



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING
February 5, 2013 – 7:00 P.M.
301 Walnut Street, Town Board Chambers
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

1. Roll Call

The following PReCAB members were present:

Rebecca Holder-Otte
Carlene Irion
Regan Price
C. Debbi Waltman
Phil Boatright
Shannan DeJesus (arrived at 7:07 p.m.)

The following PReCAB members were absent: John Pankonin (excused)

Staff present:

Parks, Recreation & Culture Director	Melissa Chew
Parks & Open Space Manager	Wade Willis
Recreation Manager	Tara Fotsch
Art & Heritage Manager	Carrie Knight

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 accept the Agenda as written. Mr. Boatright seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report (Town Board Member Myles Baker)

- Town Board will be voting on a moratorium regarding Amendment 64 in regards to selling and growing in town retail space and will not extend to private residences. Ms. Chew added that Amendment 64 does not give individuals the right to engage in the use of recreational marijuana in public places and no further action would be needed to address public usage in the parks or recreation center as it is not allowed.
- Town Board had a joint work session with Severance Town Board regarding an IGA for the development of the Highway 257 / Harmony Road area in an attempt to keep uniformity in aspects such as décor and landscaping.
- Town Board will be meeting on February 18, 2013 to go over and prioritize the 5-year Capital Improvement projects and to look at future park development options.

School Board Report (School Board Member Carlene Irion)

- Board approval has taken place for the Course Description Handbook, high school sports fees, boundary changes and a 1% increase to the base of all salaries for the teachers.
- The mil levy that was recently passed was a positive growth and increase to assessed value, the overall mill levy declined 1.42 total mills to 47.9.
- The initiative toward technology in the school continues and could go to the voters in the November election.
- There have been open forum meetings regarding safety in the schools and exploring if they are doing what is necessary to keep the children safe.

Student Advisory Leadership Team Report (Recreation Manager Tara Fotsch)

- SALT met with Town Board and shared their goals and what they have coming up in 2013.

4. Public Invited to be Heard
There was no public comment.

B. CONSENT CALENDAR

1. Minutes from past meetings

Mr. Boatright moved to approve the Minutes from the December 4, 2012 meeting as written. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

C. BOARD REVIEW

1. Poudre River Initiative Grant Review and Sheep Draw Conservation Easement (M. Chew)
The Town participated with Larimer County, Ft. Collins, Timnath and Greeley on a regional GOCO grant aimed at installing section of the Poudre River Trail, obtaining land for buffers and trail easements. This grant was successfully funded and Windsor's portion is to obtain a trail easement across the BROE (Great Western) land south of Kodak and subsequently build a natural surface trail on the same parcel.

In addition, Greeley has inquired if Windsor is willing to hold the conservation easement on the Sheep Draw property, a buffer acquisition piece in their portion of the grant. Staff has reviewed this parcel, as well as our own Resolution 2008-59 which defines what attributes a conservation easement should have, and determined it is qualified and appropriate.

There is no cost associated with holding the conservation easement for Sheep Draw. There is in-kind staff time associated with annual inspections and reviewing any planned development (such as parking lot and trail head) that was included in the grant application. Staff is continuing to investigate new information about certification for conservation easement holders. The 2013 Town of Windsor Budget includes \$5,000 to acquire the BROE Easement.

2. North Front Range Metropolitan Planning Organization – Regional Bike Plan (W. Willis)
The Town of Windsor has been participating over the last several months with the North Front Range Municipal Planning Organization (NFRMPO) on developing a regional bike plan. The purpose of this plan is to identify possible corridors for connectivity throughout the NFRMPO region. Participating communities/ entities include, Windsor, Greeley, Loveland, Fort Collins, Evans, Berthoud, Eaton, Larimer County, CDOT, Colorado State Parks and Milliken. This group did a survey of the region and solicited feedback, took the feedback and created the maps provided in the packet. Mr. Willis presented and reviewed the proposed maps and encouraged the board to write a letter of support and / or provide feedback to the group.

3. CRC Expansion Efforts Update (M. Chew)
The Town of Windsor website has been updated with a page dedicated to communicating the steps taken so far in the process of considering the possible expansion of the Community Recreation Center.

The Ad Hoc Committee recommended funding \$30,000 in the 2013 budget for conceptual drawings and models. To date, Town Board has not allocated funds for this recommendation. In January, Town Board directed staff to develop materials to utilize in place of the drawings, and to solicit letters of interest for possible partners. Those letters were mailed out on January 14, 2013 and responses are due on March 2, 2013.

Town Board also requested research of other communities that have built a recreation center, asking what kind of impact it had on private businesses.

A group of citizens are also active in pursuing a citizen initiative to get the expansion on a future ballot to allow the community to vote for a sales tax increase to produce bond funds..

4. Development Reviews (W. Willis)

Mr. Willis presented information on current development reviews and introduced the community development map on the town website for updates on construction projects, development reviews, public hearings, and oil and gas activity. He encouraged the board to view this webpage periodically and to ask any question they may have.

5. Monthly Report

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

D. COMMUNICATIONS

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

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

- 7th Street Trail from New Liberty Road update: A Safe Routes to School grant has been applied for and results will be known in March. If the application is successful construction will follow a State timeline and will begin in early spring 2014. If it is not successful construction will begin this summer.
- Art & Heritage staff has been working on a strategic plan for the museum and cultural event operations. She will also be working on a way to measure the cultural desires of the community to coincide with the goals of Town Board Strategic Plan.

Recreation (T. Fotsch)

- Hiring is underway. Two full-time Customer Service Coordinators and four regular part-time Recreation Leaders have been hired.
- The summer brochure is nearly complete.
- The first baseball tournaments are booked and will begin the first weekend of March.

Art & Heritage (C. Knight)

- Ms. Knight and Mr. Willis are working with a few companies for a Request for Proposal for Master Planning Services at the Cemetery and the Museums at Boardwalk Park.
- Fine Arts classes will be available in the Summer Link.
- The items recently up for deaccession went through Town Board and received approval. The items will be offered to area museums first and then sent to public auction in the near future.
- The Bittersweet Harvest exhibit received many visitors and has now closed. The next exhibit, opening in May, will be Counter Culture, Drugstores in America, and will run throughout the summer.
- Bands have been selected for the 2013 Summer Concert Series and will be announced in the Summer Link.
- The Farmer's Market will continue in 2013 with assistance and will be working towards full management by the CSU Extension staff by 2014. Ms. Knight has contact information for people that want to set up a booth at the Farmer's Market.
- Planning for the USA Pro Challenge Professional Cycling Race that will be coming through Windsor during its Phase 6 on August 24, 2013 is underway.

- The grant funded conservation project has been completed and Ms. Bates, Museum Curator, will be implementing recommendations from that survey. An Intern will be working with Ms. Bates and helping to implement some of the recommendations.
- Ms. Knight and Ms. Bates will be attending the Saving Places 2013 Historical Preservation Conference put on by Preservation, Inc. and History of Colorado.
- The Colorado-Wyoming Association of Museums Annual Conference will be held in Golden on April 25-27. Ms. Knight invited the Board to attend if they are interested.

Parks & Open Space (W. Willis)

- Staff attended the ProGreen Expo in Denver last month, attending the tradeshow and classes to keep up on their certifications.
- Northern Lights Park is currently under construction with Colorado Designscapes and is being managed by the Engineering Department.
- A measurement structure and control gate will be installed at Chimney Park to keep track of water usage from Windsor Lake.
- The updated Cemetery Master Plan is to include a new irrigation system and addition of the previous baseball field to the south of the current area.
- Windsor Village Park Irrigation installation is currently out for bid for replacing the existing aging system.
- Implementing ADA compliance corrections are underway.
- Northern Front Range Metropolitan Planning Organization (NFRMPO) has an intern that will be contacting Google Maps in an effort to get the trails updated and on Google Maps for Windsor.
- The Non-Potable Water Master Plan is being utilized to help with water conservation. Re-drilling a well at Boardwalk Park is slated for this year to help avoid using water from Windsor Lake.

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

E. ADJOURN

Mr. Boatright moved to adjourn the meeting at 8:40 p.m. until the March meeting or call of the chair. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 2nd day of April, 2013.

Submitted by:


Sandra Sheffler, Administrative Specialist