



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING
December 3, 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
Charlie Pepin

Staff present:

Parks, Recreation & Culture Director	Melissa Chew
Parks & Open Space Manager	Wade Willis
Recreation Manager	Tara Fotsch
Art & Heritage Manager	Carrie Knight
Customer Service Supervisor	Megan Walter

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)

- Myles Baker was absent from the meeting, Ms. Chew offered to answer any questions the board had.
- Town Board will be reviewing the CRC expansion scenarios in the work session scheduled for December 9, 2013. The details should be finalized during this meeting with more information to be provided to public and PReCAB.

School Board Report (School Board Member Carlene Irion)

- Range view Elementary School is accredited for the IB Program.
- Windsor FFA Chapter placed silver in the Parliamentary Procedure Career Development Event at the National FFA Convention.
- Board thanked Ms. Chew for Arbor Day Calendars
- Funds for technology needs to be increased throughout the schools, TCAPS are required to be taken electronically now. Funds will also go towards teaching students to use computers.
- Long Range Planning Committee is looking at another high school, possibly a trade or vocational school. This would be on the ballot in 2016 and not built out until 2018.
- Board congratulated Ms. Irion on her reelection.

4. Public Invited to be Heard

There was no public comment.

5. Board Recognition

PReCAB recognized outgoing members Phil Boatright and John Pankonin for their four years of service, and for leadership as Chair and Vice Chair.

B. CONSENT CALENDAR

1. Minutes from past meetings

Ms. Regan Price moved to approve the Minutes from the September 10, 2013 meeting as presented. Ms. Carlene Irion seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION ITEMS

1. Museum Collections De-Accessions (C. Knight)

Ms. DeJesus moved to approve Town of Windsor Resolution NO. 2013-PRC02. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

Ms. Knight presented to the board three separate accessions included in the resolution, all three deal with material objects that are important to Windsor community. These items would be archived either as permanent or for educational use. She also suggested when the board takes their annual visit to the facilities next year; they could visit the collection storage facility. It would benefit the board to assess space constraints as well as the nature of the collection.

Chair, Holder-Otte asked for clarification between permanent and educational use items. Ms. Knight explained that permanent items would go on display for public, and have different conservation concerns than educational items. Educational items are usually duplicates and can be touched and handled in class rooms. Permanent items also require Town to house the object, dedicate staff to its care, and funds to materials to preserve the object. Insurance is expected to be nominal as an addition to the collections

Ms. Knight provided the new board members with a collections management policy and would be happy to provide the current board members with one by email. This policy offers information on accession and de-accession.

D. BOARD REVIEW

1. Sheep Draw Conservation Easement (M. Chew)

Ms. Chew presented an update on the Sheep Draw Conservation Easement for the new board members. In 2012 Windsor participated in the Poudre River Initiative grant submitted to Great Outdoors Colorado (GOCO) for acquisition and development of various land parcels adjacent to the Poudre River. The Town partnered with Ft. Collins, Larimer County, Timnath and Greeley in the grant. It is important that PReCAB review and understand the implications of holding the easement, as ultimately they will make a recommendation to Town Board.

Greeley identified several land acquisitions as their part of the grant, including the Sheep Draw parcel. As a condition of acquisition, GOCO requires a conservation easement (CE) to be held on the property. As partners, it makes sense that an entity affiliated with the grant is the CE holder. Through an already approved IGA, Windsor will jointly hold the conservation easement for three years with Larimer County since we are new to this process, and ultimately be the sole CE holder. Earlier in the year, PReCAB reviewed and adopted the Conservation Easement Stewardship Level of Service Standards that outlines the Town's process for consideration, evaluation and acquisition of any conservation easement.

Ms. Chew invited board members to visit the site and advised them that Town legal counsel will review the draft Management Plan and Deed before they are presented to PReCAB. Ms. Chew answered questions from board member Irion and Holder – Otte regarding damage at the site based on recent flooding. Ms. Chew replied there was minimal damage to a few oil rigs. A flow chart was also presented to the board to walk them through the selection criteria and evaluation process.

2. Monthly Financial Report (M. Chew)

The September 2013 Monthly Financial Report was presented for review; Chair, Holder-Otte asked Ms. Chew to clarify the difference in peaks on the Lottery Funds; she stated that after checking with the Town of Windsor Finance Department a clear reason was unknown. Delayed and carried over Capital Improvement Projects were discussed and explained to board members. Revenues and Expenses were also discussed based on budget and completion dates. Ms. Chew also invited the board to follow up with her by email on any additional questions.

3. Monthly Attendance Report (All Staff)

The Monthly Attendance Report through October 2013 was presented to update the Board on various projects and programming. Chair, Holder-Otte asked if there were rentals in the previous years, Ms. Fotsch stated they have just started tracking paid rentals on a monthly basis. Board member Irion asked if buses were rented out. Ms. Fotsch explained they are in use with senior activities five days per week with no additional time for other activities, and that they are 90% subsidized. Board member Pepin questioned the increase and decrease in Recreation Classes & Activities from 2009 to current. Ms. Fotsch explained that a new pass tracking system was put in place at the beginning of 2010 giving a better picture of participation, as well as an actual drop in participation of adult educational classes, and an actual increase in fitness classes. Ms. Chew and Ms. Fotsch agreed to modify report for board to get a clearer picture on usage at the CRC.

4. Development Reviews (W. Willis)

Mr. Willis presented information regarding Water Valley South originally intending to build more units on each lot. A new plat has been done to reduce the density and build four units on each lot instead of eight.

D. COMMUNICATIONS

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

Parks & Open Space Manager (W. Willis)

- New safety surfacing at Main and Chimney Park playgrounds to comply with ADA requirements.
- Parks staff attending conferences and preparing for snow plowing with Public Works Department.
- Cul-de-sacs will now be plowed as part of the new snow plowing policy this year under certain conditions (see Snow Plan on website).
- Trails Master Plan Committee is being formed and an update will be provided to board each month.

Recreation (T. Fotsch)

- Basketball season is wrapping up.
- Staff will be taking vacation and completing training during winter.

Art & Heritage (C. Knight)

- Strategic Plan goes to Town Board for draft review on Monday December 16, 2013. PReCAB will be reviewing at the January meeting.
- In the process of applying for a grant from the Poudre Heritage Alliance, which will allow exhibit re-design at Museum to be accessible for more users.
- The Eaton House west wall foundation has been suffering damage, Town is in the process of addressing the problem.
- Winter Wonderland is Saturday December 7, 2013
- In the process of hiring a full time events coordinator, the position is open until December 8th.

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

- The Division of Wildlife has agreed to turn over the five conservation easements that makeup the Frank State Wildlife area to the Town of Windsor, if we desire them. Intent of area is

wildlife oriented and there may be an opportunity to create a trail connection from Covenant Park to CR 13. Town of Windsor is currently looking at different options as to who may hold the conservation easements.

- A survey was done in October to gather information on how many kids walk to school for the Safe Routes to School Grant. The survey didn't have a high participate rate. Another event will be conducted in the spring during bike to school, with a final post survey done in May.
- An agreement was reached with Windshire Park, they will build the neighborhood park following the Town of Windsor specifications and process and turn it over to Town of Windsor. Now the water rate agreement is being worked on for this park. Secretary, DeJesus requested information from Ms. Chew on how parking spaces around a park are determined. Ms. Chew stated, a neighbor park only serves the immediate neighbor and doesn't provide amenities for community or regional area, therefore parking is on the street and adjacent to a park site. A community park has more parking designated. Ms. DeJesus said a resident voiced a concern that park attendees were parking in front of his house at Northern Lights Park. Ms. Chew advised her to have him contact the Town should she have any more contact with him.
- The Link is available in the Windsor Now.

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

E. ADJOURN

Chair Holder-Otte moved to adjourn the meeting at 8:15 p.m. until the January meeting or call of the chair. Ms. DeJesus 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