



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING  
June 4, 2013 – 5:30 P.M.  
301 Walnut Street, Town Board Chambers  
Windsor, CO 80550

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MINUTES

A. **CALL TO ORDER**

Chair Holder-Otte called the meeting to order at 5:30 p.m.

1. Roll Call

The following PReCAB members were present:

Rebecca Holder-Otte  
Carlene Irion  
C. Debbi Waltman  
John Pankonin  
Shannan DeJesus (arrived at 5:35 p.m.)

Absent:

Phil Boatright  
Regan Price

Staff present: Parks & Open Space Manager  
Recreation Manager  
Art & Heritage Manager  
Administrative Specialist

Wade Willis  
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 – No new items were added to the agenda.

3. Liaison Reports

*Town Board Report (Town Board Member Myles Baker)*

- Town Board has reviewed the Cemetery and Museum Master Plans, and the site plan for the Summit Entertainment Center.
- Approval of a CUG for oil and gas drilling east of Highway 257 and south of Diamond Valley Park near the Eastman Kodak facility has taken place.
- Approval of the delegation to a Liquor Licensing Authority to an attorney specializing in such processes. This will remove this task from the Town Board's agendas.
- Six of the eight Community Recreation Center expansion meetings have been completed and seem to be well attended.

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

- There were 252 graduates in 2013.
- Meetings will take place over the summer to discuss technology, funding and possibilities of another high school being added in the future.

*Student Advisory Leadership Team Report*

There was no SALT report due to summer vacation.

4. Public Invited to be Heard

There was no public comment.

## B. CONSENT CALENDAR

### 1. Minutes from past meetings

**Mr. Pankonin moved to approve the Minutes from the April 2, 2013 meeting as presented. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

## C. BOARD ACTION ITEMS

### 1. Lakeview Cemetery Master Plan (W. Willis)

Robert Peccia and Associates (RPA) was selected to render landscape master planning services for the Lakeview Cemetery Master Plan Update. Staff requested funding for updating the master plan because additional land has been acquired and some components of the 2009 master plan needed to be updated to reflect existing site constraints and determine feasibility. Using the 2009 master plan as a base RPA is evaluating: proposed sexton facility, maintenance building alternatives, site circulation, western 4 acre parcel, site access, current trends and regional competitiveness.

RPA has also completed a comparison of all cemeteries within a 25 mile radius to evaluate costs, services offered, financial sustainability, and amenities available. Their scope also includes evaluating the feasibility of developing master plan components and evaluating the potential for cost recovery of the improvements.

RPA has incorporated feedback from their website, public meetings and direction from staff, as well as appointed and elected officials. RPA has prepared a master plan incorporating all of the information listed above for approval this evening.

The final plan will be presented to Town Board on June 24, 2013.

**Mr. Pankonin moved to recommend Town Board approve the Lakeview Cemetery Master Plan as presented by RPA. Ms. Waltman seconded the motion. All members present voted Aye. Motion carried.**

### 2. Museum Landscape Master Plan (C. Knight)

Robert Peccia and Associates (RPA) was selected to render landscape master planning services for the Town of Windsor Museum at Boardwalk Park.

RPA has incorporated feedback from their website, public meetings and direction from staff, as well as appointed and elected officials. RPA has prepared a master plan incorporating all of the information listed above for approval this evening.

The final plan will be presented to Town Board on June 24, 2013.

Ms. De Jesus questioned the cost and time frame for this project. Ms. Knight stated there is limited capital funding available to get started in 2013, however the total project cost could exceed \$600k.

**Ms. Waltman moved to recommend Town Board approve the Town of Windsor Museum at Boardwalk Park Master Plan as presented by RPA. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

### 3. Intergovernmental Agreement with Larimer County regarding Conservation Easements (W. Willis)

Recent discussions about conservation easements, specifically those related to the Poudre River Trail Initiative Grant through GOCO have taken place. At a work session following the meeting a visit will be

made to Sheep Draw, the first of three proposed properties in the grant to be acquired by Greeley with a conservation easement. Each easement will go through independent review and action as per the Conservation Easement Stewardship Level of Service Standards adopted earlier this year.

As Windsor does not have much experience with conservation easements, GOCO has asked that the easement be held jointly between Windsor and Larimer County such that Windsor gain more experience.

This Intergovernmental Agreement sets the stage allowing the Town of Windsor to jointly hold easements as described in the grant application referenced above. It has been reviewed by legal counsel on both sides, and will be presented to Town Board on June 10, 2013.

**Ms. Irion moved to recommend Town Board approve the Intergovernmental Agreement with Larimer County regarding co-holding conservation easements. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

4. July Meeting (W. Willis)

Several members have indicated they will not be available to attend the July 2, 2013 meeting due to the holiday.

**Mr. Pankonin moved to reschedule the July 2, 2013 meeting to July 9, 2013. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

5. Neighborhood Park Dedications (W. Willis)

Discussions regarding hosting the dedications for the newest neighborhood parks, all in one day, with "give away" items has taken place and narrowed down to a couple of days.

**Ms. De Jesus moved to approve July 13, 2013 as the date for dedication of Brunner Farm Park, Bison Ridge Park, Poudre Heights Park and Northern Lights Park. Following some discussion Ms. De Jesus amended the motion to July 20, 2013. Ms. Waltman seconded the motion. All members present voted Aye. Motion carried.**

#### D. BOARD REVIEW

1. Monthly Financial Report (W. Willis)

The April 2013 Monthly Financial Report was presented for review. Mr. Willis offered to answer any questions.

2. Monthly Attendance Report

The Monthly Attendance Report through April 2013 was presented to update the Board on various projects and programming. Mr. Willis offered to answer any questions.

#### D. COMMUNICATIONS

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

*Recreation (T. Fotsch)*

- There are new paddle boards at the lake and are rented out at \$10 per hour.
- All of the ballfields are booked solid with baseball/softball tournaments.

*Art & Heritage (C. Knight)*

- The Summer Concert Series begins on Thursday June 6 with the All Town BBQ kick off.

- The Art & Heritage Center will be opening “Counter Culture”, an exhibit in partnership with the House of Windsor, presenting the history and evolution of drugstores in Windsor and including contests for the “best soda fountain drink” and will include coupons for ice cream.
- The 2013 Farmer’s Market will open on June 29, 2013.
- USA Pro-Challenge updates will be posted on the website periodically.

2. Communications from Parks, Recreation & Culture Advisory Board Members

There was no further communication from the Board.

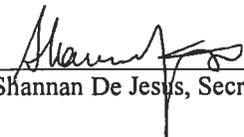
**E. ADJOURN**

Mr. Pankonin moved to adjourn the meeting to a work session at 6:19 p.m. until the July 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 10<sup>th</sup> day of September, 2013.

Submitted by:

  
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Shannan De Jesus, Secretary