



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING

March 8, 2012 - 7:00 P.M.

Weld Re-4 District Office

1020 Main Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

1. Roll Call

The following PRCAB members were present:

Rebecca Holder-Otte (excused)
Carlene Irion
Regan Price
Howard Robinson
C. Debbi Waltman

Absent:

John Pankonin (excused)
Phil Boatright (excused)

Staff present:

Director	Melissa Chew
Recreation Supervisor	Kendra Martin
Art & Heritage Manager	Carrie Knight
Parks & Open Space Manager	Wade Willis
Administrative Specialist	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. Irion moved to approve the agenda as presented. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report (Don Thompson, Town Board Member)

- Town Board Member Thompson welcomed the two new appointees to the Parks, Recreation & Culture Advisory Board, Debbi Waltman and Howard Robinson.
- Monday, February 27, 2012 was the first night the Town Board meeting was held with live streaming.
- The Chamber of Commerce will be hosting a Q & A session with Town Board election candidates on March 14, 2012 at the Community Recreation Center.
- Town Boards, Planning Commissions and Town Attorneys for both the Town of Windsor and the Town of Severance held a meeting on March 5, 2012 to review an overlap in growth areas. The attorneys are drafting an IGA and any revenue for the overlapping area will be shared.

School Board Report (School Board Member Carlene Irion)

- Ms. Irion commented on the programs made available through the Culture Department, including the traveling trunks, and what an asset they have been to the schools.

Student Advisory Leadership Team Report (SALT President Rachael McKernan)

- SALT's last meeting was March 5, 2012.
- The most recent teen night raised \$430.00 in concessions.
- The Flashlight Easter Egg Hunt is still being organized.
- SALT is considering making Easter baskets for residents in nursing homes and senior housing. Being mindful of dietary limitations, they will be calling the facilities to find out what would be acceptable to put in the baskets.

4. Public Invited to be Heard

No public was present to speak about items not on the agenda.

B. CONSENT CALENDAR

1. Minutes from past meetings

Ms. Irion moved to approve the Minutes from the February 7, 2012 meeting as written. Ms. Waltman seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION

1. Public Hearing Neighborhood Park Master Plan – Winter Farm Site

Ms. Waltman moved to open the public hearing for Winter Farm. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

Mr. Willis introduced Bill Neuman and Matt Whipple from DHM Design and requested the staff memorandum and supporting documents from the Board packet, recommendations and all testimony presented during the public hearing be entered into the public hearing record.

2. Public Hearing Neighborhood Park Master Plan – Brunner Farm Site

3. Public Hearing Neighborhood Park Master Plan – Poudre Heights

4. Park Naming Process

As park land is dedicated to the Town of Windsor, the land is often referenced by the subdivision name until a park name is created through a public process. In order to accomplish this, as called for in the Park Naming Guidelines the Parks, Recreation, & Culture Advisory Board (PReCAB) shall call for nominations from the general public.

Once PReCAB has initiated the park naming process for the parks in question, a public notice will be posted in the local paper and on the Town of Windsor website. Submissions will be received and posted on the Town website and visitors to the site will have an opportunity to vote for their favorite. Nominations shall remain open for a minimum of thirty (30) days. Upon receipt of the nominations, PReCAB shall consider the names in an open meeting wherein public comment may be received.

Mr. Irion moved to initiate the park naming process for the parks sites located at Bison Ridge Subdivision, Winter Farm subdivision, Brunner Farm subdivision, Poudre Heights subdivision. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

5. Cost Recovery Strategy

The past several months have been spent reviewing a Cost Recovery model that allows programs to be sorted by their overall community or individual benefit, or some combination thereof. Staff has recently gone through the process of sorting out the various recreation programs, along with other areas that our department oversees, and sorted them according to their perceived level of benefit. We then applied a target cost recovery for these programs. Programs with a high community benefit have a lower cost recovery, while programs with higher individual benefit have a greater cost recovery or even generate net revenue. In some cases, these are current practices, in other areas these are targets to work towards. This exercise was critical as we continue to move forward through the feasibility study process, as the model they build will match our cost recovery structure.

Ms. Irion moved to recommend that Town Board adopt the Cost Recovery Model as presented. Ms. Waltman seconded the motion. All members present voted Aye. Motion carried.

6. Ordinance Revision for Bylaws and Member Structure

In February the revised Bylaws were approved allowing for an alternate member to be appointed by Town Board as well as changing the name to reflect the recent name change of the Parks, Recreation and Culture Department.

Town Manager Arnold inquired as to the desire for this board to have a limited number of members/appointees to have some type of arts or humanities background that would support the needs of the Art & Heritage Division. This is similar to requirements for the Historic Preservation Commission.

Ms. Irion moved to recommend Town Board modify and re-adopt Ordinance 2002-1134 establishing the Parks and Recreation Advisory Board to reflect the following changes: 1) change name to Parks, Recreation and Culture Advisory Board , 2) allow for two (2) members to have an academic or professional background in the arts or culture disciplines, and 3) adopt revised Bylaws. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

D. BOARD DISCUSSION ITEMS

1. CRC Feasibility Study Update

Ms. Chew stated the 2012 budget includes a feasibility study for possible Community Recreation Center (CRC) expansion of 1) an aquatics component and 2) a fitness/wellness component. Through a public Request for Proposal (RFP) process, Barker Rinker Seacat Architects was selected to complete this task, with subcontractors of Greenplay LLC and Water Technology Inc. All firms have lengthy and successful recreation center experience and know our area well.

To date there has been one on site all day meeting with the consultants and another two hour "Go To Meeting" session – (similar to an internet conference call to share images). Through this process a physical plan some construction cost estimates has been generated. The consultants are now working on the program piece – determining what it will cost to operate based on the potential revenue and anticipated expenses.

2. Development Reviews

Mr. Willis presented information on current development reviews and offered to answer any questions.

3. Monthly Report

The Monthly Report was presented to update the Board on various projects and programming. Ms. Chew offered to answer any questions and stated that changes to this report are underway and should be completed by next month.

E. COMMUNICATIONS

1. Communications from Town Parks, Recreation & Culture Management Staff

Recreation (K. Martin):

- Adult basketball has ended and soccer is beginning.
- Staff is beginning the hiring process for summer seasonal workers.
- Diamond Valley hosted the first baseball tournament March 3rd and 4th.
- Movie Night on March 2nd had over 70 attendees.

Art & Heritage (C. Knight):

- On March 9, 2012 there will be an opening reception for Lyse Dzija, a Loveland artist who is exhibiting at the Art & Heritage Center along with a small representation at the Community Recreation Center.
- Planning for next year's 10 year anniversary of the museums in Windsor is underway.
- Plans to apply for an NEH (National Endowment for the Humanities) Grant to encompass an interpretive plan for Windsor Lake. This planning grant may help open communication to explore the importance of Windsor Lake through text panels, learning stations and possible signage outlining the agricultural and recreational history of the lake and its importance from an environmental standpoint. The grant application is due in August 2012.
- Ms. Knight is working with Mr. Willis on getting an interpretive landscape plan finalized for the Museums at Boardwalk Park.

Parks & Open Space Manager (W. Willis):

- Diamond Valley Sports Complex opened for tournaments this past weekend. Landscaping should be completed by April 1, 2012.
- Meetings with the North Front Range Municipal Planning Organization regarding bicycle connectivity facilities (part of a Federal requirement) are underway.
- Goals for the upcoming year were made for 2012 at the recent Weld Trails Coordinating Committee meeting.
- Commended DHM for being the low bidder for the park design project and stated they have been a very high caliber firm to work with.
- Recently met with the Bison Ridge Development and they are very excited about their park being built this summer since the design process was completed three years ago.

Parks, Recreation & Culture Director (M. Chew):

- The park concepts are being built around public input, not around what the budget was. However, the budget estimate is proving to be very close to the budgeted amount approved for 2012.
- ADA Access Audits are concluding and will go Town Board for adoption in March or April.
- Great Outdoors Colorado has grant money available for a river initiative program. Greeley had previously submitted concept paperwork for projects on the east side of Windsor and into Greeley, and Larimer County has submitted concepts for projects on the west side of Windsor. They have been invited to come back and submit a complete grant application but to combine both Greeley and Larimer County projects. On the east side most of the projects are open space buffers and additional trails tying into the Poudre River Trail. Larimer County on the west side is looking at putting actual trail on the ground to complete the Poudre River Trail from River Bluffs through Timnath and underneath I-25 into Fort Collins.
- Review of fuel consumption has been ongoing and is a big impact to the parks operations. For the 2012 season the forestry/horticulture section of the department is going to be operating off of trikes with baskets to hold their tools and supplies. They will be highly visible in their work and reducing fuel at the same time.
- Facebook, Twitter and Notify Me are all options to sign up for alerts of happenings in the town.
- Department of Wildlife has denied a trail easement through the Frank State Wildlife Area due to the fact that they allow hunting. As the area develops and hunting is no longer viable, talks will continue in an effort to connect the trail from Covenant Park to the Poudre River Trail on the east side of County Line Road.

2. Communications from Parks, Recreation & Culture Advisory Board Members
There was no further communications from the Board.

F. ADJOURN

Ms. Irion moved to adjourn the meeting at 9:37 p.m., until the April 3, 2012 meeting, or call of the chair. Ms. Waltman seconded the motion. All members present voted Aye. Motion carried.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 1st day of May,
2012.

Submitted by:


Sandra Sheffler, Administrative Specialist