



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING
September 10, 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
C. Debbi Waltman
Shannan DeJesus
Ken Bennett
Regan Price

Staff present:

Parks, Recreation & Culture Director	Melissa Chew
Parks & Open Space Manager	Wade Willis
Recreation Manager	Tara Fotsch
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 – No new items were added to the agenda.

3. Liaison Reports

Town Board Report (Town Board Member Myles Baker)

- The town of Windsor has secured a \$2.7 million US Department of Transportation competitive grant to establish quiet zones in two of its residential neighborhoods with the support of Senators Mark Udall and Michael Bennett and work with the Federal Railroad Administration.
- 2014 Budget meetings are underway including several capital projects to be funded.
- A request to accelerate the design and build of the park at Belmont Ridge has been made, asking that it be designed in 2014 and built in 2015 instead of 2016.
- CRC expansion work sessions have begun.

School Board Report (School Board Member Carlene Irion)

- Sean Ash and Carlene Irion will both be on the school board for a 2nd term. Nominations were closed and no one ran against them.
- There was a 2.5% increase in enrollment for this school year. Typical increase is 6%-7%). Inquiries regarding the decrease are being investigated.

Student Advisory Leadership Team Report

There were no SALT members present. Ms. Fotsch stated SALT is reorganizing at this time and will have a report next month. They did serve BBQ to over 750 people at Harvest Festival and raised \$4,000 in a 2 ½ hour time frame. Their annual haunted house will be Friday October 25 and members were encouraged to attend.

4. Public Invited to be Heard

There was no public comment.

B. CONSENT CALENDAR

1. Minutes from past meetings

Ms. Price moved to approve the Minutes from the June 4, 2013 meeting as presented. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION ITEMS

1. 2014 Budget Overview (D. Moyer)

Finance Director Moyer reviewed where dollars come from for the budget, along with past and future projections. With the exception of the impact of full time merit and associated benefits, general fund budgets have not changed much in the past three years.

An overview of the Town of Windsor Draft 2014 Budget, and specifically the Park Improvement Fund Budget was also presented. No program fee increases are anticipated for 2014. Cost Recovery is on target.

2. 2014 Neighborhood Park Priorities (M. Chew)

The priorities for which neighborhood parks are listed to be completed is determined by a ratio of approved lots for building versus the actual number of building permits issued. This creates a % built out factor. The higher the percent build out, the higher the priority to complete amenities.

Ms. Price moved to adopt the 2014 Park Priorities as presented. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

3. 2014 Park Improvement Fund (Ms. Chew)

Previously an Ordinance required developers to build neighborhood parks and 50% of the neighborhood park funds entering the PIF from building permits was set aside for reimbursements. Late in 2011, this Ordinance was repealed and revised, eliminating this requirement and thus freeing up funds to complete four neighborhood parks. Bison Ridge, Brunner Farm, Poudre Heights and Northern Lights have recently been completed, leaving the following parks to be completed in future years:

- Belmont/Fossil Ridge neighborhood (scheduled for 2015-2016, although a letter has been received requesting to move this up to 2014-2015)
- Windshire Park neighborhood (developer to complete on own)
- Wayne Miller Park (Greenspire subdivision)
- Jacoby Farm (life estate with home suitable to rent)

In addition to building permit fees for both neighborhood and community parks, Larimer County Open Space tax revenues are in the Park Improvement Fund, and are utilized to fund projects located in Larimer County, mostly trail related. Fees in Lieu are also in this budget which can only be utilized for land acquisition.

Ms. Irion moved to recommend Town Board support the 2014 Park Improvement Fund Budget request. Ms. Price seconded the motion.

Ms. Price moved to amend the motion to recommend Town Board support the 2014 Park Improvement Fund Budget request and include the addition of design of Fossil/Belmont Ridge Park in 2014. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

D. BOARD REVIEW

1. Development Reviews (W. Willis)

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

2. CRC Expansion Review Update (M. Chew, T. Fotsch)

In early August, Town Board visited five recreation centers in Longmont, Erie, Lafayette, Carbon Valley and Ft. Lupton. The handout that was prepared in advance comparing several facilities, the staff notes from

that tour, and another handout regarding Public vs. Private Competition that was shared with them during the tour and emailed later to those that did not have a chance to participate was made available.

Town Board has scheduled several upcoming work sessions in order to cover the details included in the Feasibility Study that was completed in 2012.

3. Monthly Financial Report (M. Chew)

The June 2013 and July 2013 Monthly Financial Report was presented for review. Of note in these reports is that revenues and expenses are on target in the general fund. As summer construction projects are completed, those items associated with capital construction (CIP, Park Improvement Fund, Conservation Trust Fund and Larimer County Open Space Tax) will begin to see expenditures.

4. Monthly Attendance Report

The Monthly Attendance Report through July 2013 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 Director (M. Chew)

- The Parks, Recreation and Trails Master Plan were last updated in 2007. Goals outlined in that plan are still in progress and when they are near completion a new document will be produced. The proposed timeframe would be the 2015 budget year.
- The Parks and Public Works departments currently share office/work space with the school district maintenance staff. A feasibility study is being considered to look at a new facility for town staff.
- Our Lands Our Future report will be completed in the near future and Larimer County will be updating their open space documents.
- Activity at Sheep Draw has slowed down as Weld County has some work related to the environmental assessment to do before Greeley can close on the property.
- The IGA from CDOT has been received for the 7th Street trail project. This will go to Town Board for approval and construction may begin in March/April 2014.
- The Pro-Challenge bike race was very well received by the town. A member of the tour staff that preceded the racers was overheard stating "What the heck, did the whole town of Windsor come out for this race?" There were 800 volunteers overall and Windsor had the highest community volunteer count at 140!
- Due to the size of the PReCAB packets, changes are in motion to begin uploading the packet to the website for members to view prior to the meetings.

Recreation (T. Fotsch)

- Fall sports, volleyball, football and soccer, have started.
- Harvest Festival events were well attended. There were 66 teams for Mud Volleyball. The BBQ served over 750 people. The 5k Race had over 170 registrants. There were 230 cars on display at car show, which is promoted by a Public Works staff member, Rob Winter. Mr. Winter, during his personal time, attends car shows throughout the summer months and invites car enthusiasts to attend the Harvest Festival Car Show. He raised \$1,500 in cash sponsorships and over \$4,000 in total for the Recreation Scholarship program. He utilized the adaptive kids to hand out voting ballots and the event was an overall success.
- There are several job postings for part-time/seasonal help.
- There were over 650 middle school students in attendance at the recent dance last week. Ms. Chew challenged the board to attend a Teen Night in the future to see what a great event it is.
- The gym floor has been refinished.
- The Chimney Park Pool decking will be refinished in 2014, probably mid-August.

Art & Heritage (C. Knight)

- The Counter Culture exhibit is now closed and was very well received.
- Harvest Festival, Pro-Challenge Bike Race and Wine Festival were all well attended.
- The last day for the 2013 Farmer's Market is Sept. 21st.
- The Windsor Fine Arts Festival will not be repeated again next year. The organization has expanded and has decided not to continue this particular event.

Parks & Open Space Manager (W. Willis)

- Construction is underway to complete the Pickleball and Basketball courts at Eastman Park.
- Main Park's east playground is being renovated to bring it up to ADA standards and a poured-in-place safety surface will be installed.
- Mr. Willis reminded the members that Boardwalk Park is currently a fully accessible playground in compliance with ADA standards.
- Staff is repairing damage to park grounds following several special events.
- Irrigation winterization is being performed.
- The well at Boardwalk Park was re-drilled and irrigation will be done with well water rather than water from Windsor Lake.
- In preparation for the Parks, Recreation and Trails Master Plan document update, a study group will be created and Mr. Willis invited PReCAB members to participate.

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

There was no further communication from the Board.

E. ADJOURN

Ms. DeJesus moved to adjourn the meeting at 9:20 p.m. until the October meeting or call of the chair. Chair Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the _____ day of _____, 20_____.

Submitted by:

Shannan De Jesus, Secretary