



Parks, Recreation, and Culture Regular Meeting

October 4, 2022 - 6:00 PM

Community Recreation Center, 250 N. 11th Street Windsor, CO
80550

MINUTES

A. CALL TO ORDER

MS. FOTSCH CALLED THE MEETING TO ORDER AT 6:03PM

1. Roll Call

Present: Nick Mask - Board Chair(absent)
Michael Nagl
Patrick Lightfoot
Lainie Peltz(absent)
Heidi Hammer
Patrick Miller - Weld RE-4 Liaison(absent)
Ken Bennett - Town Board Liaison(absent)

Also Present: Tara Fotsch - Deputy Director PRC
Kendra Martin - Operations & Facilities Manager
Wade Willis - Open Space & Trails Manager
Bob Worthen - Parks Operations Manager
Bobby Warner - Recreation Manager
Ken Kawamura - Town Forester
Matt Kraus - Business Supervisor
Kristy Zulkoski - Administrative Specialist
Erik Weesner - Administrative Analyst
Karen Frawley - Town Clerk
Barry Wilson - Town Board

DUE TO NOT MEETING THE QUORUM REQUIREMENT (AT LEAST 4 BOARD MEMBERS), AGENDA INFORMATION WAS PRESENTED/REVIEWED TO THOSE IN ATTENDANCE, NO VOTING OCCURED.

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

NO VOTE

3. Liaison Reports

Town Board Liaison

- Barry Wilson – in attendance for Ken Bennett
 - Traffic - \$15 million surplus, COVID, big cuts in projects, but sales tax \$30 million, Eastman Park Drive and 7th, resurface Harmony to 4 lanes, roundabout at Colorado Blvd. and Crossroads, additional road connections, pedestrian crossings
 - Parking – bought two new properties near Boardwalk Park and creamery building, added more on-street parking, added 146 spots, will continue to add as growth continues
 - Budget – maintain reserves, huge proponent of PRC Department
 - Wage Study / Plan for Staff – 157 out of 210 employees were below range,

eligible for up to 5% merit increase, investing in current workforce, attracting new employees, benefits package compared to other municipalities

Weld RE-4 School District

- NO REPORT

4. Public Invited to be Heard

- NO REPORT

B. CONSENT CALENDAR

1. Minutes (July 5, 2022)

NO VOTE - WILL BE ADDED TO THE 11.01.2022 AGENDA

C. BOARD REVIEW/DISCUSSION

1. CivicClerk Training

Karen Frawley/Town Clerk

- Board Members were introduced to CivicClerk with demo, set up personal accounts for the Board Portal, training packet emailed to all

2. PRC Business Team Presentation

- Matt Kraus / Business Supervisor
 - Public Services - Parks, Recreation & Culture & Public Works
 - Budget
 - Benchmarks
 - Cost Recovery
 - Accreditation Manager
 - Commit Daily Business to Finance
- Erik Weesner / Administrative Analyst
 - Daily Reconciliation
 - Accounts Payable
 - Monthly Membership Billing
 - Cost Recovery
 - Sales Tax
 - Benchmarks
- Kristy Zulkoski / Administrative Specialist
 - Public Services Admin. Support
 - Board Liaison - PReCAB & Tree Board
 - CAPRA Accreditation Team
 - Envisio / Strategic Plan

- Reduced Fee Program
- Fee Study
- Activity Guide
- By the Numbers
 - 21 individual Operating Budgets (10 PRC, 11 PW) Total: \$11.5 million
 - PRC average over \$1 million in revenue annually since opening CRC
 - Currently 22 households benefit from Reduced Fees Program (24 adults, 39 children), \$13,405 awarded
 - 154 standards must be met for CAPRA Accreditation
 - Monthly billing - 77 ACH, 850 credit card memberships
 - Depending on the season, 75-100 invoices paid per week
 - Reconcile daily business for 4 locations (CRC, Windsor Lake, Chimney Park Pool, Eastman Park River Experience)
 - 100 + individual benchmarks
 - 3 Activity Guides per year

3. Park Improvement Fund Proposed 2023 Budget

- Eastman Park South - Riverwalk Phase II Funding
 - Total Phase II \$4,400,000
 - Land acquisition \$500,000
 - Cash / Fee in Lieu Fund
 - Construction
 - NISP \$2,000,000
 - Community Park Fund \$1,475,000
- Neighborhood Parks
 - Halfway Homestead Site Construction \$1,300,000
 - Includes Farm House & Halfway House Renovation
 - Applying for grants for Farm House Renovation
- Open Space
 - Kyger \$1,000,000
 - Parking lot expansion
 - Additional trails
 - Boat access
 - Fishing Piers
 - Wildlife viewing areas
- Conservation Trust Fund
 - Poudre Trail System
 - Flood resiliency plan \$75,000
 - Poudre Trail Re-Alignment Project \$544,000 (TAP Grant)
 - Year 2 of 3 project
 - Design only in 2022 (\$100,000 Town Match)
 - 2023/24 Construction (\$158,041 Town Match)
 - Trails
 - Wayfinding Signage \$26,000
 - Grant from Poudre Trail \$21,000
- Capital Improvement Fund
 - Chimney Park & Pool Upgrades
 - Chimney ball field playground replacement \$200,000
 - Pool heater replacement \$100,000
 - Main Park Upgrades
 - Horseshoe pit renovation project \$50,000

- Resurface pickleball courts \$85,000
 - Pickleball Club will raise \$15,000 for project
- Community Park Improvements
 - Eaton House construction \$470,000 (carryover from 2022)
- Public Art
 - \$100,000
 - Continue Art Live! Events, 4-6 events, \$2,500 per event
 - Prioritize Northwest Windsor District for majority of projects
 - Greeley #2 Ditch Trail \$50,000
 - Halfway Homestead \$30,000
 - \$10,000 contingency

D. COMMUNICATIONS

1. Staff

- Ms. Martin
 - Facilities team has moved under PRC, Jason Price/Facilities Supervisor now housed at CRC
 - Reorganization with Front Desk positions, holding interviews to provide growth and potential within the team, will add two new coordinator positions within the next couple of weeks
 - Shutdown Week – pool, painted, floors in gyms and fitness rooms, changed out workout equipment, new bathroom stalls
 - Membership numbers going up, currently at 6,653, still receiving some cancellations due to CRC being too busy, will continue to look at that more specifically and how to accommodate if needed
- Mr. Kawamura
 - Tree Board – Main Park Tree Walk for about 30 participants from the public in August, September meeting was held at Lakeview Cemetery for annual tree/park inventory, harder hit area from tornado, therefore, a lot of new plantings and replacements, working with Volunteer Coordinator for volunteer tree planting event at Village East Park on October 22nd
 - Blake McGrew has been busy with rotation pruning, try to hit every tree every 4-7 years cycle, enjoying his new chipper
 - Lynn Morales removed spring/summer annuals from pots around town and replaced with fall plantings
- Mr. Warner
 - This past weekend was busy, as usual, with multiple sports offerings at several locations around town, BioBlitz, and large special event at Boardwalk Park
 - Continued growth and participation, while staff numbers don't always increase
 - Please continue to advocate for PRC as an advisory board member
- Mr. Worthen
 - Craig Ellingson is the new Parks Supervisor, came from the recreation side, has done a lot of learning already and striving in his new role
 - Main Park - budgeted \$300,000, bid came in at \$1 million, moving forward with subcontractors and doing renovation rather than replacement
 - Staff preparing for snow, attended Regional Snow Conference for three days

- Mr. Willis
 - Friends of Windsor Open Space, help promote the open space tax initiative that will be on the November ballot, this Saturday High Hops releasing Open Space & Trail Ale, donating one dollar from every sale to the campaign
 - Poudre Pour event at Boardwalk Park on October 15th
 - Partnering with Museums for #2 Ditch Trail Trivia, QR codes all along trail, scan to receive points for answering questions, enter to win prizes, receive t-shirts for participating
 - Projects on hold due to permitting constraints, delayed until next fall due to flood cycle
 - Comprehensive Planning meeting on Thursday from 4-7pm
- Ms. Fotsch
 - With extra dollars from Covid/Cares Act, Economic Development purchased a tracking program software, can look at charts for average attendance for specific programming/events, concerts drew in about 2,500 people each week
 - High Hops releasing Sugar Beet Rum in support of Museums
 - All new playground equipment has been ordered for Boardwalk Park replacements
 - Safety Study is still in progress
 - Ribbon Cutting for mural at 408 Exchange, next Friday from 5-7pm, live music
 - Next Saturday is operations budgeting day

2. Board

- Mr. Nagl
 - Inquired about the prairie dogs by lake
 - Mr. Willis contacted land owner, Rocky Mountain Pest Control took care of issue
 - State golf tournament happening at Pelican

E. ADJOURN

MS. FOTSCH ADJOURNED THE MEETING AT 7:36PM


Name

12/6/2022
Date