



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

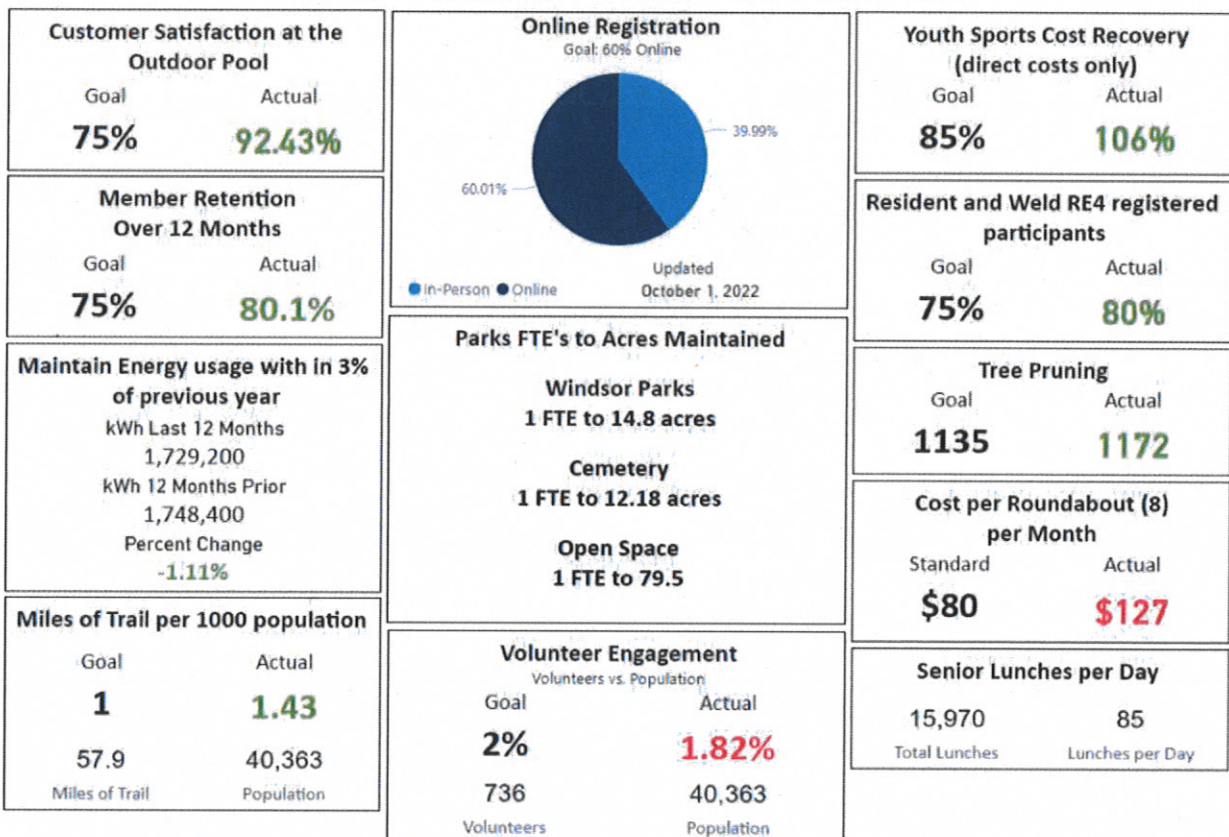
MR. MASK MOVED TO APPROVE THE FEBRAURY 7, 2023 MINUTES AS PRESENTED. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

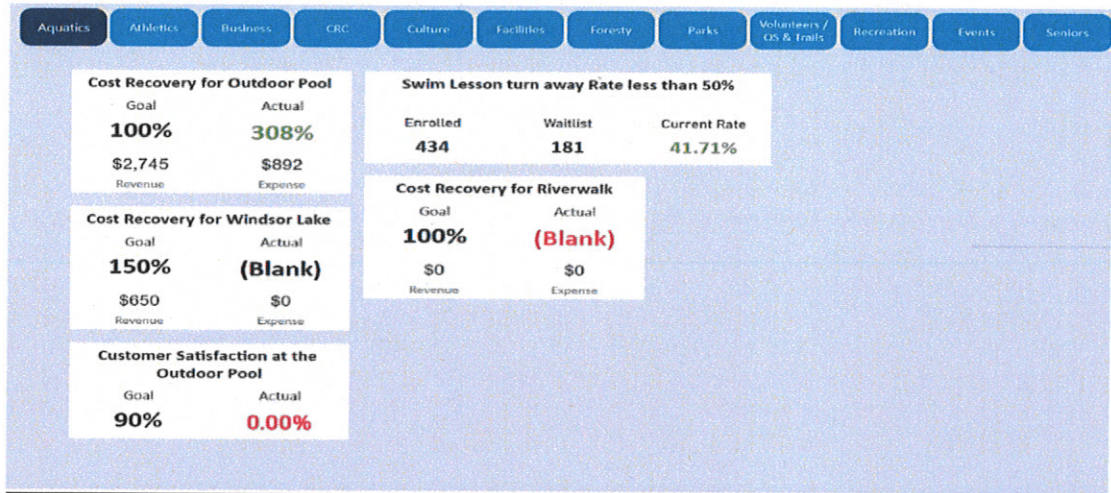
C. BOARD REVIEW/DISCUSSION

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

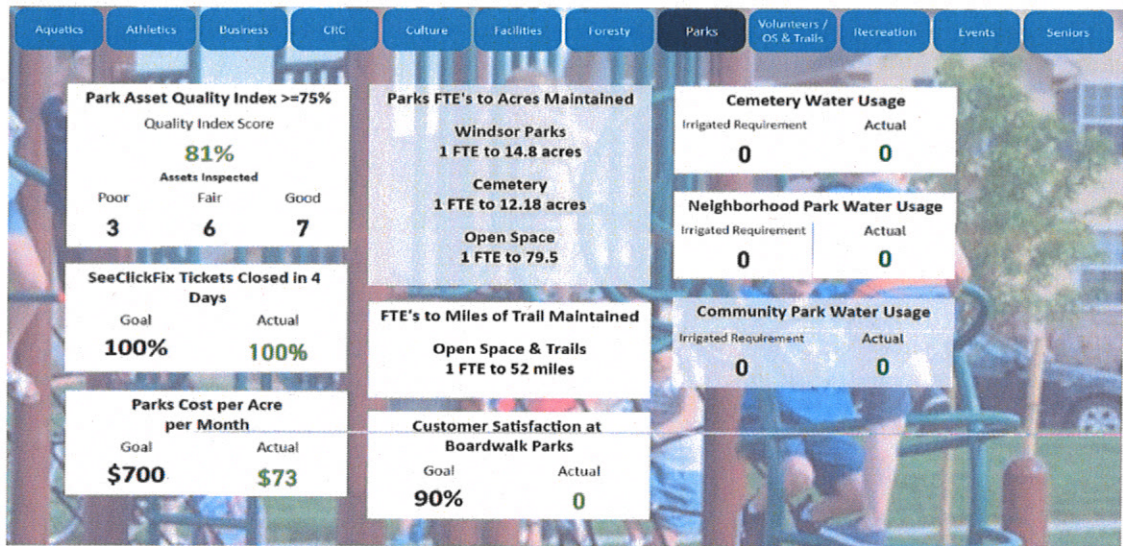
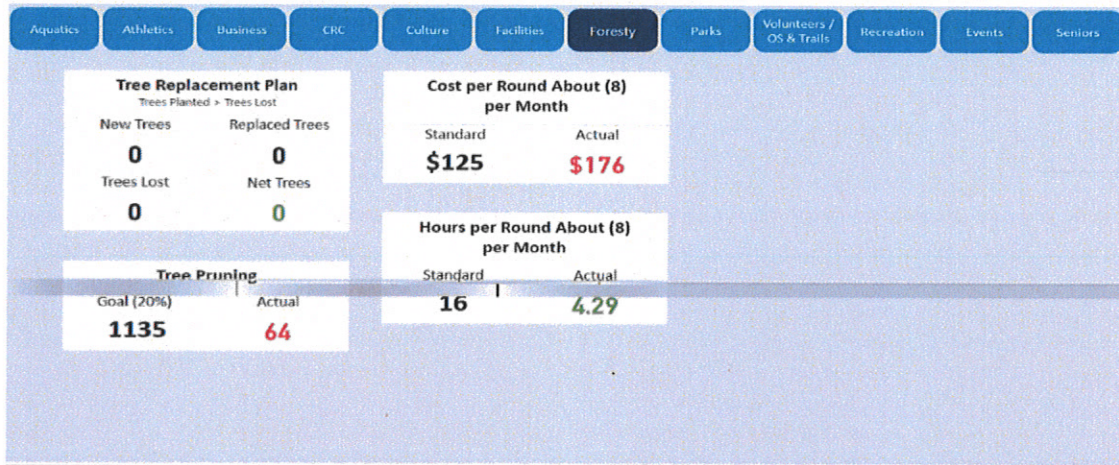
- Metrics used to gauge performance
- Create dialogue through data
 - Not an exclusive measure of performance – It is not pass/fail
 - Used as a tool that leads to discussion
- Enables staff to make critical adjustments in execution to achieve our strategic goals
- Demonstrate commitment to efficient 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

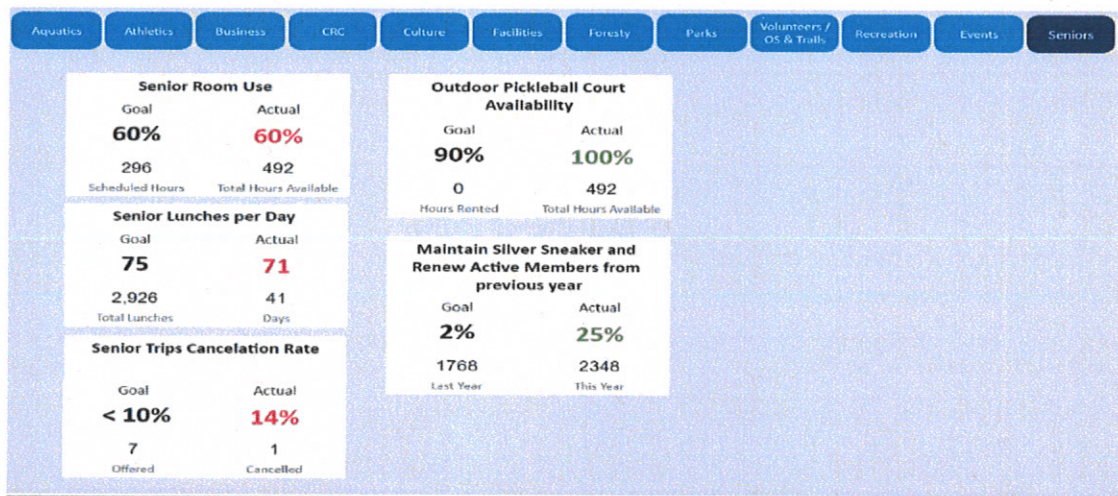
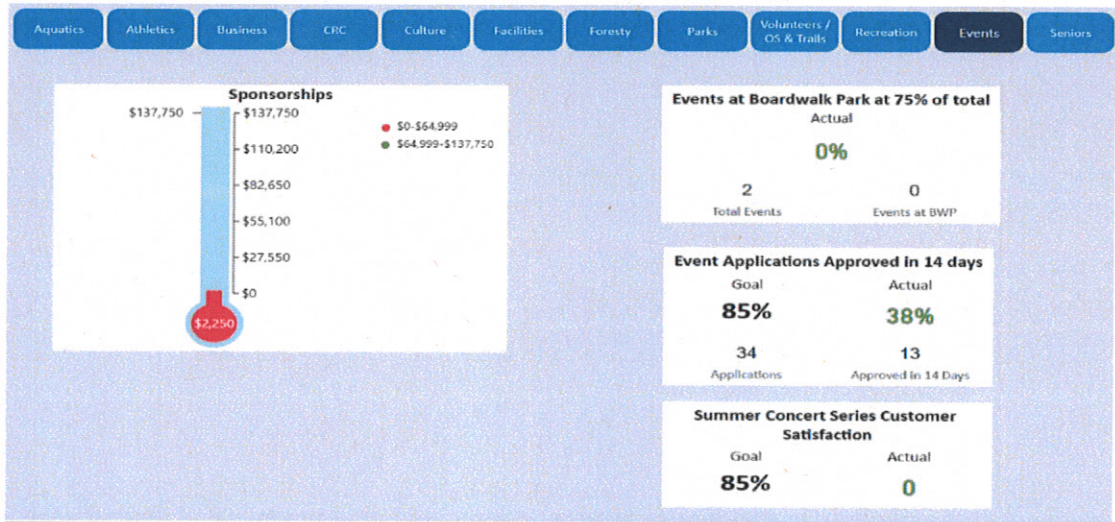
Parks, Recreation & Culture KPI Dashboard











- 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
 - o Working on Chimney Park playground replacement
 - o Park restroom updates have been completed
 - o Events are gearing up for summer
- Mr. Willis
 - o 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
 - o 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
 - o Eastman Park River Experience, at about 90% design, still under review for about another 6 months
 - o Maddi Cheek/Volunteer Coordinator doing really well, Ambassador Program coming along, hosting event at Kyger this Saturday to help build fish habitats
 - o 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
 - o New hires for Tech I & II positions, revamped onboarding piece, received solid feedback
 - o 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
 - o Annual staff training, moved back to week of April 3rd
 - o Providing solid training calendar which includes interactive workshops
- Mr. Kawamura
 - o 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
 - o Staff continuing to help with snow operations
 - o Staff recently attended ProGreen conference in Denver and Greeley Tree Care Workshop, great learning and growth opportunities
 - o Focusing on spring planning
 - o Fully staffed, two part-time positions filled
- Mr. Kraus
 - o 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
 - o Working with police, school district and Town on Tacincala development, school is on target to break ground in May
 - o Working on street light acquisition from Xcel and Poudre Valley, massive savings after initial 6-8 years
 - o Full time job openings especially on the Public Works side

2. Board

- Mr. Bennett
 - o 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**



Name/Board Chair



Date