



PARKS, RECREATION, AND CULTURE REGULAR MEETING

February 7, 2023 - 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 from December 6, 2022

C. BOARD REVIEW/DISCUSSION

1. Board Elections
2. 2023 Goal Setting Session
3. Kyger Reservoir Project 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, and Culture Regular Meeting

December 6, 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 6:00PM

1. Roll Call

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

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
Kristy Zulkoski - Administrative Specialist
Scott Ballstadt - Director of Planning
Jeremy Call - Logan & Simpson

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

MR. LIGHTFOOT MOVED TO APPROVE THE AGENDA AS PRESENTED. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Liaison

- Ken Bennett
 - Approved the budget
 - Concern from residents on where the money from newly approved OST tax will go, created as a designated fund, important message to send out to build trust
 - Arts Commission – latest mural completed in Community Recreation Center lobby

Weld RE-4 School District

- Patrick Miller
 - School Bond passed

- Thanks and appreciation to many people in this room and throughout the community for all of their help and support
- Two new elementary schools, new middle school, two additions to high schools, CTE Center at Severance High School and other facility/building updates and improvements all happening over the next 3-4 years
- Ground breaking for elementary schools scheduled for March, Peakview site will go first and Raindance site will follow about 6-8 weeks after, should be completed for opening for the 2024-2025 school year
- New middle school construction will be opening in 2025-2026
- Many building improvements will occur at some of the older facilities throughout the summer including Windsor Middle School and Tozer Elementary
- Getting into preliminary discussions about budgeting for next school year with focus on mill levy override
- School Board Vacancy for District A – term would go through 2025 and then up for election
- Gearing up for Christmas Break

4. Public Invited to be Heard

- NO REPORT

B. CONSENT CALENDAR

1. Minutes (July 5, 2022 & October 4, 2022)

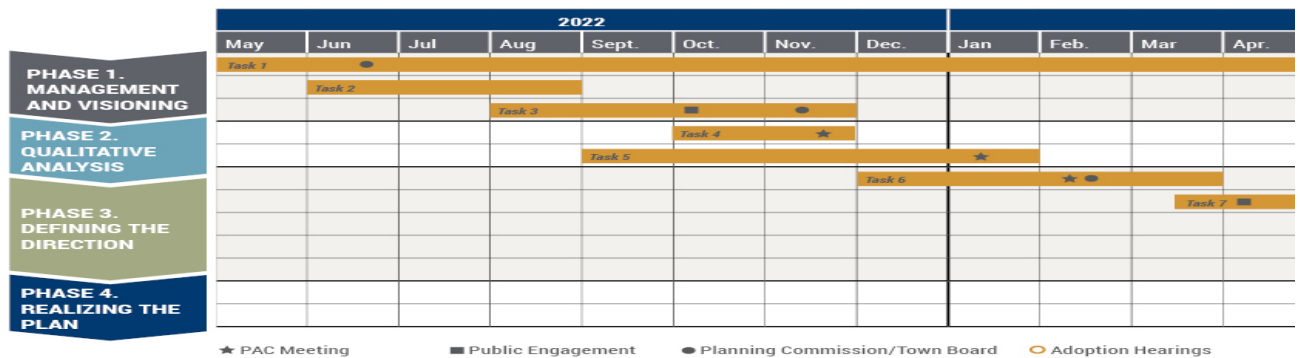
MS. PELTZ MOVED TO APPROVE THE JULY 5, 2022 AND OCTOBER 4, 2022 MINUTES AS PRESENTED. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Town of Windsor Comp Plan Presentation

- Last adopted in 2016
- What is the Comprehensive Plan?
 - The primary planning document for the community
 - It is a long-term, strategic plan with a guiding vision and strategies
 - It shapes decisions related to new development, redevelopment, programs, and services
 - It focuses on enhancing the Town's long-term vitality
 - Why Update the Plan?
 - To create a plan that focuses on the future of Windsor
 - To more accurately address current standards, goals, and future needs
 - To engage with the public and define the community's vision for the Town of Windsor
 - To identify measurable and realistic implementation strategies to achieve the community's vision
 - Process and Timeline
 - Phase 1 – Management & Visioning/Kick-Off Events – Summer/Fall 2022
 - ❖ Tasks – Project initiation, public engagement plan
 - ❖ Public Engagements – Questionnaire #1, speaker-panel event, community interviews

- Phase 2 – Qualitative Analysis – Fall/Winter 2022
 - ❖ Tasks – Audit of current comprehensive plan, existing conditions and trends analysis
- Phase 3 – Defining the Direction/Choices & Charrette – Spring/Fall 2023
 - ❖ Tasks – Opportunities & fiscal impact analysis, policy framework development, management and implementation plan
 - ❖ Public Engagement – Questionnaire #2, choices & priorities charrette
- Phase 4 – Realizing the Plan/Public Review – Winter/Spring 2024
 - ❖ Tasks – Draft plan, final plan
 - ❖ Public Engagements – Questionnaire #3, draft plan event, adoption hearings



- Speaker Panel Event – Friday, October 6th @ Pelican Lakes Resort
- Visioning Survey

What do you LOVE most about Windsor?

Note: Words appearing larger were found more frequently in responses.



Describe the best version of Windsor. What positive changes can you envision for your community over the next 20 years?

Note: Words appearing larger were found more frequently in responses.



➤ Plan Audit

https://survey.alchemer.com/s3/7064792/Town-of-Windsor-Comprehensive-Plan-Audit



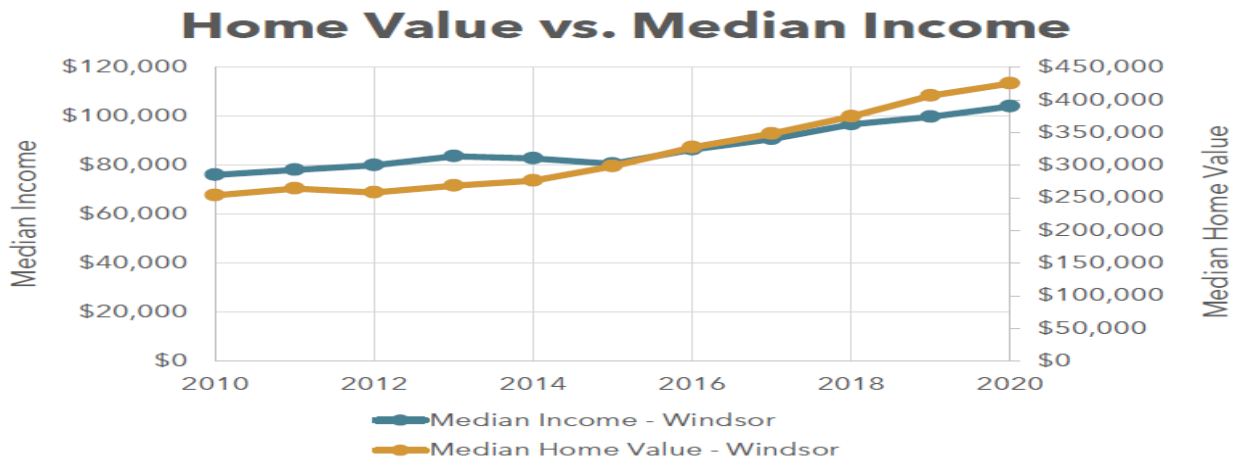
Town of Windsor Comprehensive Plan Audit

As users of the Windsor Comprehensive Plan and other Town/regional plans, your experience with the existing visions, goals, and objectives are invaluable to the Town's planning process. As you respond to this questionnaire, we ask you to consider if this direction is still realistic, how the statements may be strengthened, and if there is anything missing. Your input will be considered alongside the guiding elements of other recent plan and studies.

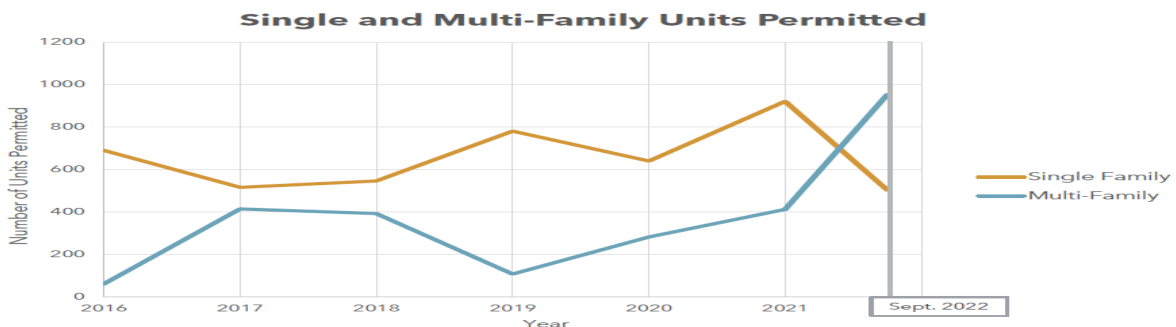
Note: Starting on the second page, you may save your progress and come back to it at a later time by clicking on the "save and continue later" button located at the top of each page. For reference, [here is a link](#) to the full Comprehensive Plan.

- Before you begin, please provide your name. *
Name
- What is your relationship with this planning effort?
-- Please Select --
- Which, if any, of the Plan's sections do you regularly refer to? Please select all that apply.

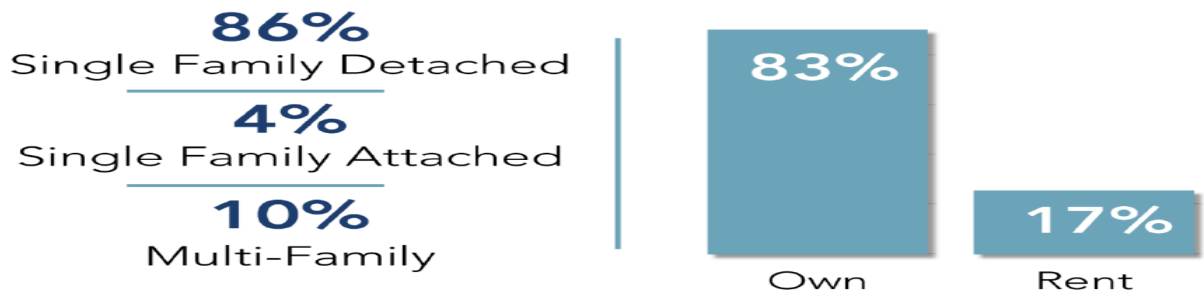
➤ Existing Conditions and Trends



- ✓ The median home value is outpacing the median income for the Windsor area, this will decrease housing affordability, pushing the population out of home ownership and into renting or looking for housing elsewhere



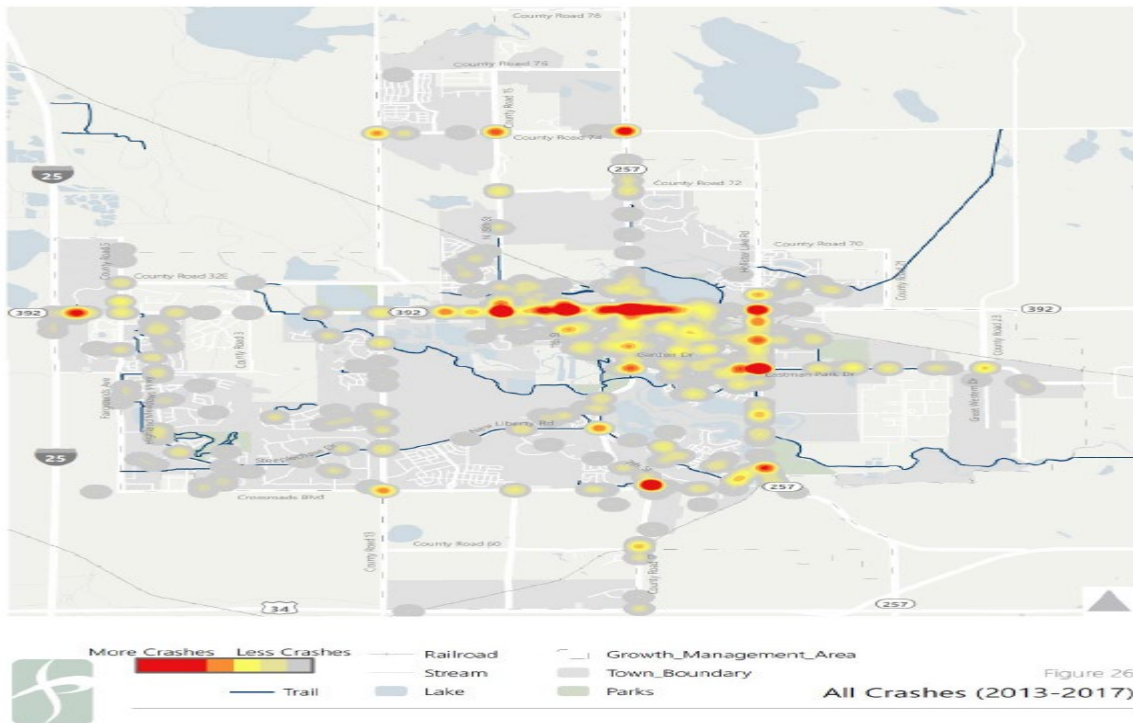
- ✓ Windsor is currently experiencing rapid population growth and development pressure, as shown in the increasing number of single-family building permits, Windsor is primarily building single-family homes with a large increase in multifamily over the course of 2022 and not much commercial or industrial



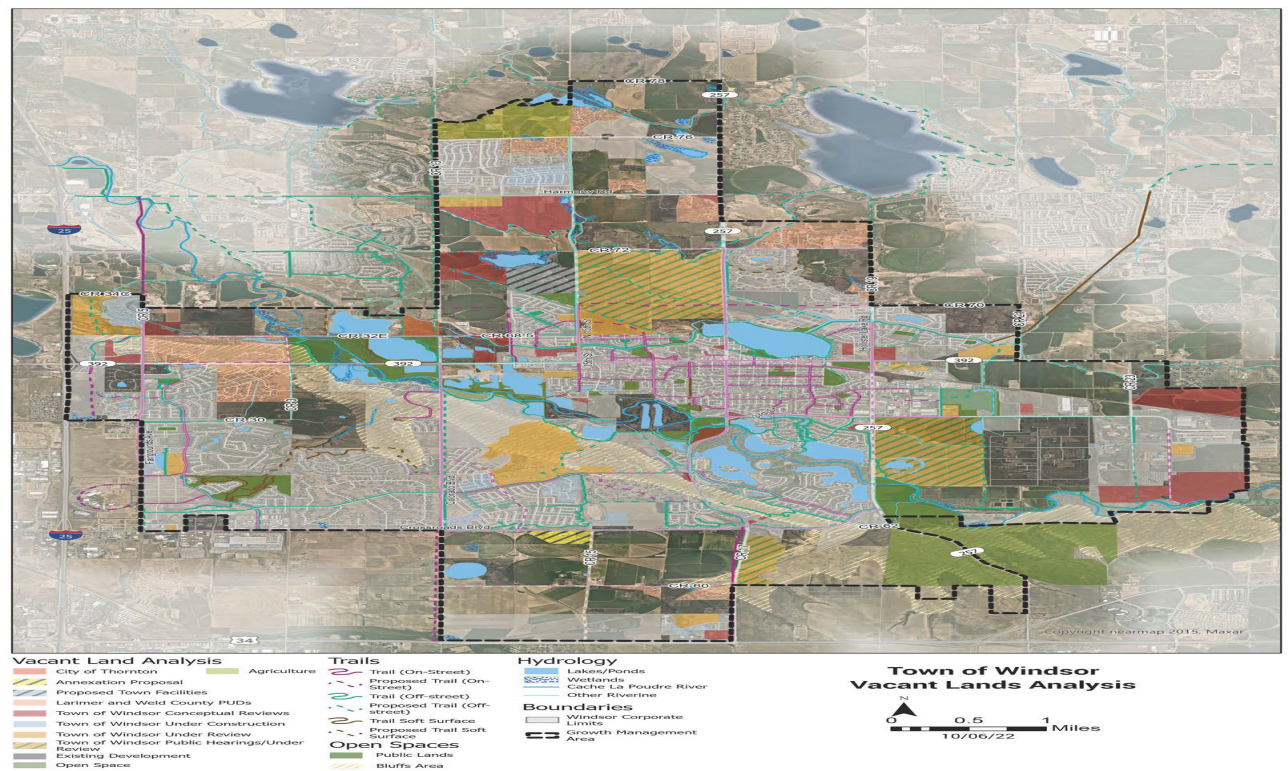
- ✓ Windsor has an abundance of single-family housing, but little diversity in other housing categories, multi-family housing caters to young professionals and senior and allows for a flex transition between homeownership and renting



- ✓ This shows how efficient a property is in terms of tax production, the downtown has a spike in value compared to its surroundings, representing a more potent area of tax production, the more compact development and slight increases in density help produce the bump in productivity, residential areas in southern and western portions of town also have higher productivities, likely due to newer development with larger houses on each lot



➤ Opportunities Analysis



- ✓ What are the biggest challenges currently facing the town?
- ✓ What issues might arise in the future if not addressed now?
- ✓ What projects or priorities is your board currently working toward?
 - ❖ Mr. Warner - Additional Recreation Centers
 - ❖ Mr. Lightfoot – All residents being able to participate in recreation activities

- ✓ As we prepare for our next round of public engagement (Spring 2023), what are the best locations to consider? How can we build momentum on the process and get people engaged?
- ❖ Board – Coaches/parents meetings, concerts in the park, CRC during busy times, Activity Guide

2. Museum Accession Items

- Potential Acquisition No. 001-2022
 - (1) Blotting paper, “McCaull-Dinsmore Co.”
 - (1) Book of check stubs, Nov. 05, 1903 through Feb. 22, 1903
 - (1) Bill of landing, Nov. 16, 1904 or Windsor Mercantile delivery
 - (1) Invoice from Pueblo National Bank to Windsor Mercantile, Nov. 04, 1901
 - (13) Balance Sheets from Windsor Mercantile between Feb. 1902 through April 1904
 - (2,441) Returned checks written by the Windsor Mercantile, 1901-1905
 - (3) Ledger books, accounts and purchases from the Windsor Mercantile Co., Jan. 1890-April 1890, Feb. 1901-Sept. 1901, Feb. 1890-Sept. 1899 on onionskin paper
- Potential Acquisition No. 002-2022
 - (1) High School Letter, “W” with three pins, “WHS ‘62”, “MGR”, and a football
 - (1) High School Sweater, yellow, Windsor High School, W letter, band emblem, yellow with 7 pins from various high school activities, Rainbow Girls, 4-H, Quill and Scroll Honor Society, Y-Tee, Pep Club 1963, Girl Scouts
 - (1) Pin, U.S. belonging to Robert Buxmann, US Marine Corps, stationed at Pearl Harbor, Robert Buxmann moved to Windsor in 1949
 - (1) Navy Uniform, shirt and pants, 1954-1958, worn by Eugene Rider, served in Mediterranean, north Atlantic and Pacific, plank owner and served aboard USS Monticello and USS Begor, Gene Rider is originally from Kansas but has lived in Windsor since 1960
 - (1) High School Letter, “W”, belonged to Bill Buxmann, class of 1964
- Potential Acquisition No. 003-2022
 - (58) Photographic prints of Jacoby Farm/Dickey Farm/Historic Halfway Homestead and negatives of images
 - (1) Thumb drive with 118 digital documents including photographs and documents associated with the Dickey/Jacoby families and Steven Fancy book about the Halfway House
- Potential Acquisition No. 004-2022
 - (1) Image of likely Jacob Hettinger, charcoal enhanced photograph
 - (1) Photograph of six Hettinger children, four girls, two boys, circa early 1900's
- Potential Acquisition No. 005-2022
 - Wood Chisel made from farrier rasp, made by blacksmith Ted Starck and given/used by Dr. Sabin, inscribed on one side of metal reads, “made by Ted Starck 1944 for C.W. Sabin”
 - Glasses on gold hairpin chain with case, “Brannon Bros., Jewelers and Opticians, Loveland, Colo”
 - Pricing book from Windsor Hardware, includes prices for Fire Brick .15/lb.; Soil Pipe Fitting; stock tanks; etc.
 - (3) Completed time books from Windsor Hardware Supply Company, 1958-1965
 - (14) Photographs, color, documenting the removal of church bell at St. John's Evangelical Christian Church
 - Clevis, large metal, made by blacksmiths Fred Pinkerton and Ted Starck, Pinkerton taught Starck the blacksmithing trade, they made this clevis together as a training exercise, made from a single metal rod

- Potential Acquisition No. 006-2022
 - (1) Basketball circa 1920's, leather, basketball of the era in which the Windsor Wizards on the 1924 Championship
 - (2) Basketballs, circa 1972, American Basketball Association
- Potential Acquisition No. 007-2022
 - Cup Plate, glass, commemorative, Windsor Centennial Museum, 1890-1990, image of depot museum
 - Jersey, softball, Kodak shirt/jersey, circa 1970's
 - Pin, bow, Girl Scout, circa 1960's
 - Patch, Windsor High School Drill Squad, 1963
 - Pin, Cub Scouts "Den Mother"
 - Pin I (heart) Windsor 1890-1990
 - Pin, We Love Windsor, Class of 1937, image of Windsor High School
 - Pin, Windsor-Severance Historical Society, image of Depot museum and train
 - Pin, Lakeview Pioneer Village, Halloween
 - Pin, Helen Casten, image of Depot Museum
- Potential Acquisition No. 008-2022
 - (1) Bottle, brown glass, 10 year anniversary
 - (1) Bottle, brown glass, 5 year anniversary
- Potential Acquisition No. 009-2022
 - Flag, Windsor Boy Scout Troop 57, date of created is unknown, though likely 1940's and flag was used by local troop until the 1990's, ribbons attached to the flag are from 1972-1974; 1980-1990
 - Windsor Boy Scouts organized in 1913, then reorganized as Troop 57 in 1924, Gene Morey became Scout Master when he returned from serving in the Navy in 1959
- Potential Acquisition No. 010-2022
 - Belt, Boy Scouts of America, circa 1952, owned by local boy as part of Windsor Troop 57
- Potential Acquisition No. 011-2022
 - Photograph postcard, black and white image of 1924 Windsor High School basketball team, "U.S. Champs", image of nine boys in basketball uniforms with one man wearing sweater which appears to be the coach, back of postcard is blank
- Potential Acquisition No. 012-2022
 - Windsor High School yearbooks – 1981, 1983-1993, 1996, 1997, 2000, 2001
 - Windsor Middle School yearbooks – 1986-1988

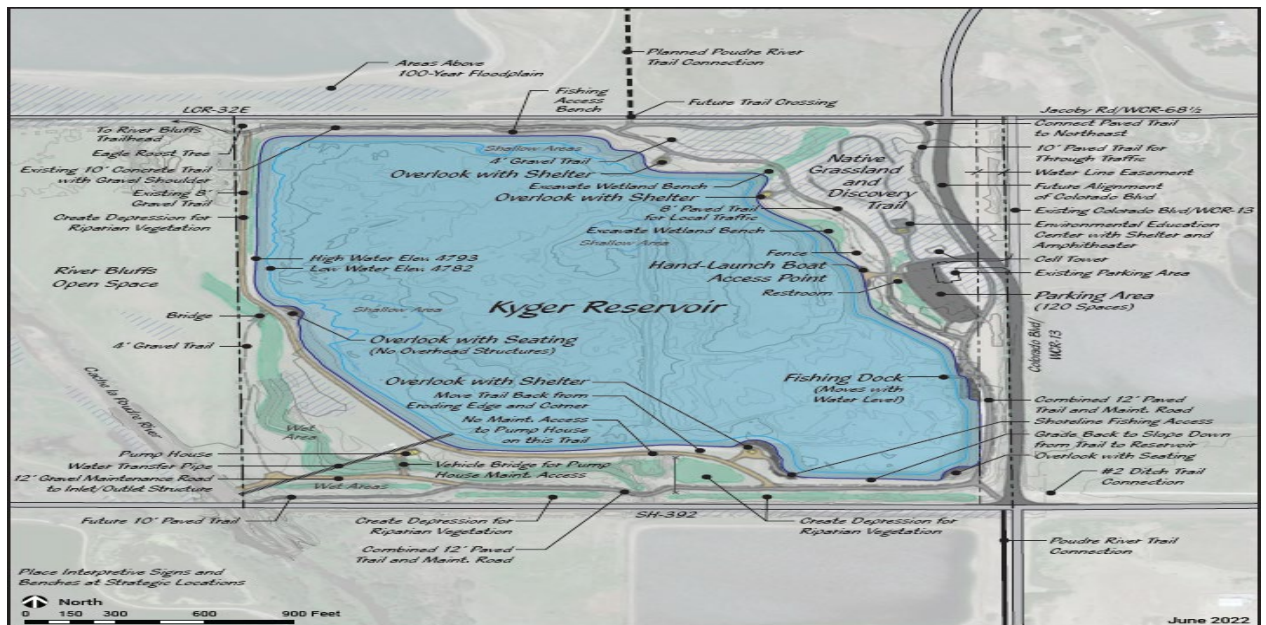
MS. PELTZ MOVED TO REQUEST THE ACQUISITIONS 001-2022 THROUGH 012-2022 IN THE MUSEUM COLLECTIONS AS PRESENTED. MR. LIGHTFOOT SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Park Improvement Fund 2023 Budget Approval

- Brand new builds, replacement projects come from general fund/capital improvements
- Toured project sites and discussed before
- 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 the Farm House renovation
- Open Space
 - Kyger - \$1,000,000
 - Parking lot expansion
 - Additional trails
 - Boat access
 - Fishing Piers
 - Wildlife viewing areas



MS. PELTZ MOVED TO RECOMMEND THE PARK IMPROVEMENT FUND 2023 BUDGET AS PRESENTED. MR. NAGL SEONCDED THE MOTION. ALL MEMBERS PRESIDENT VOTED AYE. MOTION CARRIED.

D. COMMUNICATIONS

1. Staff

- Ms. Martin
 - Burn the Mortgage Party last week, good turnout, smores, speech from the Mayor
 - New Guest Service Coordinator will start on Monday, promoted part-time Guest Service Specialist to full-time, still looking to fill three custodial positions and a couple of tech positions, retirement for current tech at the end of December
 - No swim lessons this month, opportunity to give others more use of the aquatic area
 - CRC annual survey went out via email to all members, will close on Sunday, currently received 512 returned, last year's total was 566
 - Working on end of year reviews for staff
- Mr. Kawamura
 - October Tree Board Meeting – Mr. Willis presented on Riverwalk Phase II and OST Tax initiative, Arbor Day poster contest calendar, 2024 theme “Trees Color Our World”, cancelled December meeting
 - Holiday lights up downtown, was a few days behind this year due to snowstorms
 - Horticulture staff have been ordering for Cemetery and redesigning/renovating the area by the flagpole at Boardwalk Park
 - Contractors have been out for at risk and overgrown trees
 - Attended and completed, along with Parks Supervisor, 2nd year of Supervisor School in West Virginia
- Mr. Warner
 - Windsor Wonderland event last Saturday, first time to take place at night from 4-8:30pm, great turnout, Santa arrival on the train, Art Live – snowman ice sculpture along with pre-made ice slide and bench
 - Mural of Magpies going up in CRC, complete by end of year
 - Two more weeks of basketball, two teams were able to play during halftime at Nuggets game last Wednesday, Nuggets hosted camp last Friday, filled very quickly
 - Camp Windsor will kick into gear during Christmas Break
- Mr. Worthen
 - Working on budgets
 - Central Control Irrigation contract, about half of the new controllers and sensors have been installed, still waiting on other parts to arrive
 - Staff creating Winter Work Plans – focus on indoor work and organizing Parks Shop area
 - Would like to have Craig Ellingson/Parks Supervisor share with Board what he has done with staffing and projects since taking the position, doing a phenomenal job
 - Will be retiring in January 2024, working on succession plan
- Mr. Willis
 - OST tax passed, working with Trust Republic Lands and other larger organizations on creating a management and development policy, includes future input/voting from PReCAB
 - Madeline Cheek/Volunteer Coordinator is working on volunteer trail ambassador program and Trail Trunks with museums staff
 - Seen uptick in geese mysteriously dying, Parks & Wildlife think it is caused by bird flu, big meeting this afternoon to discuss further action if needed, press release/social media may come to inform residents
 - Capital Projects – River West bank restoration, waiting on permit, and Kyger shoreline

- Ms. Fotsch
 - Kudos to Mr. Willis, volunteers and others in this room who dedicated their personal time on the OST funding tax and with such a quick turnaround
 - Board vacancy for PReCAB
 - Construction trailer up at Harmony Ridge Park, completion late spring/early summer
 - Jacoby Farm/Halfway Homestead site should be at 75% documents, will bring completed plans back to Board
 - Main Park Restroom renovation - total project budgeted at \$300,000, initial bids came in at \$1.5 million, decided to contract out to make improvements, flooring, roof, new partitions, skylights, garage/entry doors for around \$58,000, applied some extra money by painting the other buildings in the park to match, supported all local businesses
 - CAPRA accreditation visit in early spring
 - In discussion with Power2Play as possible secondary site for recreation opportunities/classes and Camp Windsor by contractual partnership, building sits empty Monday-Friday from early morning to 4 pm
 - Economic Development – new placing software, able to track and run reports for events and sites around town

2. Board

- Ms. Peltz
 - Update on Covenant and Founders playground replacements
 - Equipment just came in last week, Gametime and Altitude Recreation will keep in their yard until Spring, can't install poured-in-place surface without consistent warmer temps, demo on both sites and Harmony Ridge at the same time
- Mr. Lightfoot
 - Feedback from volunteers who were at Windsor Wonderland, sixth year participating, thank you for the invite again, suggestion to start a little earlier maybe around 2-3pm, traffic numbers seemed to be really low towards the last few hours
- Mr. Mask
 - Agenda for next meeting - nominate Chair and/or other Board positions and next year's focus as a Board

E. ADJOURN

**MR. LIGHTFOOT MOTIONED TO ADJOURN. MR. NAGL SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:51PM**

Name/Board Chair

Date