



PARKS, RECREATION, AND CULTURE REGULAR MEETING

April 4, 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 (March 7, 2023)

C. BOARD REVIEW/DISCUSSION

1. Accreditation Update and Presentation
2. Windsor Museum Acquisition Items

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

March 7, 2023 - 6:00 PM
Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. PELTZ CALLED THE MEETING TO ORDER AT 6:02 PM

1. Roll Call

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

Also Present:

Eric Lucas – Public Services Director
Wade Willis – Open Space & Trails Manager
Bob Worthen – Parks Operations Manager
Bobby Warner – Recreation Manager
Ken Kawamura – Town Forester
Matt- Kraus – Business Manager
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. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Liaison

- Mr. Bennett
 - Only seven single family housing building permits have been submitted, only at 3% of this year's projection, by this time in the past there has been around one hundred
 - CDOT agreed to reduce the speed on Main Street between 2nd Street and 7th Street
 - Taking bids at the end of the month for Hwy 257 south of the cemetery, scheduled rebuild for June 1st

Weld RE-4 School District

- Mr. Miller
 - Pending some last minute Town approvals, hoping to mobilize

construction crews at Peakview elementary school site in two weeks, a boundary and naming committee will be formed over the summer, 100% of design has been completed for both Peakview and Raindance sites, on track for opening both buildings August 2024

- Mr. Willis inquired about the Peakview development, different leadership since forming partnership with the school and moving forward with shared facilities, promotion of safety without limiting community access
 - Mr. Miller confirmed that the partnership for shared facilities will always be a priority, in addition, there would most likely be fencing around the perimeter of school, but would not discourage community from using the grounds
- Mr. Bennett inquired about state/federal mandates for fencing
 - Mr. Miller – no mandates, but highly recommended from safety/security audits
- Mr. Mask inquired about the timing for starting Raindance site
 - Mr. Miller – construction will start about 6-8 weeks after Peakview, both sites will be completed at the same time
- Working on getting Severance CTE Center construction moving forward to get built as soon as possible due to high demand and need
- School Board has been taking the time with scheduled work sessions to review board policies, some which haven't changed since the 1980's, long process, but necessary
- School Board members continue to conduct school visits and tours, most recently at Tozer, Severance Middle School and Mountain View
- District is prepping for spring sports and upcoming state testing

4. Public Invited to be Heard

NO REPORT

B. CONSENT CALENDAR

1. Minutes from February 7, 2023

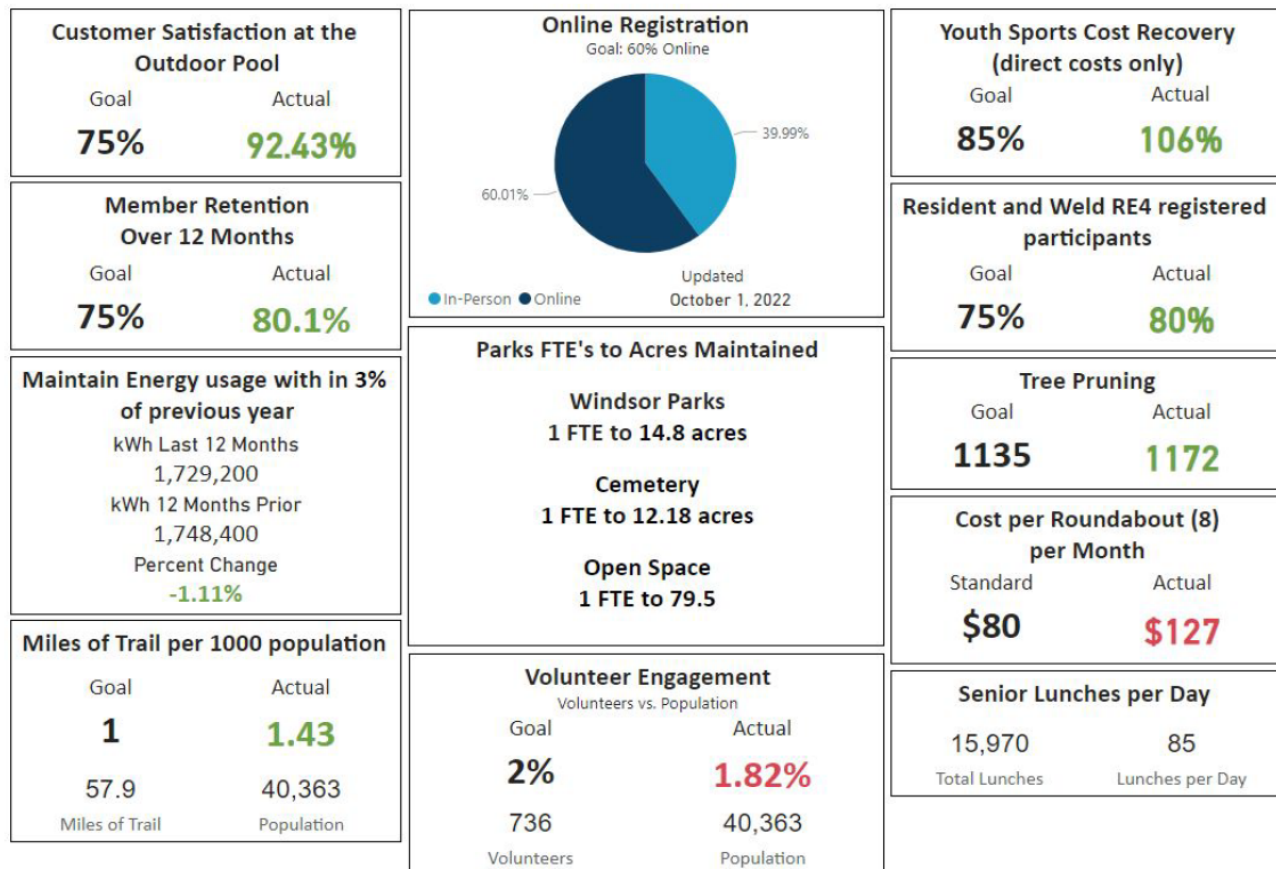
MR. MASK MOVED TO APPROVE THE FEBRAURY 7, 2023 MINUTES AS PRESENTED. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

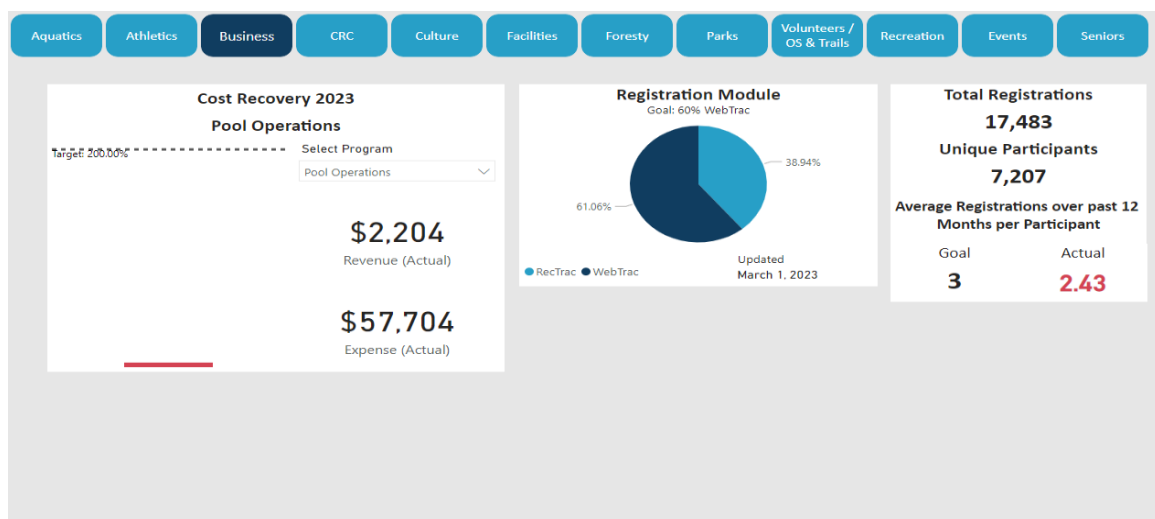
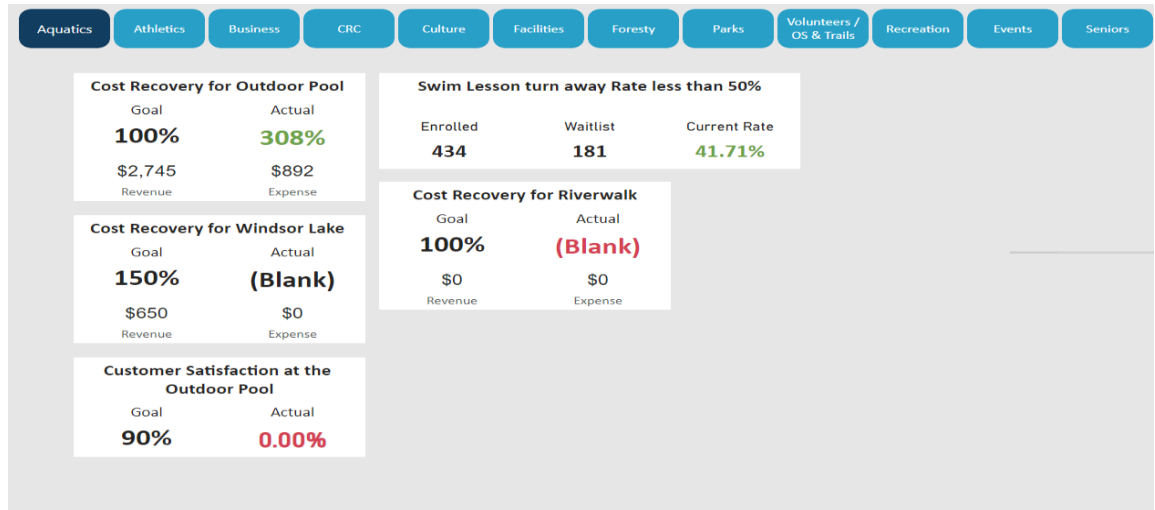
C. BOARD REVIEW/DISCUSSION

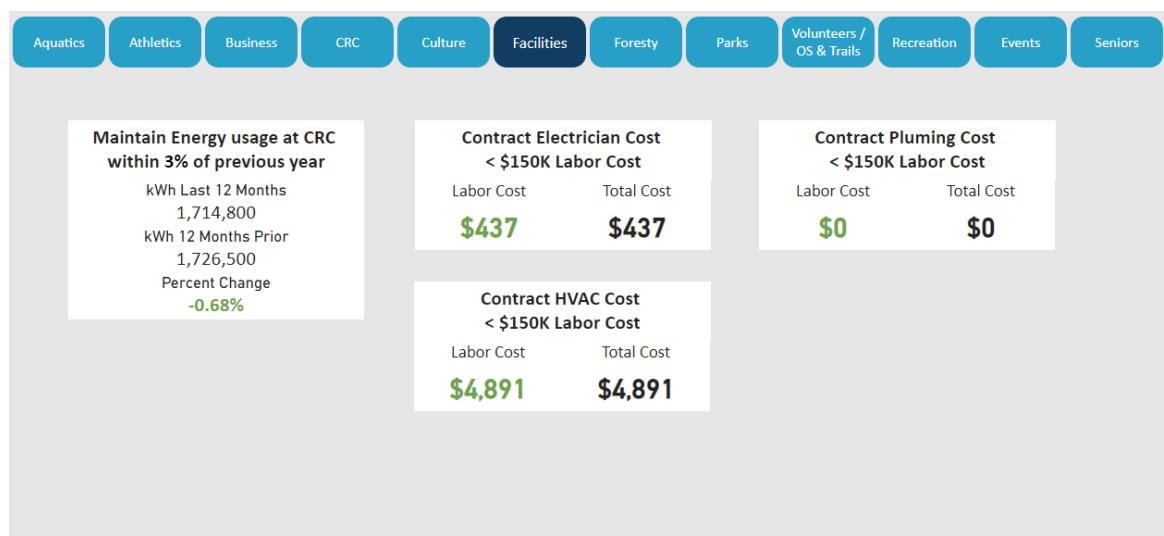
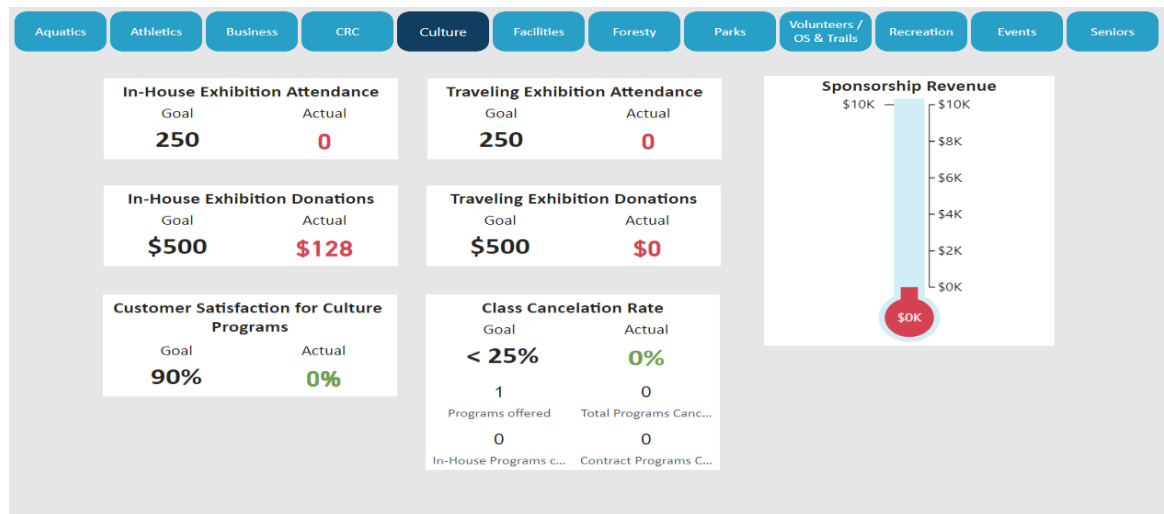
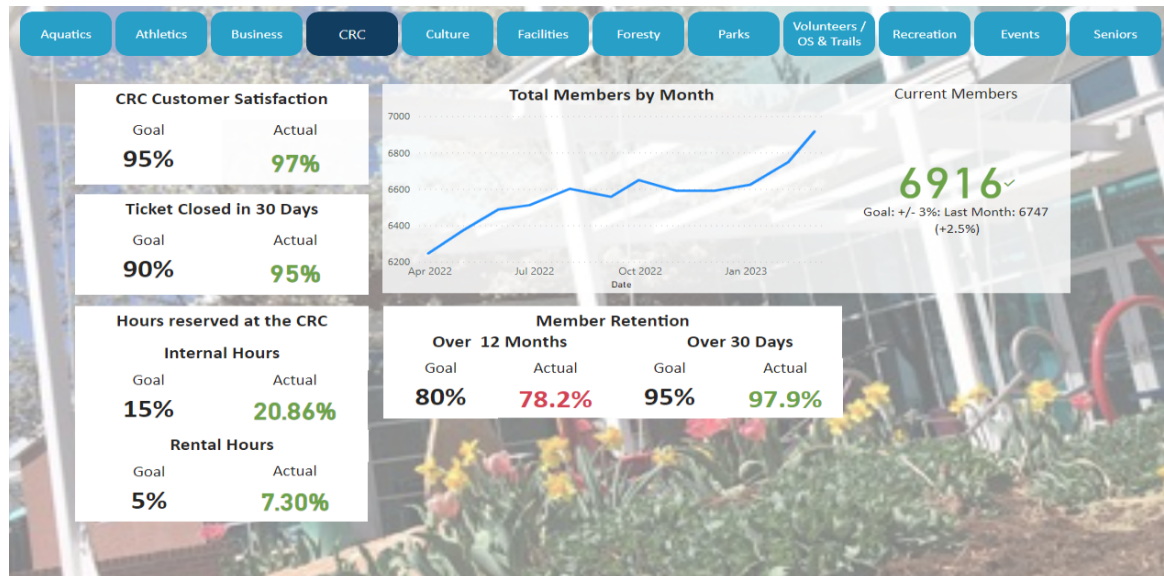
1. Parks, Recreation & Culture KPI's (Key Performance Indicators) – Mr. Lucas
 - What are they?
 - Similar to benchmarks

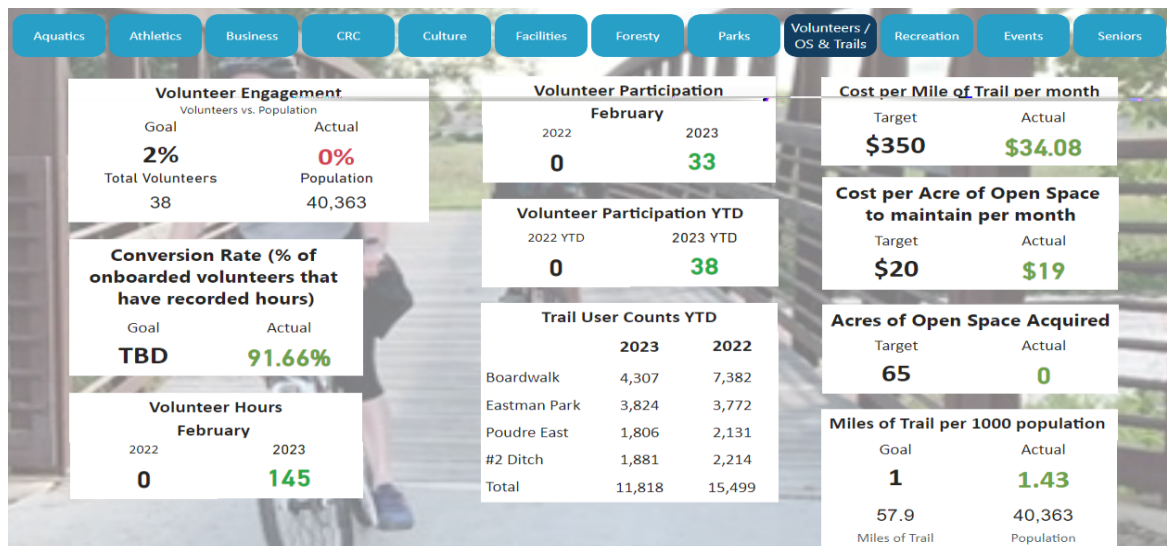
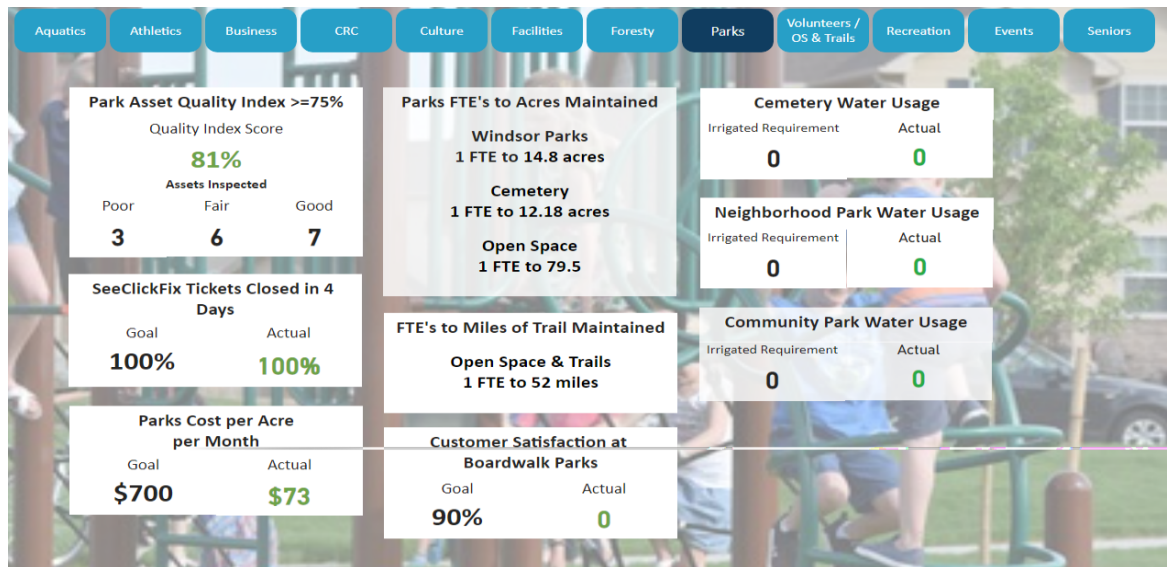
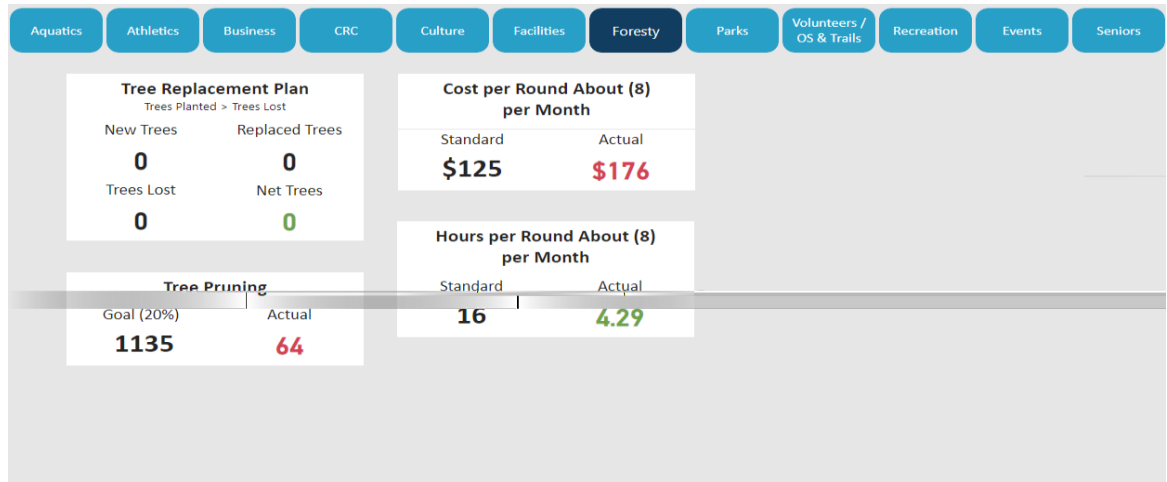
- Metrics used to gauge performance
- Create dialogue through data
 - Not an exclusive measure of performance – It is not pass/fail
 - Used as a tool that leads to discussion
- Enables staff to make critical adjustments in execution to achieve our strategic goals
- Demonstrate commitment to efficient operations and delivery of superior results as well as transparency to the public
- Example – Cost Recovery for Riverwalk
 - Thru June 22
 - Goal 100%, \$651 Revenue
 - Actual 26%, \$2,543 Expense
 - July Forward 22
 - Goal 100%, \$4,155 Revenue
 - Actual 87%, \$4753 Expense

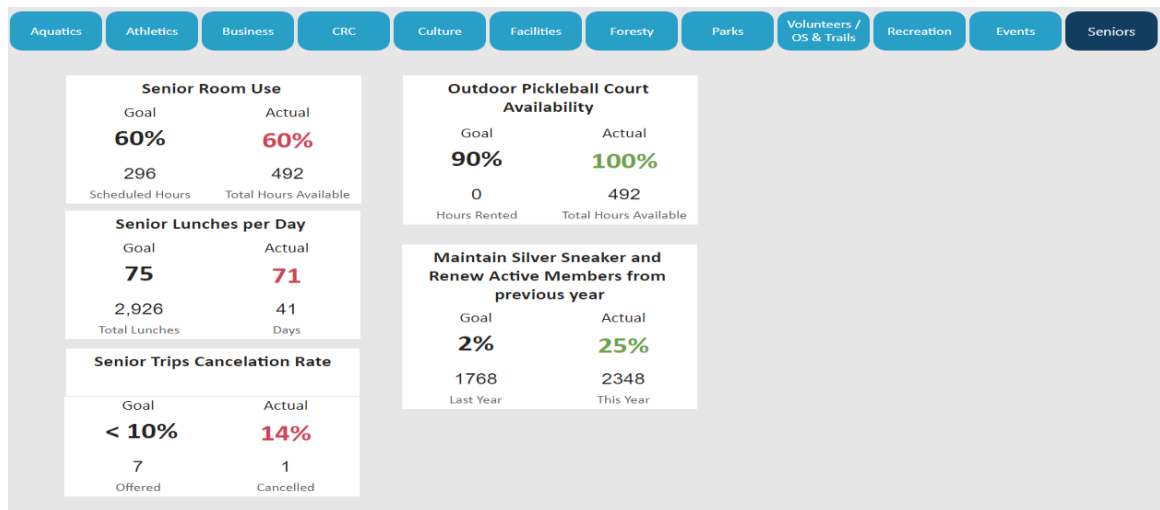
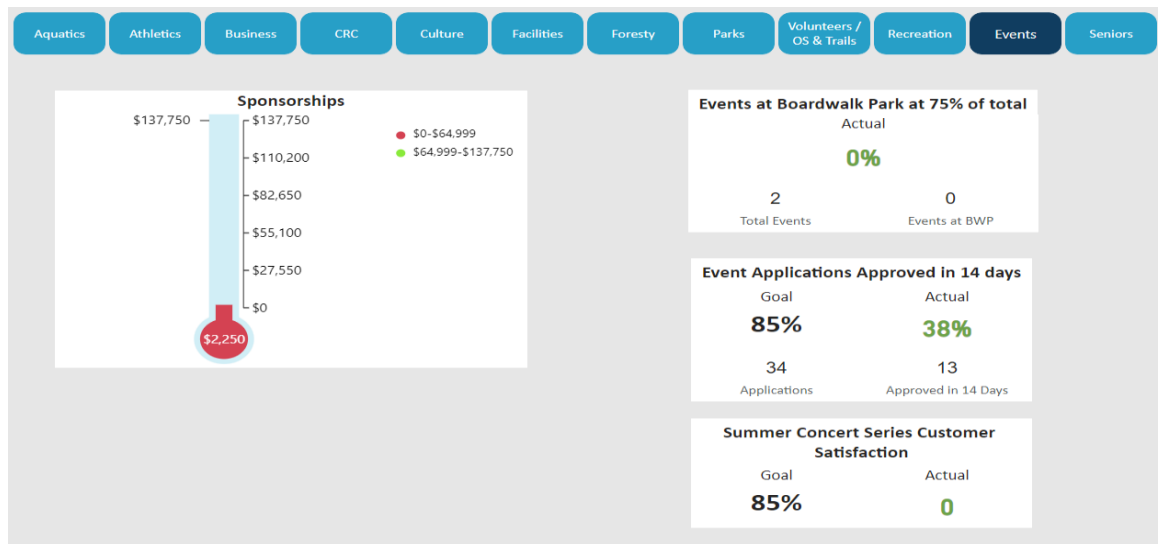
Parks, Recreation & Culture KPI Dashboard











- Dashboard Details
 - Early data from January
 - Aquatics – waitlists for lessons
 - Athletics – at least 80% participation rate from Town residents, implemented non-resident rates, changed fees, more opportunities for town residents
 - Business – overall
 - CRC – customer Satisfaction, room rentals-internal vs external, member retention
 - Museums – a lot of new indicators this year
 - Facilities – focus on energy consumption, now tracking town-wide
 - Forestry – trees lost, cost of roundabouts
 - Parks – asset index, use of HappiFeet results, water usage
 - Volunteer/Open Space – new OST tax focus
 - Recreation – partnerships with other facilities to accommodate growing Camp Windsor enrollment
 - Events – have to push to other parks than just Boardwalk Park, focus on customer satisfaction of Summer Concert Series
- Board Thoughts & Ideas
 - Examples
 - Budgeted Parks and Recreation expenditures per capita
 - Shelter reservations
 - Attendance by program type
 - Social media followers
 - Mr. Bennett – extremely useful tool for maintaining high level of service and cost/benefit analysis, data helps Town Board make budgeting decisions, importance of citizen run advisory boards and public feedback
 - Mr. Miller – CRC membership fees to keep building running, gain general feedback during special events
 - Mr. Nagl – data really supports the initiative for residents and advisory members, now running it like a business
- Monthly starting in April, Town Board will be seeing all of Public Services KPI's, as well as their own, intention is to highlight one or two specially and provide a brief summary, follow up dialogue/discussion twice a year about data, make necessary changes if needed
- Provide PReCAB with a six month and end of year look at data

D. COMMUNICATIONS

1. Staff

- Mr. Warner
 - Hosted job fair at CRC yesterday, joint event with Human Resources, IT, Public Works and Recreation, an additional 1,000 people entered through the CRC doors, 71 on site applications completed, 124 total applicants, 21 on site interviews for Aquatics
 - Kudos to Anthony Sisneros/Parks Maintenance Technician - recently passed his CDL training, will be great addition to assist with snow operations
 - Athletics – wrapping up youth basketball, Smart Start basketball is happening now, adult basketball starts tomorrow and adult volleyball will start on Friday, stalling a bit on outdoor sports due to weather, hoping for start next week
 - Daycare is doing well with staffing
 - Museums – continuing to work with the Historic Preservation Commission, over 75% with Halfway Homestead site, hit a set-back since can no longer have entry access point off of 15th Street, will have to adjust design, parking and entrance

- within the neighborhood
 - Working on Chimney Park playground replacement
 - Park restroom updates have been completed
 - Events are gearing up for summer
- Mr. Willis
 - Working on standards, future meeting with Mr. Lucas, Ms. Fotsch, and Mr. Hale/Town Manager to discuss initial assessment/template to accommodate the OST tax language and meet the needs of the Strategic Plan
 - Kyer – at about 120% now pack in mountains which leads to filling the reservoir, but provides difficulties building fishing access, looking to hire a contractor early to assist in planning and future building, hopefully bump up construction schedule by 4-5 months
 - Eastman Park River Experience, at about 90% design, still under review for about another 6 months
 - Maddi Cheek/Volunteer Coordinator doing really well, Ambassador Program coming along, hosting event at Kyger this Saturday to help build fish habitats
 - Kevin Hartley/Water Conservationist has been doing some training, 52 unit apartment complex scheduled for water audit, opportunity to encourage best practices and help with future water efficiencies
- Mr. Worthen
 - New hires for Tech I & II positions, revamped onboarding piece, received solid feedback
 - Central control system about 95% installed, met with IT on communication software, come spring formal training for staff will occur, will have control from phones via flow sensors
 - Annual staff training, moved back to week of April 3rd
 - Providing solid training calendar which includes interactive workshops
- Mr. Kawamura
 - Tree Board met last week, election of positions - Alison O'Connor/Chair, John Brown/Vice Chair, Jim LaShell/Secretary, judged poster contest with over 1,200 entries, winners will be recognized during Town Board work session on April 24th, Arbor Day presentation will only be at Tozer, Mountain View could not accommodate due to testing
 - Staff continuing to help with snow operations
 - Staff recently attended ProGreen conference in Denver and Greeley Tree Care Workshop, great learning and growth opportunities
 - Focusing on spring planning
 - Fully staffed, two part-time positions filled
- Mr. Kraus
 - Finalizing CAPRA/accreditation for PRC Department, self-assessment is due on March 27th, should hear back about two weeks after to confirm site visit which will occur during the week of June 5th, stay tuned for more details and possible participation from Board members
- Mr. Lucas
 - Working with police, school district and Town on Tacincala development, school is on target to break ground in May
 - Working on street light acquisition from Xcel and Poudre Valley, massive savings after initial 6-8 years
 - Full time job openings especially on the Public Works side

2. Board

- Bennett
 - Windsor Arts Commission – finalizing schedule for next 4-6 Art Live events, planning future sculpture which will be located at the at Halfway Homestead site

- Mr. Mask
 - Attended the Weld RE-4 art show at the Art & Heritage Center, great opportunity for the kids and wonderful partnership between the school district and Town

E. ADJOURN

**MR. MILLER MOVED TO ADJOURN. MR. NAGL SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:15 PM**



Town of Windsor
Department of Parks, Recreation, and Culture
Culture Division
116 5th Street, Windsor, Colorado 80550

Potential Acquisition Form

The following object(s) are presented for acquisition into the Town of Windsor Museums' Permanent Collection. By approving the acquisition, The Town of Windsor understands the ethical duties and responsibilities that come with holding the Museum's collection in the public trust.

Potential Acquisition No.
013-2022

Description and Provenance of Object (s):

(1) Plaque, "Windsor Becomes A Colorado Home Rule Community" "November 4, 2003"

Names include:

Windsor Town Board

- Mayor Wayne Miller
- Mayor Pro Tem Kristy Duffy
- Edward Starck
- Robert Frank
- Gary haddock
- David Shoup
- Thomas Jones

Charter Commissioners

- Nanci Avery
- Ken Burns
- Linda Cumpsten
- Clay Drake
- Martha Gault
- Jeff Glasgow
- Joe Harris
- Kary Drake, Chair
- Carol Householder
- Mary Lee
- Doug Martfeld
- Mike Montoya
- Hal Pearson
- Gilbert Peralta
- Mark Weeks

Source: ☐ Donation ☒ Staff Acquired ☐ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition

☒ Fills a gap in the collection

☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 03-01-2023



Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Town Board

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____



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Potential Acquisition No.

015-2022

Description and Provenance of Object (s):

Archival materials related to the May 5, 2008 Tornado collected by Windsor Severance Fire Rescue. Documents include assignments, maps, man power reports, incident reports, run reports, whiteboard notes, shift reports, and misc. documents. Collection is 1 cubic foot of archival materials.

Source: ☒ Donation ☐ Staff Acquired ☐ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

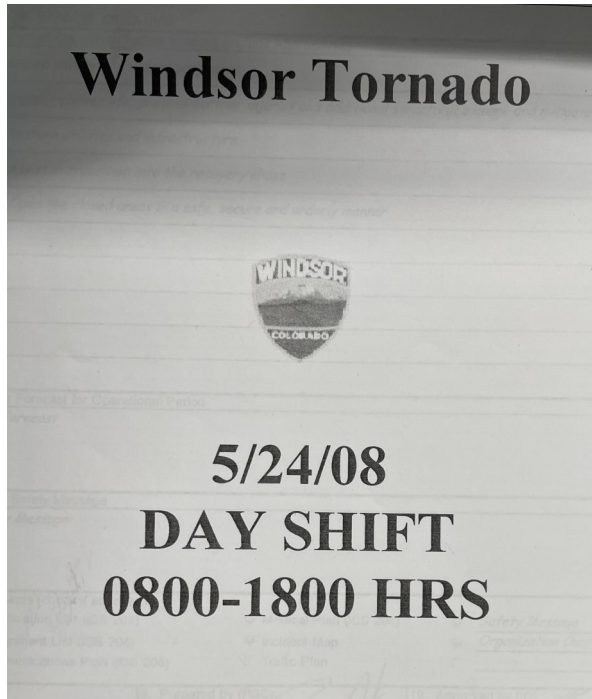
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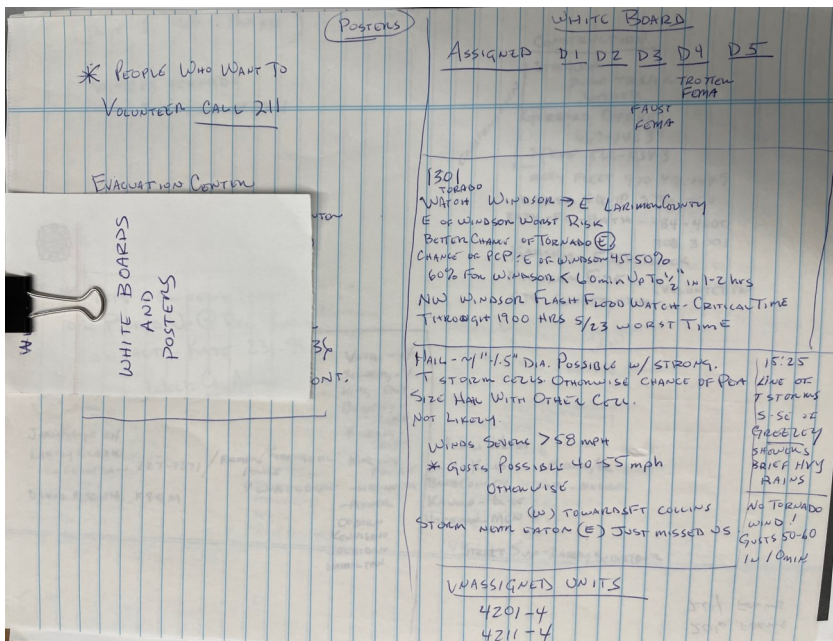
☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 03-01-2023



 Windsor-Severance Fire District Station: 1 Shifts Or Platoon: Admin		Location: Town of Windsor Windsor, CO 80550 Town of Windsor	Incident Type: 813 - Wind storm, tornado/hurricane assessment
		Location Type: 6 - Directions Cross Street, Directions or National Grid: Town of Windsor	FDID: 12381 Incident #: 2008-0620 Exposure ID: 928296 Exposure #: 0 Incident Date: 05/22/2008
Report Completed by: ID: 0051 Name: Martens, Brian Date: 08/11/2008 Report Reviewed by: ID: 0051 Name: Martens, Brian Date: 08/11/2008 Report Printed by: ID: 0051 Name: Martens, Brian Date: 8/11/2008 Time: 9:05:47 AM			
Structure Type: Property Use: 900 - Outside or special property, other Automatic Extinguishment System Present: ☐ Detectors Present: ☐ Cause of Ignition:			
Aid Given or Received: Mutual aid received Primary action taken: 20 - Search & rescue, other		Additional actions: 40 - Hazardous condition, other, 30 - Emergency medical services, other	
Property Losses:	Civilian Injuries: 0	Fire Service Injuries: 0	0
Contents Losses:	Civilian Fatalities: 0	Fire Service Fatalities: 0	0
Total Losses:	Total Casualties: 0	Total Fire Service Casualties: 0	0
Total # of apparatus on call: 1		Total # of personnel on call: 51	
NARRATIVE At approximately 11:35 Weld Dispatch notified Windsor Fire that a hail storm was approaching the community from the southwest. School district and police officials were notified by the fire department that a strong storm was approaching Windsor. At approximately 11:45 on May 22, 2008 the Town of Windsor received baseball size hail throughout central and eastern parts of the community. Strong winds were also present. At approximately 11:52 a Tornado struck the east side of Windsor moving northwest. Heavily hit areas included the commercial park adjacent to Highway 257 and the Cornerstone subdivision. The Tornado's path moved northwest across the east part of downtown, the cemetery and north across Hwy 257 and heavily damaged residences, businesses and parks areas. There was no warning by dispatch of the Tornado. Multiple calls initially came into the fire department of persons injured by hail and some minor traffic accidents. 800 Radio systems were immediately overwhelmed and Windsor Fire operations were switched to Simplex 1. Engine 1 was immediately dispatched by command at the station to survey the pre-school and Charter Academy in the direct path of the Tornado. At approximately 12:10 the Emergency Operations (EOC) was set up in the basement of the fire station. Power in the Town was out immediately and back up generation was used for the EOC. Unified command was set up at the EOC. Fire Chief Brian Martens, Police Chief John Michaels, Public Works Director Terry Walker were established as the command staff. Fire Captain Mike Blackwill was assigned operations and was moved to the training room to assign rescue divisions from a specific grid. Mutual Aid was established with multiple fire agencies surrounding the Windsor community - notification for aid was made by telephone through Poudre dispatch in Ft. Collins. We continued to be dispatched to multiple calls. Unable to communicate on the radio of cell phone, Additional command teams arrived with in a two hour period. Poudre Chiefs Randy Mirowski, & Mike Gress were assigned logistics. Evans Chief Warren Jones was assigned to planning. UCFRA Lieutenant Jeff Stranahan arrived with his crew and he was assigned as ab aid to Operations Primary Search of Locations hardest hit began. Divisions initially established were: Industrial Park Command, Kenosha Command, Canal Command, Wood Command, and Water Valley Command. Aid began arriving from area fire departments, and ambulance services, and other special operations. Medical Group was established. Treatment area was set up at the Community Center. Treatment area was manned by two emergency room doctors and paramedics. When the primary search was completed all crews were ordered back to station. At approximately 19:00 hours the Level 3 Team from Jefferson County came in to take over the command and operations of the Tornado. The local command staff continued to assign crews and operate under the umbrella of the Level 3 team. Divisions, One through Five, were assigned based on the path of the tornado. Search crews were made up of fire crews			



Board Decision

Parks, Recreation, and Culture Advisory Board (PReCAB):

___ Accept into Museum's Permanent Collection ___ Decline

Date: _____

Town Board

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Date: _____

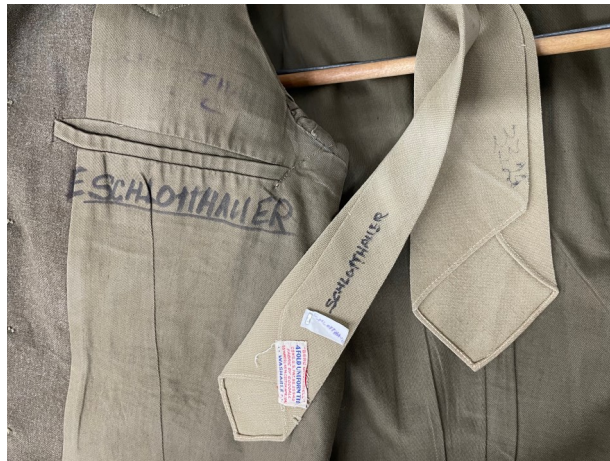
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Potential Acquisition No.
016-2022

Description and Provenance of Object (s):

World War II Army Uniform, worn by Edward Schlotthauer who served as a communications lineman. Wool. Uniform includes pants, jacket, and necktie. Name is written on inside of jacket and back of tie.



Source: ☒ Donation ☐ Staff Acquired ☐ Transfer / Exchange ☐ Purchase

Criteria for Acceptance:

☒ Aligns with Museum's Mission and collections objectives

☒ Good physical condition

☒ Proper care can be given, i.e. conservation, preservation, storage, exhibition

☒ Fills a gap in the collection

☒ Has established provenance/story

Form completed by: Caitlin Heusser, Museum Curator

Date: 03-01-2023

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Potential Acquisition No.
018-2022

Description and Provenance of Object (s):

Collection of (34) Windsor High School yearbooks ranging from 1962-2017;
(2) Windsor Middle School yearbooks from 2009 and 2010.



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Potential Acquisition No.

001-2023

Description and Provenance of Object (s):

(2) wood signs that hung at Windsor Main Park. One sign says "Windsor" the other says "Main", the "Park" sign is missing. The signs hung on the south side of the gazebo at Main Park in the 1990s-2000s. Signs were made by Charwon Walter, Town of Windsor employee.



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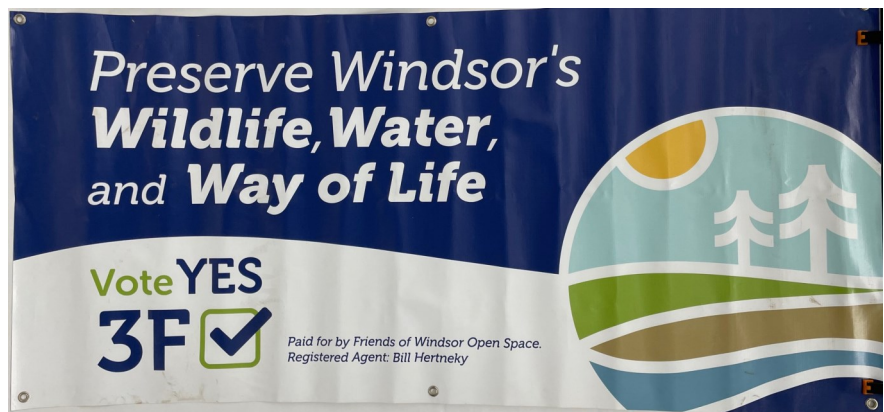
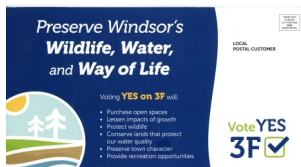
Potential Acquisition No.
002-2023

Description and Provenance of Object (s):

Promotional materials for "Vote YES on 3F" created by "Friends of Windsor Open Space" from November 2022.

(2) Informational flyers

(1) Table banner



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003-2023

Description and Provenance of Object (s):

Plaque, religious. Handmade brass plaque representing the holy trinity with images of dove, fish, and hands. Brass is mounted to custom made wood backing. Given in memory of Eva, Frank, and Henry Kurtz to Bethel Lutheran church, circa 1978, by Effie (Kurtz) Brunner.



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116 5th Street, Windsor, Colorado 80550

Potential Acquisition Final Approval

Final approval for objects presented herein as suggested by Town of Windsor Museums staff, Parks, Recreation and Culture Advisory Board, and Town Board.

Potential Acquisition No.

- 013-2022
- 015-2022
- 016-2022
- 018-2022
- 001-2023
- 002-2023
- 003-2023

Mayor, Town of Windsor

Date:

Deputy Director of Parks, Recreation, and Culture Department

Date: