



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING
January 7, 2014 – 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
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
Customer Service Supervisor	Megan Walter
Recording Clerk	Joyce Rehn

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

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

- End of November 2013 passed 2014 Budget and passed building requirements in the flood plains.
New requirements this year, flood plains have to be 2 ft higher
Determined Critical Facilities need to be higher as well; Schools, Emergency and Oil & Gas Facilities

B. *School Board Report*

- School Board Member Carlene Irion was absent from the meeting.

4. Public Invited to be Heard

- There was no public comment.

B. CONSENT CALENDAR

1. Minutes from December meeting

- Ms. Regan Price moved to approve the Minutes from the December 3, 2013 meeting as presented. Chair, Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION ITEMS

1. Election of Officers

- Ms. Regan Price moved to postpone election to the February 4, 2014 meeting. Mr. Ken Bennett seconded the motion. All members present voted Aye. Motion carried.

2. Museum Strategic Plan

- Ms. Shannan De Jesus moved to approve Town of Windsor Museum Strategic Plan as presented and Mr. Ken Bennett second the motion. Ms. Regan Price opened for discussion.
- Ms. Carrie Knight brought to the Board the Museum Strategic Plan back in October 2013. Today it is brought to the Board for final approval then will go to the Town Board meeting January 13, 2014.

Chair, Holder-Otte commented to Ms. Knight that her study was very comprehensive document saying that she really appreciated her research and time put in to the study. Ms. Knight explained that there is more information they need to learn about the community and what the visitation capacity will be in the future. She said there are still a lot of pieces they do not have at this time and the plan will help determine what the variables will be.

Ms. Knight addressed the comment that Chair, Holder-Otte made about the marketing component and that her goals seeming to be more like tactics. Chair, Holder-Otte explained that in a marketing plan or in a visitor setting, the aim is to achieve something greater in the long run.

Mr. Bennett said further that he also appreciated all the work that was put into the study and said that he agreed that it would be nice to see quantitative type things like visitation or education clinics. His concern was that the storage issues were a major hurdle and asked what are some options that were talked about in the study and if other facilities that the town owns could be available for short term. Ms. Knight said that the Strategic Plan states that something needs to be done about it. She said that it was a topic of discussion at the Town Board work session meeting and one Board member asked what their main concern was for the museum and she stated very clearly "space". She went on to say that they have an unfunded Capital Improvement Project which in the future will fund the construction of a collections building and storage facility. Ms. Chew also added that they are currently engaged with Public Works in a Feasibility Study looking at a space for future parks and a Public Works Facility to replace the current facility behind the Middle school. The study will include determining if the new space can accommodate a storage facility for the museum. Ms. Knight says that the present collection storage on the second floor of the Art & Heritage Center was never intended to be a permanent option. She went on to say that it has been very accommodating, environmentally safe storage space.

Chair, Holder-Otte asked Ms. Knight as they are developing their plan, have they given any thought to how they might update from progress to goals having Board members actively engage or at least are more aware of what progresses are being made at the museum. Ms. Knight responded that she has invited this Board to meet on an individual basis to talk about basic museum operations and museum management qualities. She said that some Board members have set up appointments to meet with her. She went on to say that they have incorporated questions about museum experience and interest into interviews of new Board Members; they are looking at individuals that might have some experience in that regard. They also have increased involvement by the Board in some of the larger decision making, including accession and deaccession. It is also a priority of the Strategic Plan to better educate the Board members as to the basics of museum operations.

All members present voted Aye in favor to approve the Museum Strategic Plan. Ms. Chew added that based on the recommendations from Chair Holder-Otte there may be some minor variations from what they approve tonight and what goes before the Town Board.

D. BOARD REVIEW

1. CRC Scenario 5 Discussion (Chair)

- Chair, Holder-Otte explains that the reason why this is on the agenda is they passed a resolution supporting the CRC expansion in previous meetings. Part of the discussion was assumed the town would move forward with recommendations for Scenario 1 where a pool and a fitness operation facility would be built to help offset the cost. Consultants provided cost analysis and it would provide the greatest financial recovery. Local business continued to be present at public meetings, and Town Board in response has expressed interest in, and support for, a Scenario 5 that does not include Fitness/Wellness equipment being placed in the expanded facility, and may include continued subsidy for the general fund.
- Ms. Chew explained that the Town Board has not made a specific commitment to any one of the variations of Scenario 5. The basics of Scenario 5 are the same as Scenario 1 but without fitness equipment. The variations are calculated at either \$5.5 or \$6 million total sales tax revenue for the year. The variations also may or may not include the office finish on the 2nd floor for \$300,000 and the current \$400,000 subsidy that comes from the general fund. Town Board has not formally committed to any Scenario or variations yet, staff may recommend Scenario 5 E, using the \$6 million sales tax projection, a general funds transfer up to \$450,000 and finishing the offices on the 2nd floor. This produces a deficit of \$406,508 and the maximum sales tax increase asked from the voters would be .85%.
- Town Board Liaison, Myles Baker said that compromise and coming to an agreement would take this much further than a split Board. He explained that Windsor is typically “anti-tax”, and cited past tax initiatives that have failed.
- Mr. Bennett questioned Scenario 1, the projected revenue with the fitness program and why there is such a large dollar amount in the difference of cost recovery? Ms. Chew explains the consultants build the pro forma based on their experience. Nationally they note that a full recreation center with various components offer a synergy where a mother can put their child in swimming lessons and go work out because both options are offered. When one of those options is taken away you risk losing both. She told the Board that if they would like to meet with the Town Board or have Town Liaison, Baker tell the Board their concerns that could be arranged.
- Partnership, sponsorship, and naming rights options were discussed

2. Frank State Wildlife Area/Conservation Easements (M. Chew)

- Ms. Chew updated the Board on the discussions regarding the Frank State Wildlife Area and putting a trail through it. Discussions with CPAW last fall included a legal real estate person and also a Regional Manager in on the discussions. She stated that ultimately what came out of the discussion is that CO Parks & Wildlife are willing to abandon their hold on the 5 conservation easements that comprise the Frank State Wildlife Area understanding that that means hunting likely would cease on that property. Holding the conservation easement is one possible method for preserving land. The land is owned by others with conservation easements overlying. She stated that the conservation easement is focused on wildlife and we could not put in a trail for the sole purpose to get from point A to point B but to say the trail is for wildlife viewing or photography opportunities. Trail connection has been a long term goal but it is unlikely that we will ever get the trail connection while CP&W hold the easement on the property. Certification process is ready to go but has not

been submitted yet. It will take 3-4 months for certification if/when it is submitted, it gets reviewed by staff and then it goes to the State Board of Realtors to make a recommendation. Certification costs are \$3000 the first time and \$1000 annually. Ms. Chew will suggest to the Town Board that the cost come out of the Conservation Trust Fund if certification is pursued.

3. Monthly Financial Report (M. Chew)

- Last review the Board questioned the discrepancies in the payments from lottery funds and Ms. Chew explained that it depends where it got posted each month. Next year it should go the other direction.
- Sales tax is doing really well and building permits have slowed a little bit.
- General fund-Staff is doing a great job staying on target
- Several Capital projects were finished at the end of the year

4. Monthly Participation Report (All Staff)

- No questions on the report.

5. Development Reviews (W. Willis)

- Harmony Ridge Master Plan is located on NE corner of 15th Street and Harmony Rd is proposed to be a large housing development with park land dedication requirements, based on the number of dwelling units.
- Water Valley South 13th filing re-plat of residential units.

E. COMMUNICATIONS

1. Communications from Town Staff

- Ms. Knight – Researching talents for the summer concert series and contracts and permits for fireworks. CSU extension was contacted regarding Farmer’s market. The museum exhibition is being redesigned and will open in May. Hiring fulltime event coordinator, part-time museum educator and part-time museum maintenance.
- Ms. Fotsch - Basketball teams have doubled this year and space is limited. Contracted out score keepers and coaches with Northern Colorado Sports Officials. Looking for coaches for recreational swim team. Teen nights are successful with 500-600 kids attending each week. Board members invited to attend.
- Mr. Willis - Kick off meeting for the Trails Master Plan was last month and they will have meetings monthly to update overall plans for Windsor. Completion scheduled end of April. Design process is moving forward this year for Fossil Ridge Park/Belmont Ridge Park. Engineering on the ditch encasement through Universal Forest Products property is on target. Irrigation options being reviewed for Windsor west and the Cemetery Master Plan.
 - Ms. De Jesus addressed the issue of dog feces in the parks and if there was anyone that is in charge of cleaning it up. Mr. Willis said that there was not anyone on staff that is “in charge” of picking it up and suggested that she report if there is an issue with park visitors not picking up pet excrement.

2. Communications from Chairperson and Board

- Ms. De Jesus volunteers at the Faith United church to feed those that can’t afford to feed themselves in the community on Wednesday nights at 6P.M. She asked the Board to let others know that this could help.

ADJOURN

Chair Holder-Otte moved to adjourn the meeting at 8:45 P.M. until the February 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 ___ day of _____, 20__.

Submitted by:

Joyce Rehn, Recording Secretary

Shannan DeJesus, Secretary
Parks Recreation & Culture Advisory Board