



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING
April 2, 2013 – 7:00 P.M.
301 Walnut Street, Town Board Chambers
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Chair Holder-Otte called the meeting to order at 7:00 p.m.

1. Roll Call

The following PReCAB members were present:

Rebecca Holder-Otte
Carlene Irion
Phil Boatright
Regan Price
C. Debbi Waltman
John Pankonin
Shannan DeJesus

Staff present: Parks, Recreation & Culture Director Melissa Chew
 Parks & Open Space Manager Wade Willis
 Art & Heritage Manager Carrie Knight
 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. Price moved to accept the Agenda as written. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report (M. Chew for Town Board Member Myles Baker)

- In regards to the Community Recreation Center expansion project, Town Board requested staff hold several public meetings at various times of day to educate the public of the options and receive their input as to what amenities are desired. This is being requested to help determine if this is what the community wants before moving forward.
- There will be a second reading of an ordinance to amend the municipal code regarding the use of tents and charcoal grills in town owned parks and open space areas.
- Park Rules and Regulations are being updated.

School Board Report (School Board Member Carlene Irion)

- The Board approved a resolution for formation of the Weld RE-4 Educational Foundation, a non-profit 501c3, which will help provide increased opportunity for fund raising and allocation of those funds.
- Two wrestlers went to State.
- Four students were selected to the all-state choirs and bands.
- The Robotics Team won the State competition and will be heading to St. Louis, Mo for World Championship competition.
- The Boettcher Foundation has selected Windsor's Hannah West as a Boettcher Scholarship alternate.
- The application process for Range View's IB program is underway.
- Efforts to promote positive need for technology continue.

- The district is seeing an approximate 4% increase in enrollment from last year. Students are drawn from west Greeley, Fort Collins, and Loveland.

Student Advisory Leadership Team Report

There were no SALT members present.

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 February 5, 2013 meeting with the correction of a typographical error. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION ITEMS

1. Elections (M. Chew)

The Bylaws for the Parks and Recreation Advisory Board call for officers to be elected from the Board membership each January for the year. Officers include Chair, Vice-Chair and Secretary.

Mr. Boatright moved to nominate Rebecca Holder-Otte to retain her position as Chair. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

Mr. Boatright moved to nominate Regan Price as Vice-Chair. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

Ms. Waltman moved to nominate Shannan DeJesus as Secretary. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

2. Resolution 2013-PRC01 Supporting Ad Hoc Committee Recommendations (M. Chew)

Ms. Price has asked that a Resolution of Support for the recommendations of the Ad Hoc Committee (regarding the financial considerations of expanding the Community Recreation Center) be considered. She stated that she has had meetings with the town manager, attorney, finance director, and others, regarding a citizen's initiative versus a popular petition to bring the expansion to a vote of the community, and has received helpful information on how to proceed with getting this issue on a ballot. If approved, this resolution will formalize the support from PReCAB and will be shared with Town Board.

Ms. Price moved to approve Resolution 2013-PRC01 Supporting Ad Hoc Committee Recommendations. Mr. Boatright seconded the motion. All members present voted Aye. Motion carried.

3. Conservation Easement Levels of Service (M. Chew & W. Willis)

Conservation Easements are an effective tool for preserving lands that offer significant natural, historical or cultural resources. As such, they are identified in the 2007 Update of the Parks, Recreation, Trails and Open Lands Master Plan as options for developing an Open Lands program. The Master Plan also calls for developing a "Level of Service Statement" (Standards).

Such Level of Service can be related to possibly becoming a certified as a conservation easement holder, meaning an agency has established certain key stewardship practices, submitted information to the Colorado Board of Realtors and been approved. This is required for any conservation easement where a property owner will claim tax credits. It is currently preferred, and likely will be required in the future, for acquisitions funded through Great Outdoors Colorado.

Even if the Town does not pursue certification, this outlines a process of accountability and stewardship that meet our objectives in the Master Plan. Additionally, if the Town does not pursue certification, referrals may be made to Legacy Land Trust to hold conservation easements requesting to claim tax credits. This could be a possibility for the previously discussed Sheep Draw easement for Greeley.

These processes are written compilations of current practices or, in some cases, details of other practices we had not developed. Consultation and use of model material took place with Larimer County, which has completed the certification process.

**Mr. Pankonin moved to approve the Conservation Easement Level of Service Standards.
Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

D. BOARD REVIEW

1. Our Lands Our Future Mapping Tool (W. Willis, M. Chew)

The Town of Windsor is a partner with Larimer County Department of Natural Resources Open Lands program, and other municipalities in a regional study called Our Lands, Our Future. Part of the study includes collecting a variety of public opinions relative to parks and open spaces, conservation and recreation. For the county, it also explores public sentiment about the open space tax, of which Windsor receives a per capita distribution of funds averaging \$70,000 per year. Results of the survey were presented.

Part of the study was to create a GIS mapping model that allowed both public and staff to search properties based on a variety of criteria. Whether it is farms and ranches, riparian habitat or already designated open space, the maps integrate a variety of land types and preservation options. The “weights” of various criteria can be changed. For example, one person may value recreational access more than another who values pure preservation. The map changes based on individualized criteria.

When the public utilizes the tool, specific parcels are not identified, but “bubbles” are used to designate an area. For staff, it has parcel specific information.

Mr. Willis gave a demonstration and instructed the Board on using the mapping model.

1. 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)

- The State funded Safe Routes to School Grant has been awarded to the Town of Windsor. Design work and an educational piece will begin this year and construction will begin in the spring of 2014.

- Ms. Chew encouraged PReCAB to familiarize themselves with the town financial report that is in the Town Board packet monthly. This could be beneficial around budget time as well as if conservation easement stewardship is pursued resulting in funding in the Park Improvement Fund.
- Ms. Chew encouraged any of the members interested to become involved with the cultural aspect of the department.
- Dedications for the three parks built last year and the one currently under construction will be mid-June.

Recreation (M. Chew for T. Fotsch)

- The entrance sign for the Community Recreation Center and Police Department has been updated and now match in color and lettering. The walkway sign in front of the CRC will also be updated to match.
- A new sign will be installed at Chimney Park Pool.
- New shade shelters will be installed at the pool concessions to help shade people who are waiting in line.
- Minor changes to the pool locker room and two lifts will be installed at the pool to comply with the ADA audit that was conducted last year.

Art & Heritage (C. Knight)

- Please “like” us on Facebook.com/WindsorMuseum. Ongoing events, exhibits and fun facts are posted there to keep it interesting.
- New panels are in place at the Community Recreation Center to give the community an overview of what the Culture Division is responsible for, including culture, art in the museum and public art. This was done because of the difficulty in measuring whether an exhibit at the CRC was received well or not.
- A combined project Landscape Master Plan for Lakeview Cemetery and Interpretive Landscape at the museums at Boardwalk Park is in process. Concept plans should be available at the May meeting.
- Ms. Knight’s term at Colorado State Representative for the Colorado-Wyoming Association of Museums is ending. Ms. Bates, Museum Curator, will be applying for the position.
- The museums will be celebrating their 10 year anniversary this summer.
- Ms. Knight wrote an article that will be featured in the National Recreation and Parks Association publication regarding the landscape master planning process.
- First Lady Michelle Obama designated Windsor as a Preserve America community.

Parks & Open Space (W. Willis)

- Windsor Village Irrigation renovation is underway and going well.
- A contractor is working on the Kern Reservoir measurement structure to monitor all water coming out of Windsor Lake.
- Water conservation efforts related to non-potable water are being explored. Water share allocation is approximately 60% of previous year allocations.
- The possibility of a future, shared water tank was mentioned.
- Interviews for Park Technician are being completed and hiring will take place soon. Mr. Boatright asked what a Park Technician does and Mr. Willis gave a brief description of their duties and how many parks each technician cares for.
- Arbor Day celebrations will take place at Tozer Primary and Mountain View Elementary schools on April 19. The Arbor Day 5k Run/Walk and annual tree sale will take place on April 20.
- Ms. Price asked if there were plans to clean up debris from Windsor Lake since the water level is low. Mr. Willis has scheduled some cleanup for later this same week and stated a Girl Scout Troop will be doing some cleaning up in the near future as well.

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 8:55 p.m. until the May meeting or call of the chair.
Ms. Price seconded the motion. All members present voted Aye. Motion carried.**

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 4th day of
June, 20 13.

Submitted by:


Sandra Sheffler, Administrative Specialist