrations in Co or & Photogravure, Boston, DeWolfe, Fiske & Co”, 1893
  - Book, “the New American Children’s Annual, W.B. Conkey Company, New York-Chicago”, 1990
- Potential Acquisition No. 2025-004
  - Spiral bound book, “Kiwanis of Windsor, Colorado, The History, Windsor Kiwanis 35<sup>th</sup> Anniversary, Compiled by Richard Ivey, 2024
- Potential Acquisition No. 2025-005
  - Rug puller, found within the walls of the Dickey Farmhouse during restoration in 2024, imprinted “MFC J.N. Hinkle Columbus Ohio, 1880’s
- Potential Acquisition No. 2025-006
  - Collection of over 144 archival records from the Windsor-Severance Historical Society, including photographs, records related to the farmer statue, newspaper clippings, meeting minutes, and other documents related to the organization between the 1970’s and 2010’s

**MR. GIFFIN MOVED TO APPROVE THE RECOMMENDATION TO ACCEPT THE POTENTIAL ACCESSIONS (2025 001-006) INTO THE MUSEUM’S PERMANENT COLLECTION AS PRESENTD. MS. LABUS SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

## 3. Museum Strategic Plan/Jill Stilwell – Stilwell Cultural Consulting

- Presented to Windsor-Severance Historical Society last Monday, will present to WDA & Town Board in May and post to public in the next couple of weeks
- Windsor Museums
  - Citizens saved the 1993 Windsor railroad depot (1974)
  - Windsor Depot Centennial Museum opened 1976, by Windsor-Severance Historical Society
  - WSHS added four historic buildings to create Pioneer Village alongside the depot
  - Town of Windsor became owner/operator, 2003

- Old town Hal & collections came into the museum family in 2004
- Halfway Homestead and Eaton House will open under Windsor Museums in 2025/2026
- Windsor History Museum
  - 1882 Windsor train depot
  - 1885 schoolhouse
  - 1900's farmhouse
  - 1900's beet shack
  - 1900's chapel
  - Museum lawn
  - Art & Heritage Center
  - Collections Storage Facility
  - New sites – Halfway Homestead, 1902 Eaton House, Creamery Building



**Art & Heritage Center**



**Collections Storage Facility**



## **New Sites**

**Halfway Homestead**



**1902 Eaton House**



**Creamery Building**



- Strategic Plan Planning Process
  - Phase I – Confirm Work Plan & Communications
  - Phase II – Research and Discovery
  - Phase III – Community & Stakeholder Engagement
  - Phase IV – Plan Development
- Planning Activities
  - Research current conditions
  - Inventory existing cultural assets
  - Review accomplishments of 2013 Strategic Plan

- Town of Windsor Planning documents alignment
- Community Engagement
  - Interviews and focus groups
  - Community Survey
  - Engagement at community events
  - Work Sessions with key staff
  - Visioning Workshop
  - Presentations to key organizations – WSHS, WDS, Parks & Recreation Advisory Board
  - Public Input
- Town Council Study Session/Approval
- Strategic Plan Framework
  - Introduction
  - Overview of Windsor Museums (operations, programs & staffing)
  - Current conditions
  - Overview of planning process
  - Focus areas
  - Goals and action steps
  - Evaluation
  - Implementation chart
  - Appendix
- Alignment with Town Planning
  - Parks, Recreation & Culture Strategic Plan (2020)
    - Focus on planning and executing-Development Master plan for specific sites and business plans for all major functions and services
  - Downtown Master Plan (2024)
    - Location, purpose and activities of Windsor Museums are ideal in helping to achieve the Downtown Master Plan's vision to "...harness [Downtown Windsor's] potential as a fun, attractive engaging lifestyle hub"
  - Town of Windsor Comprehension Plan (2024)
    - Cultivating regional tourism downtown
    - Promoting arts and culture programming
    - Promote the history of Windsor through programming, activities and spaces
    - Support educational opportunities, lifelong learning and senior and youth services in Windsor
- Community Survey Highlights
  - 244 responses, 85% Windsor residents
  - Nearly 60% had visited Windsor History Museum at least once in last 12 months
  - Main reason for not attending was lack of awareness
  - 90% of those who did attend rated their experience as good or excellent
  - Art making, cooking programs, history programs were top additional programming interests
- Top 5 stories of most interest
  - Immigration (why people came, where they came from, how they influenced the community through history)
  - Famous events in Windsor's history
  - Prehistoric Windsor
  - Architecture and Historic Downtown
  - Native Americans who call this area home
  - Also rated highly engagement events
    - Nature and ecology of the area
    - Important/interesting people in Windsor's history
- Benefits to Our Community

- Would most like Windsor Museums to...
  - Be a fun place for the whole family to enjoy
  - Make learning and discovering new things fun
  - be a trusted educational institution
  - build community
  - be educational for kids
- A few statistics
  - 89% of Americans recognize museums as key contributors to economic vitality
  - In Colorado alone, museums contribute \$1.08 billion annually to the state economy
  - 97% of Americans believe museums are valuable educational assets for their communities
  - Cultural tourism is one of the fastest-growing travel sectors, making up 40% of global tourism (UNESCO)
  - Studies show 30% of adults choose travel destinations based on arts, cultural or heritage experiences, contributing directly to local economies (Americans for the Arts)
  - Students who attended a museum school tour demonstrated stronger critical thinking skills, displayed higher levels of tolerance and had more historical empathy and developed a taste for being a cultural consumer in the future
- Windsor Museums' Mission
  - To build community through creativity and discovery
- Windsor Museum's Vision
  - Windsor Museums is a vibrant regional destination inspiring creativity, discovery and community connections through exceptional, innovative experiences in distinctive historic spaces
  - As a cornerstone of the community Windsor Museums enhances tourism, energizes local culture and helps drive economic growth
  - Windsor Museums is recognized as a leader in the museum field, exemplifying best practices and setting the standard for what a regional museum can be
- Strategic Focus Areas
  - Improving visibility to strengthen impact and reach
    - Goals
      - ❖ Improve the physical visibility and attractiveness of Windsor Museums sites to draw visitors – create an inviting and welcoming Museum lawn and signage
      - ❖ Improve accessibility of Windsor Museums – ADA and equitable access of sites
      - ❖ Improve and expand marketing efforts and online presence – continue partnering with WDA, expanding digital presence, museum special events
  - Enhancing the visitor experience
    - Goals
      - ❖ Develop and expand educational programs and outreach for key museum audiences – bolster and expand school-aged and older active adult programming, align and build programming across Museums sites, expand programming (art making, history, gardening)
      - ❖ Improve and expand interpretation and exhibition at each site – update Depot exhibits, exterior interpretive signage at new sites, research and build partnerships to tell the stories of diverse communities
      - ❖ Ensure any new amenities, programs, outreach events or exhibits have appropriate level of additional staffing and resources before launching to avoid over extending existing

- staff and resources
  - Maximizing museum spaces for future success
    - Goals
      - ❖ Clarify responsibilities and strengthen coordination with Town departments on oversight and maintenance of Museums' historic structures
      - ❖ Ensure Collections Storage Facility meets museum standards for collection care
      - ❖ Improve infrastructure at Windsor History Museum
      - ❖ Fully activate the Halfway Homestead as a Museum site
      - ❖ Implement Art & Heritage Center second floor renovation
      - ❖ Explore usage of Creamery Building
      - ❖ Continue to explore the Museums future facilities and space needs, viability and priorities
    - Organizational planning and development to build capacity
      - Goals
        - ❖ Increase staffing levels overtime to support on-going and expanded programming, exhibitions, services, operations and museum sites
        - ❖ Increase volunteerism at Windsor Museums
        - ❖ Consider reorganizing the Museums/Culture Division within the Parks, Recreation and Culture Department
        - ❖ Increase and diversify revenue to support the educational and community-building mission of Windsor Museums – Town support, community-based revenue generation, research programming fees, non-resident/out-of-district fee, future fundraising planning
        - ❖ Enhance communication and collaboration across the department
- Mr. Nagl – once the plan is in place, how often to do reevaluate the goals, measurables and objectives
  - On an annual basis, create action steps, will be used for staff as a work plan, truly is a “living” plan where things may need to be changed based on circumstances
- Ms. Labus – very thorough and thoughtful with lots to do, is there a plan for prioritizing or order for what will be approached first
  - Organizing plan into short-term (2025-2026), mid-term (2027-2029) and long-term (2030 and beyond), looking at trigger points and resource impact
- Mr. Lightfoot – one goal is increasing volunteerism, is there a specific percentage or need
  - Require a lot of time up front, ideas of where to use, current capacity not available, future for docents, garden building a program and then expansion, there is a push for the Volunteer Program, but Maddi Cheek is only current staff, how to cross reference with other departments and staff, job description that includes a small portion for volunteer implementation
- Mr. Willis – where is Windsor compared to Fort Collins as far as the support/funding
  - Staff hired to run volunteer programs, lots of fundraising, opportunities for Windsor are prominent as the Museums grow
- Ms. Bouchard – possibility for full-time Volunteer position within the town
  - Town has been conservative with staffing, only 12-13 additions each year town-wide, not on the plan for next year, huge projects coming up which will need additional support, changing expectations for staff to coordinate volunteers without adding another position, adding other museum positions might be more important – educations,

- collections to free up time for some staff, continue to tell the story of value
- Ms. Bouchard – has this plan been brought to the Historic Preservation Committee
  - They are working on their own Strategic Plan and other buildings that are not owned by the Town, downtown area focus, avoided mentioning preservation in the plan, unless it one of the currently owned buildings
- Ms. Browarny – side goal of the plan is to have a framework in place in order to determine staff taking on more and the justification of priorities

## D. COMMUNICATIONS

### 1. Staff

- Mr. Willis
  - Maddi Cheek and Christine Ginnity hosted the Treasure Island Demonstration Garden Volunteer Kick Off, about 50 volunteers in attendance, one-third new volunteers, expand into Wetland area
  - Kyger is about 90% done, push for late May grand opening, waiting for water
  - Yesterday spent \$20.9 million for new land acquisition, huge team effort, moving towards 1,300 total acres of open space, press release tomorrow
- Mr. Ellingson
  - April is Arbor Day Month for the Forestry Division and Tree Board, school celebrations at Grandview and Orchard Hill on April 18th, Tree Sale on April 19th – can be purchased online or Rec Center
  - Davey Tree Group around Town – inventorying for Tree Keeper data base to manage the urban forestry, currently inventoried 2,600 trees, goal is 5,500 trees
  - Turf renovation for Aaron Cook field at Chimney Park, completed in 4-6 weeks
  - Staff working on spring clean-up and growing season
  - Robotic mowers – training and learning the parks
  - Irrigation start-ups this week and next and dependent on HOA's water sources
  - Field maintenance for tournaments
  - Main Park playground replacement will start end of this month or early next month
- Mr. Warner
  - New and improved Activity Guide, saw a decline in registrations, included all program/event information, printed copies, ADA compliance
  - New app for Windsor Parks, Recreation & Culture – entry to CRC for memberships, one stop shop for registration and PRC information
  - Spring sports started, weather can always be an issue
  - Thanks to Jill Stilwell and the Museums team for all the hard work on the Strategic Plan, new facilities and opportunities coming up
  - Camp Windsor – spring break camp, summer at CRC and NoCo Sports, getting a new bus to help with transportation
  - Gearing up for summer across the Department
- Ms. Fotsch
  - Finalizing contract for Main Park bathroom fire and total costs, suspects turned themselves in, All Phase Restoration will do the work
  - North Campus Park awarded to BHA Design, kick off meeting this week
  - Interviews for facility study awarded to RDG, architect for CRC expansion, kick-off next week

- Working on CAPRA reaccreditation standards
- Dickey and Eaton hopefully done in next two weeks, lots of change orders – signing three-year lease with Poudre Heritage Alliance for office space upstairs in Eaton House, will staff Memorial to Labor Day as a visitors' center
- Finalize with contract with Halfway House, working with Infusion Desing
- Landscape Plan around the Museums, documents from 2017, construction this fall

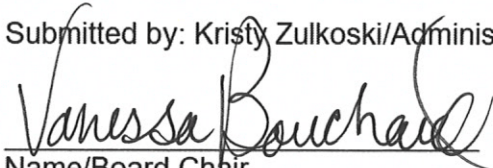
2. Board

- Mr. Lightfoot
  - Ribbon cutting for Traverse Church on April 16<sup>th</sup> at 11:00 am, will send email invite
- Ms. Bouchard
  - Attended meeting about Strategic Plan for Cascadia Falls, City Manager for Greeley and Martin Lind in attendance, a lot of frustration from residents about infrastructure and growth for growth's sake, rather than taking care of on-going issues, created a 501-3c for funding and tax advantages, concern is the connection to Windsor and use of water, trails, etc. and are they communicating with Windsor
    - Mr. Symsack – has learned how little we receive from property taxes, need to have sales tax coming in, won't be able to increase property taxes since no one will agree to it, dispute between residential vs. commercial, need to offset revenue from commercial and be fiscally responsible, Lind's project is on Mr. Hale's radar
    - Ms. Fotsch – too early for communications from Windsor concerning trails, connectivity, Parks, Recreation & Culture
  - Had a conversation with Ms. Fotsch and Ms. Martin about IGA's with schools specifically Windsor Charter Academy and represented at art show and other events/activities, no current IGA with WCA, had reached out to the Board and Rebecca Teeples, fully open to discuss and offer facility use
    - Ms. Fotsch – Rich Warner/WCA parent reached out and asked us to contact Chris West/Athletic Director, in mid-March Ms. Fotsch asked to send times to set up a meeting, have not heard back, with an IGA you look on how partner and utilize space, so it's a win for both sides, have Rebecca Teeples reach out

E. ADJOURN

**MS. LABUS MOVED TO ADJOURN. MR/ NAGL SECONDED THE MOTION.  
MEETING WAS ADJOURNED AT 8:09 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist

  
Name/Board Chair

5/6/25  
Date