



PARKS, RECREATION, AND CULTURE REGULAR MEETING

March 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 February 7, 2023

C. BOARD REVIEW/DISCUSSION

1. Parks, Recreation & Culture KPI's (Key Performance Indicators)

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 6:01PM

1. Roll Call

Present: Nick Mask
Michael Nagl (Absent)
Patrick Lightfoot
Lainie Peltz
Heidi Hammer
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

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. MILLER SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Liaison

- Ken Bennett
 - NO REPORT

Weld RE-4 School District

- Patrick Miller
 - Busy at the district level since bond has passed, groundbreaking at Peakview and then Raindance
 - Board members conducted site visits at Mountain View and Skyview, finding ways to best serve kids and support teachers
 - Entering into budget season, discussing how to utilize mill levy override funds in order to attract new teachers and retain current ones
 - Lion King production at Mountain View tomorrow

- Universal preschool state mandate passed, great opportunity, will start this fall, families have already started registering, had to move eligibility date to October, 65 students per school, if all slots are full, will be assigned a home school program, tuition free

4. Public Invited to be Heard

- NO REPORT

B. CONSENT CALENDAR

1. Minutes from December 6, 2022

MR. MILLER MOVED TO APPROVE THE DECEMBER 6, 2022 MINUTES AS PRESENTED. MS. PELTZ SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Board Elections

- Current position held – Board Chair served by Mr. Mask
- Mr. Nagl made the recommendation, via email prior to the meeting, the Board nominates Ms. Peltz for Board Chair

MR. LIGHTFOOT MOVED TO NOMINATE MS. PELTZ TO SERVE AS BOARD CHAIR. MS. HAMMER SECONDED THE MOTION. MS. PELTZ ACCEPTED THE NOMINATION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

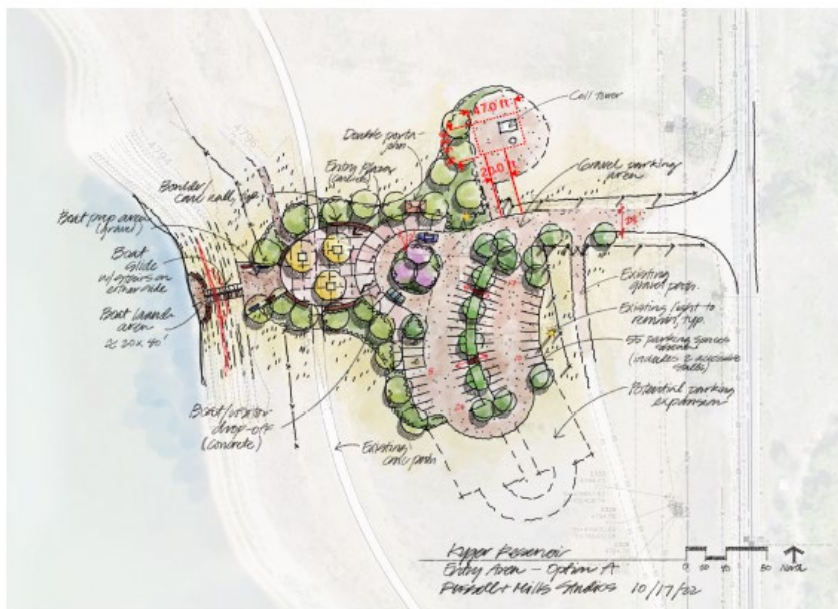
2. 2023 Goal Setting Session

- Discussion was held on how to move forward as a board, topics of focus and possible community outreach involvement
 - Ms. Fotsch
 - Listening Tour around town by Board, no staff
 - Ms. Hammer
 - Believes the department/staff do a really good job with community surveys for feedback
 - Mr. Mask
 - Is the Board focusing enough on all three components of Parks, recreation and Culture?
 - With the new OST sales tax, what is the focus and what are the goals and future management of open space?
 - Volunteer Coaching program – additional educational opportunities, practice plans, promoting athletic growth
 - Where does the Arts Commission fall under?
 - Ms. Fotsch - Recreation
 - Mr. Miller
 - Is culture defined by the Board?
 - Ms. Fotsch – were all separate, now divisions within PRC, National trend of including Culture within the Parks & Recreation Department
 - Mr. Lightfoot & Ms. Peltz
 - Important to get out in the community to inform people about the Board

3. Kyger Reservoir Project Presentation

- Mr. Willis
 - Presented conceptual designs from JUB Engineering
 - Gravel parking will remain
 - Shaded areas with trees, technically cannot take water from reservoir to water, but do have a portable tap out there
 - Non-motorized boat ramp/entry, ADA compliant kayak ramp
 - Fishing is Fun grant to crate concrete ramp and fixed piers at the top and Floating piers along the way
 - Will put out to bid this summer, construction to follow in fall, still working on Some federal regulation oversights
 - No restrooms in the phase
 - Madeline Cheek/Volunteer Coordinator will be hosting event on March 11th to create future fish habitat
 - Mr. Kawamura inquired about potential project for Eagle Scouts
 - Mr. Worthen was contacted and passed along to Madeline for volunteer opportunities

Entry/Parking Area - Option A



Tiered Boulders/Boulder Seating



Cast in place concrete seawall



Boat slide

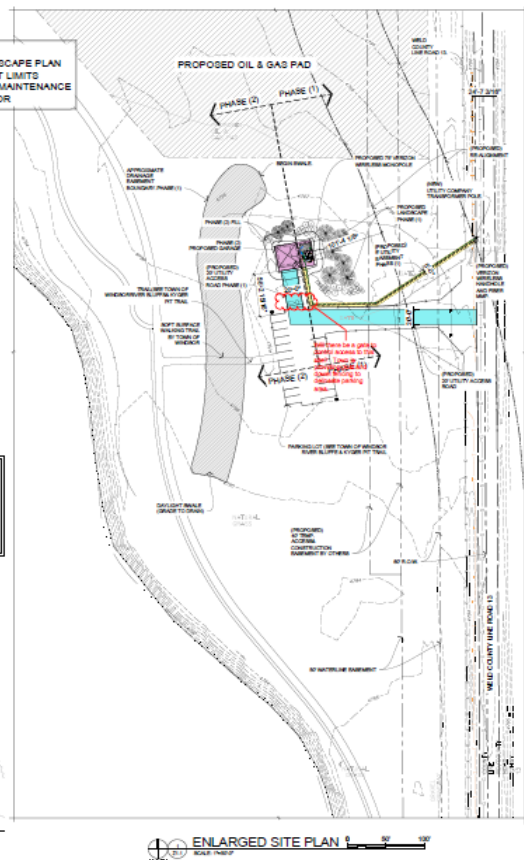


Kayak launch

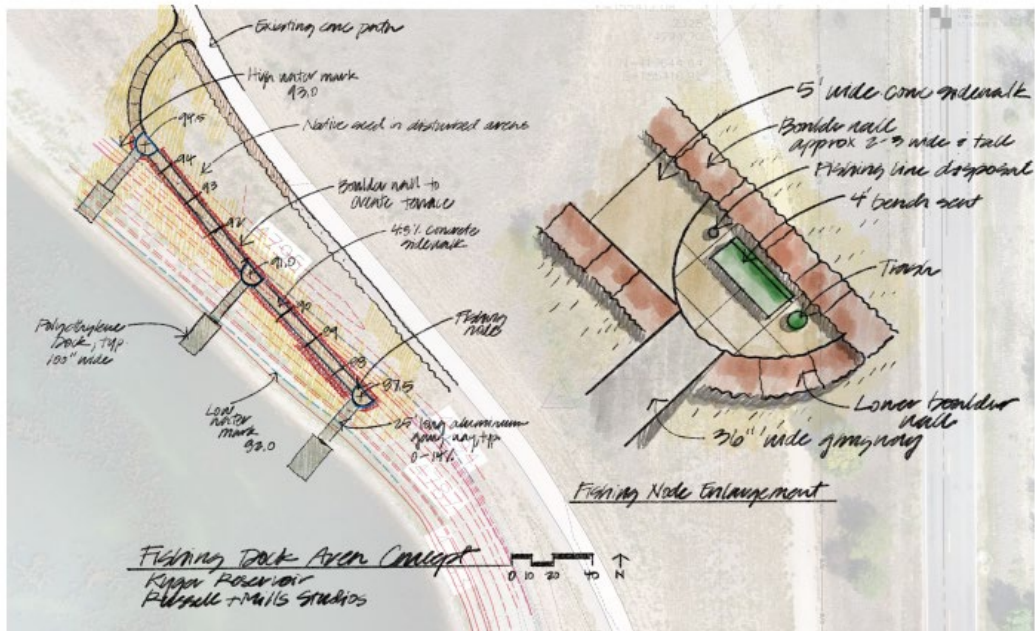


2022.02

Kyger Reservoir Site Improvements



PRELIMINARY FOR REVIEW ONLY	
	
COMPANY:	
PROJECT FOR:	
	
DATE ISSUED:	
JANUARY 17, 2020	
DATE	ISSUED/AN
PROJECT	20 APPROVALS
DESIGN	PRELIMINARY/NOT FOR CONSTRUCTION
CONSTRUCTION	FOR REVIEW ONLY
REVISIONS	FOR REVIEW ONLY
DATE	
REVISIONS	REVISIONS
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REVISIONS	REVISIONS
REVISIONS	REVISIONS
PROJECT NAME	
GRE-HIGH HOPS CELL SITE ZD3-D-ALT.#1 	
LAMBER COUNTY STATE OF COLORADO	
	
SITE PLAN & ENLARGED SITE PLANS & DETAILS	



Tiered Boulders



Polyethylene Dock



Aluminum Gangway



2022.01.02

Kyger Reservoir Site Improvements

D. COMMUNICATIONS

1. Staff

- Mr. Warner
 - Magical Forest Event using recycled Christmas trees will on Saturday, February 25th at Eastman Park South
 - Youth basketball players were able to play during halftime at Nuggets game
 - Basketball Skills Challenge has been difficult since Nuggets dropped out from sponsoring
 - Halfway Homestead – about 75% design documents, looking forward to the educational opportunities, final documents brought to Board at March meeting, still working on some budget issues
 - Lexie Spykstra/Recreation Coordinator-Community Events recently attended Events Management School in West Virginia, one huge take away was that there should be one staff member for every 250 people in attendance
- Mr. Willis
 - Madeline Cheek/Volunteer Coordinator leading HOST volunteer program and looking to implement Windsor Naturalist, Trail Ambassadors and Trail Docent positions
 - OST tax – meeting with multiple entities to discuss how to manage, filter down opportunities and staying true to official ballot language, will bring to the Board in future for review
 - Kevin Hartley/Water Conservationist has been working with Parks and focusing on needs for the summer
 - John Ward/Open Space & Trails Tech has been working on tumble weed mitigation through a special permitted process in order to create better user experience on the trails

- Mr. Worthen
 - Due to pay study and increased pay, able to fill Tech I and II positions and previous employee will be returning next week
 - Working on turf mowing contract RFP
- Ms. Martin
 - CRC member numbers are increasing back up, currently at 6,747
 - Annual survey results are in with 97% satisfaction, biggest complaint is that CRC is too busy and need for an additional location, still focusing on customer service techniques from front desk to lifeguards
 - New flooring completed at Chimney Park Pool
 - Hiring at custodial positions, current employee promoted to Facility Tech after Perry Lewis retired
 - Aquatics is working on summer applications and hiring, trying to get ahead of the game before surrounding areas
- Mr. Kawamura
 - January Tree Board Meeting – will table board elections until February when all members are present, setting goals for 2023, Arbor Day events will be on Friday, April 21st at Mountain View and Tozer, will vote on winners for poster contest, Tree Sale is on April 22nd, offering over 20 different species, 100 trees currently available, request to purchase through CRC, pick up at Public Services Campus
 - Staff working on spring planning and beds around Town
 - Over 900 trees were collected for Magical Forest Event
 - Attended ProGreen Conference in Denver, great educational classes, tradeshow and networking
 - Blake McGrew has been busy cutting down trees along trails
 - Greeley Tree Care Workshop is next week
 - Received a call in November from a resident about pine tree damage, went out and assessed, top totally brown and dead, looks to be ips beetle, more common in spruce trees, hopefully restricted to that area, will keep any eye on it before taking further action
- Ms. Fotsch
 - Toured Harmony Ridge Park today, all land graded, will see playground and shelter features coming soon, pump track will not be completed until June
 - Hosting job fair on March 6th from 4-7pm at the CRC, on-site interviews and hiring will be available
 - Continuing to work on CAPRA accreditation, official site visit scheduled for June 5th-9th, self-assessment due at the end of March, NRPA Conference held in Dallas next fall

2. Board

- Mr. Bennett
 - Serves on Windsor Arts Commission - major goals for 2023 are a large sculpture piece possibly at Jacoby Farm site and 4-5 Art Live events
- Mr. Mask
 - Shout out to Shaundra Ray/Lifeguard – does a really good job

E. ADJOURN

**MS. PELTZ MOVED TO ADJOURN. MR. MILLER SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:18PM**

Name/Board Chair

Date