



PARKS & RECREATION ADVISORY BOARD REGULAR MEETING  
November 1, 2011 - 7:00 P.M.  
Town Board Chambers, Third Floor – 301 Walnut Street  
Windsor, CO 80550

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MINUTES

A. CALL TO ORDER

1. Roll Call

The following PRAB members were present:

Phil Boatright  
Sandy Squicquero  
Regan Price  
Jackie Compton  
Carlene Irion  
Rebecca Holder-Otte

Absent:

John Pankonin (excused)

Also present:

Town Board Member  
Parks & Recreation Director  
Recreation Manager  
Art & Heritage Manager  
Administrative Specialist

Don Thompson  
Melissa Chew  
Tara Fotsch  
Carrie Knight  
Sandra Sheffler

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

**Ms. Compton moved to approve the agenda after amending to move Board Action C.2. to Board Review D.4. Ms. Squicquero seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

*Town Board Report (Don Thompson, Town Board Member)*

- Town Board met with and reviewed the Downtown Development Authority action plans, draft IGA and budget.
- Town Board reviewed annexation for Windsor Highlands parcel – Crossroads near Water Valley West.
- Appointments were made to the Planning Commission, Windsor Housing Authority and the Board of Adjustments.
- Jim Campbell, Windsor representative for the Great Western Trail Authority will be resigning and there will be an opening to fill. Mr. Thompson encouraged Parks & Recreation Advisory Board members to apply for the position.

*School Board Report (School Board Member Carlene Irion)*

- The Windsor High School Band won the state competition.

*Student Advisory Leadership Team Report (Treasurer Ethan Ragatz and Anna Klemmer)*

- The annual haunted house was held on October 28<sup>th</sup> and had 199 attendees.
- The Teen Summit will be in Evergreen and the theme is “Unplug, Get Connected”. Five youth and one leader will be attending and they will be working on setting goals for 2012.

4. Public Invited to be Heard

No members of the public were in attendance.

## B. CONSENT CALENDAR

### 1. Minutes from past meetings

**Ms. Squicquero moved to approve the Minutes from the October 4, 2011 meeting as written. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

## C. BOARD ACTION

### 1. Conservation Easement Proposal

**Ms. Compton moved that the town retain the conservation easements.**

The Town of Windsor holds three Conservation Easements on property south of the Poudre River and east of County Line Road. The property is owned by Raindance Aquatics Investments, LLC. Mr. Martin Lind, president of Raindance Aquatics, was present to discuss "reversing" the conservation easement for various reasons and answer any questions.

Points made:

- The area south of the conservation easements is currently master planned as Mixed Use Residential.
- The Conservation Easements sit within the 100 and 500 year floodplains of the Poudre River. Property in the 100 or 500 year floodplain is not necessarily precluded from development.
- As holder of the easements, the Town is required to perform annual inspections on the property to assure compliance with the terms of the easement. The inspections have not noted anything unique in terms of plant or animal species, although the land does serve as a wildlife buffer between future development and the river corridor. Animal and plant species are typical for the dry prairie ecosystem.
- From a legal perspective, Mr. Lind has the right to request the "reversal". However, legal counsel did not feel that the "reversal" could be forced should the board decide not to support the request.

Mr. Lind spoke extensively on his reasons to request a reversal of the conservation easements in question. He mentioned the disallowed tax benefits from the Internal Revenue Service and that the property has been master planned to leave the area in question as open space. He stated that, if the conservation easement was reversed, he would still have to go through the process with Town Board to amend his master plan if he desired to build on the open space area in the future and therefore he felt the master plan covered the same aspects that the easement did and there was no reason to have both in place. Mr. Lind offered to add to the deed that this property will always remain as open space.

**Following extensive discussion Ms. Compton amended her initial motion and moved to recommend Town Board reverse the three Conservation Easements as requested. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

## D. BOARD DISCUSSION ITEMS

### 1. Cost Recovery Structure

Recreation Programs have long held a "pay to play" philosophy on a national level, generating revenue to offset a portion (or in some cases all) of the costs associated with offering the program. Windsor has also worked towards that philosophy, with various amounts of cost recovery in each area. Recent fee increases, recommended for adoption by PRAB, were not supported by Town Board. Town Board indicated a desire to look at the overall cost recovery status rather than consider fee increases primarily based on market comparisons.

Staff has prepared information regarding the current cost recovery of program areas. It is the intent of the Town Manager to share this information with the Town Board, which will generate discussion about cost recovery philosophy. This information will be presented to Town Board in a joint work session with PRAB.

2. Department Name Change

Discussions have been held with the Town Manager about changing the name of the department to reflect the Art & Heritage Division, and the valuable contribution this area makes to our heritage and quality of life. During the 2012 budget meetings, a name change was presented to Town Board and was unanimously supported.

The department's new name will be the Department of Parks, Recreation & Culture. The change is effective today, and any materials with the departmental logo will change over time as new items are ordered.

3. Monthly Report

The Monthly Report was presented to update the Board on various projects and programming. Ms. Chew offered to answer any questions.

4. Sponsorship Package

Staff has sought sponsors for many special events and recreation programs for years. Local businesses are often quite supportive, even in tough economic times. Modeled after other agencies, sponsorship opportunities that allow businesses to participate at many different levels and select the program they feel best suits their visibility and marketing needs has been created. The majority of the information will be available on line, but a rack card has also been developed for quick reference. Staff plans to roll out the opportunities at an appetizer event on November 9, 2011.

## E. COMMUNICATIONS

1. Communications from Town Parks & Recreation Management Staff

*Art & Heritage (C. Knight):*

- The cell phone tour at Boardwalk Park is live by calling 970-404-3333 and is available on the Town website. Brochure boxes will also be in place at the museum buildings to guide visitors.
- A joint program, Prisoner of War Camp, with the Windsor Severance Historical Society was held on October 13, 2011.
- Ms. Knight attended the Mountain Plains Museum Conference in Montana recently and received a lot of useful information.

*Recreation (T. Fotsch):*

- Girls' basketball was delayed for a week and will be getting started soon.
- Teen Night is coming up.
- Coordinators and supervisors will be covering for Ms. Fotsch while she is on leave for four months.
- The Laid to Rest Fest was well attended. Many items, including the bases, were auctioned and the proceeds from the event will benefit the scholarship fund. Town Board Member Thompson received a phone call from the Town of Nunn; they are looking for a scoreboard. Ms. Fotsch will pass this information on to Mr. Warner.

*Parks & Recreation Director (M. Chew):*

- The Poudre River Heritage Alliance has set up an opportunity for field trip reimbursements for schools in Larimer and Weld Counties. Town of Windsor Museum and Windsor Lake were identified as areas that offered field trips directly related to history of the heritage area and qualify for the field trip reimbursement program.

- The recent storm knocked out power at Town Hall for 48 hours, although limited power was available from a generator. Unlike the 2008 tornado which caused the loss of whole trees, this storm caused loss of whole branches, which may or may not have a more catastrophic effect on the trees as it opens the tree up and makes it more susceptible to disease and insect infestation. Total damage may not be known for quite some time. A color coded grid was posted on the website for residents to know when to have their tree limbs ready for pick up and additional temporary drop sites were set up in town for residents to haul their own branches. The Community Recreation Center worked with the Red Cross and served as a shelter for two nights although no one utilized it as such.
- Diamond Valley construction has begun and is on schedule at this time.
- Multi-disciplinary and multi-departmental teams were set up to perform ADA audits and started at the Community Recreation Center.
- The new town website is being designed and will go live in the near future.
- Ms. Squicquero and Ms. Compton's positions on the board expire in December. The positions have been posted and applications will be accepted if they opt to re-apply.

2. Communications from Parks & Recreation Advisory Board Members  
There were no further communications from the Board.

**F. ADJOURN**

**Ms. Irion moved to adjourn the meeting at 8:50 p.m., until the December 6, 2011 meeting, or call of the chair. Ms. Squicquero seconded the motion. All members present voted Aye. Motion carried.**

**CERTIFICATION:**

Approved by the Windsor Parks and Recreation Advisory Board on the 10th day of January, 2012.

Submitted by:

  
Sandra Sheffler, Administrative Specialist