



PARKS, RECREATION, AND CULTURE REGULAR MEETING

May 2, 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 (April 4, 2023)

C. BOARD REVIEW/DISCUSSION

1. Park Tour

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

April 4, 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 6:03 PM

1. Roll Call

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

Also Present: Tara Fotsch – Deputy Director PRC
Kendra Martin – Operations & Facilities Manager
Wade Willis – Open Space & Trails Manager
Bobby Warner – Recreation Manager
Ken Kawamura – Town Forester
Kristy Zulkoski - Administrative Specialist
Barry Wilson – Town Board

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

3. Liaison Reports

Town Board Liaison/Mr. Wilson in attendance for Mr.Bennett

- Comprehensive Plan Workshop – week-long event, great opportunity for citizens to give input
- Raised road impact fees – study showed it is needed and justified, will impact new housing and developments
- Transportation – slowing down the speed limit on Main Street from 30 to 25 mph, additional flashing beacon at 3rd street near Windsor Mill
- In addition to area behind the fire museum, theTown recently acquired area by Art & Heritage Center for paved parking with striping, lights, and signage
- Alternative routes discussion – looking at extending County Road 70 near County Road 19, Prairie Song development and roadway from lake northwest and meander to Harmony, hoping to result in trucks using other routes other than Main Street due to friction and multiple stop points
- Requested \$24 million from government in order to complete Hwy 392, grant request for bridge over Poudre River, create 4 lanes from interstate to Town
- Hiring new Town Attorney

Weld RE-4 School District/Mr. Miller

- Basketball teams from Windsor and Severance High School made it to State
- Attended Windsor High School's theater production of Chicago, so amazing and very talented group of students
- Principals have been hired for new elementary schools, Peakview - Shelly Butcher current Principal at Tozer, Raindance - Sheila Bowman returning to the district from Greeley/District 6
- Fences are up and have been moving dirt at Peakview site, official groundbreaking is May 2nd at Peakview and May 4th at Raindance
- Meeting with Bond Oversight Committee – about 15 community members with experience in finance, construction and accounting in addition to Ms. Fotsch who is representing the Town of Windsor and Nicholas Warden/Severance Town Manager
- Preparing for CMAS testing coming up this week
- Ramping up for graduation
- District to host informational meetings about School Board Member positions and running, four open positions during next election

4. Public Invited to be Heard

- Stan & Shari Detterer/7250 Caledonian Court, Windsor, CO 80550
 - Lifelong residents of Windsor, reside in Highland Meadows
 - Collected over 250 household responses to survey showing interest in adding pickleball courts to an existing park within the neighborhood
 - Spoke to metro district and was given the permission to come speak to PReCAB
 - Talked to ECI Construction who is in charge of the new park with pickleball courts in Timnath, after looking at terrain, the best option would be at Aberdour Park to accommodate six courts, but Windsor Highlands Park also be another option
 - Have to give some consideration to noise level
 - Based on soil surveys, the need would be either five inch (\$160,000) or one foot (\$290,000) post tension slab, asking for ten foot fencing for the perimeter and the center (\$255,000-\$385,000), surfacing of the court (\$25,000), striping and the nets (\$20,000), no lighting request at this time
 - Possible other funding options such as Colorado Lottery Conservation Trust Funds which gave Larimer County \$634,000 for the past four years and Weld County \$1M and other possible grants, inquired what the Town's 2023 distribution is, per Ms. Fotsch - exact number is not known, but will find out
 - Thanked the Board for the opportunity to share
- David Fontaine/7372 Royal Country Down Drive, Windsor, CO 80550
 - Highlands Meadows resident, representative from Highland Meadows Metro District Board and Windsor Pickleball Club member
 - Collected about fifty signatures of those wanting pickleball courts added to one of the existing neighborhood parks, decided that Aberdour Park would be the best option
 - Tennis dome is a private club which will be turning some courts into pickleball, but must be a member to play
 - Metro District doesn't have any other land/location for courts, wanting to be fully funded by the Town
- Ms. Fotsch

- Budget Season started April 1st, budget finalized by early October, PReCAB makes recommendations for Park Improvement fund,
- Project would be considered either an existing park amenity, need to determine if it would be capital request or park improvement fund request
- Currently adding courts to Main Park
- Will look at other contractors for direct costs rather than a general contractor to get some tentative quotes
- Highland Park might be a better option with parking vs. neighborhood park which caters to walkers and bikers, no restrooms available
- Will stay in communication with Ms. Detterer and Mr. Fontaine throughout the process

B. CONSENT CALENDAR

1. Minutes from March 7, 2023

MR. MILLER MOVED TO APPROVE THE MARCH 7, 2023 MINUTES AS PRESENTED. MR. LIGHTFOOT SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Accreditation Update and Presentation

- CAPRA (Commission for Accreditation of Park and Recreation Agencies)
 - The only national accreditation of park and recreation organizations and is a valuable measure of an organization's overall quality of operation, management, and service to the community
 - Achieving CAPRA accreditation is the best way to demonstrate that your organization and you staff provide your community the with the highest level of service
 - Currently 193 Accredited Agencies in the country
 - 10 in the state of Colorado
- Benefits of Accreditation to Your Community
 - Demonstrates that the organization meets national standards of best practice
 - Recognizes the community as a great place to live
 - Helps secure external financial support and reduce cost for the community
 - Holds an organization accountable to the public and ensures responsiveness to meet their needs
 - Ensures that all staff are providing quality customer service
- Benefits of Accreditation to Your Organization and Staff
 - Provides positive public and political recognition
 - Provides to decision makers, stakeholders and the public that the organization is operating with the best practices of the profession
 - Increases credibility and can improve internal and external funding
 - Improves overall operations and increases efficiency
 - Enhances staff teamwork and pride by engaging all staff in the process
 - Creates an environment for regular review of operations, policies, and procedures, and promotes continual improvement
- Standards
 - Agency, Authority, Role and Responsibility
 - Planning
 - Organization & Administration
 - Human Resources

- Financial Management
- Recreation Programming
- Facility & Land Use Management
- Public Safety, Law Enforcement & Security
- Risk Management
- Evaluation, Assessment, & Research
- Accreditation Process
 - Includes 6 Steps
 1. Submit Preliminary Application and Fee
 2. Online Training - Prepare for CAPRA Accreditation – Basics and Standards
 3. Develop Self-Assessment Report
 4. Present Self-Assessment Report to CAPRA Review Team for initial review
 5. Host CAPRA Review Team members for onsite or virtual visitation (June 5-9)
 6. Attend official CAPRA Hearing in person or virtually at NRPA's Annual Conference (October 10-12 in Dallas, Texas)

2. Windsor Museum Acquisition Items

- Potential Acquisition No. 013-2022
 - 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)
- Potential Acquisition No. 015-2022
 - 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, shifts reports, and misc. documents, collection is 1 cubic foot of archival materials
- Potential Acquisition No. 016-2022
 - 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 time
- Potential Acquisition No. 018-2022
 - Collection of (34) Windsor High School yearbooks ranging from 1962- 2017; (2) Windsor Middle School yearbooks from 2009 and 2010
- Potential Acquisition No. 001-2023
 - (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 1990's-2000's, signs were made by Charwon Walter, Town of Windsor employee
- Potential Acquisition No. 002-2023
 - Promotional materials for "Vote Yes on 3F" created by "Friends of Windsor Open Space" from November 2022, (2) informational flyers, (1) table banner
- Potential Acquisition 003-2023
 - Plaque, religious – handmade brass plaque representing the holy trinity with images of dove, fish, and hands, brass is mounted to custom made wood baking, given in memory of Eva, Frank and Henry Kurtz to Bethel Lutheran Church; circa 1978, by Effie (Kurtz) Brunner

MS. HAMMER MOVED TO APPROVE THE RECOMMENDATION TO ACCEPT THE POTENTIAL ACCESSIONS (013, 015, 016, 018 2002 AND 001-003 2023) INTO THE MUSEUM'S PERMANENT COLLECTION AS PRESENTED.

D. COMMUNICATIONS

1. Staff

- Mr. Warner
 - Artist of mural in CRC is back working on making it “pop”, in addition will be at CRC this Friday for Art Live event during Easter Eggstravaganza
 - Spring Sports have been a challenge with weather/snow, tournament held at Chimney Park
 - Events and summer planning is moving along, approvals for additional staff
 - WHS football field getting synthetic turf, will move to Severance High School for programming
- Mr. Willis
 - Working on capital projects, slowly moving through permitting process and working on easement acquisitions
 - Lease agreement with Kodak on last three years, will be going to the Poudre Trail to convey it over to the Town of Windsor
 - Trail Ambassador ride, went over expectations, will be the eyes and ears on the trails
 - Strongly encourage public to attend the Comprehensive Planning Workshops, will define what Windsor will look like, as well as assist in future planning
- Mr. Kawamura
 - Tree Board met last week, focused on Arbor Day logistics and planning, celebration at Tozer on Friday, April 21st from 8:30-9:15 am, Tree Sale will be held the next day on April 22nd at the Public Services Campus, trees are still available through the CRC
 - Kickoff meeting for Treasure Island Demonstration Garden was held today, ten new volunteers
 - Pruning trees and getting roundabouts and beds cleaned up
- Ms. Martin
 - CRC memberships currently at 6,945, working on how to better monitor during extremely busy times while making it a safe place to be
 - Hiring for the summer, lifeguards, instructors, lake staff, riverwalk
 - Spectrum Aquatics is donating climbing wall at Chimney Park Pool
 - Preparing facilities, parks, restrooms for summer
 - CRC obtaining a self-driven auto scrubber for cleaning gym floors due to heavy use throughout the day
 - Facilities Specialist position still open
 - Submitting RFP for CRC front entrance to add heated layer to sidewalk for safety during winter/snow times
- Ms. Fotsch
 - About 50% done with Harmony Ridge Park construction, American Ramp Company of out California is here the next two weeks installing pump track, planning on early June opening
 - Received final design documents for Jacoby Farm on Monday, will put out to bid for construction
 - Boardwalk and Covenant Park replacements happening
 - Will get a bid out for Chimney Park playground replacement
 - Summer 2023 Activity Guide went live on Monday

2. Board

- Mr. Wilson
 - New Executive Director of Poudre River Trail
 - Board of Directors, 9 members, current open position, must be resident of Windsor
 - Event on April 22nd, looking for volunteers, first 200 get free shirt
- Mr. Lightfoot
 - Pastor at Traverse Church, acquired four acres of land south of Windsor Charter Academy, will break ground in September/October, hosting Easter Egg Hunt with 10,000 eggs at the property on Saturday, April 8th from 9:30-11:30 am
- Mr. Mask
 - Has heard talk and has seen how busy the Oxbo Disc Golf Course has been even on weekdays, possible planning for future location at Tacincala development

E. ADJOURN

**MR. MASK MOVED TO ADJOURN. MILLER SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:13 PM**

Name/Board Chair

Date