



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING
February 4, 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

Regan Price

Debbie Waltman

Charlie Pepin

Ken Bennett (excused)

Carlene Irion (excused)

Absent

Staff present

Parks, Recreation & Culture Director

Melissa Chew

Parks & Open Space Manager

Wade Willis

Art & Heritage Manager

Carrie Knight

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

Ms. Price motioned to accept the Agenda as written. Ms. De Jesus seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report

Town Board Member Myles Baker was not present.

School Board Report

School Board Member Carlene Irion was not present.

4. Public Invited to be Heard

There was no public comment.

B. CONSENT CALENDAR

1. Minutes from December meeting

Ms. Price moved to approve the Minutes from the January 7, 2014 meeting as presented. Ms. DeJesus seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION ITEMS

1. Election of Officers

Ms. Waltman moved to postpone election of officers to the March 4, 2014 meeting. Ms. Chew clarified to the Board the policies and procedures and duties of each officer. Ms. Price seconded the motion to postpone election. All members present voted Aye. Motion carried.

2. Public Hearing on Resolution PRC 2014-02 accepted a Deed of Conservation Easement for the Sheep Draw Property (M. Chew)

Ms. Price moved to open the public hearing and Ms. Waltman seconded the motion. Ms. Holder-Otte opened for discussion. All members present voted Aye. Motion carried.

- No communications from the public had been received by Ms. Chew prior to the PReCAB meeting.
- Ms. Chew presented the information relative to the Sheep Draw Deed of Conservation Easement at 59th Avenue and the Poudre River in Greeley, a project identified in the Poudre River Initiative Grant funded through GOCO. The purpose of the public hearing is to hear all testimony, accept public comments and enter into the record all material presented for consideration of further action (Resolution to accept the Deed of Conservation Easement. Ms. Chew explained the consequences of terminating a conservation easement. Trailhead funding was not part of the original GOCO grant; a second request for that funding has been submitted. Town Board will ultimately adopt a resolution to approve the Deed of Conservation Easement, if so recommended by PReCAB and will follow up with a press release as soon as Greeley closes on the property. A base line report was developed to make sure that the current status is documented and captured. The City of Greeley has completed a management plan as well and it is in the final stages of review. Monitoring and reporting will be required by the holders of the Conservation Easement, Windsor and Larimer County. Greeley will be charged an annual stewardship fee to cover staff expenses and time of approximately \$312.00 for site visits to the property for monitoring. No public was there for comment. Staff requested that all materials included in the Board packet, presented at the Public Hearing and member discussion be entered into the record.
- Ms. Chew answered questions about the management plan and certification process.

Ms. Waltman moved to close the public hearing. Mr. Pepin seconded the motion. All members present voted Aye. Motion carried.

3. Resolution 2014-PRC02 Deed of Conservation Easement for Sheep Draw Property (M. Chew)

Ms. De Jesus moved to adopt the Resolution. Ms. Waltman seconded the motion. Ms. Holder-Otte opened for discussion.

There was no further discussion.

All members present voted Aye. Motion carried.

D. BOARD REVIEW

1. Monthly Financial Report (M. Chew)

- Ms. Chew updated the advisory board on the status of the 7th Street trail expansion, CDOT projects, major capital projects, and the bike and walk to school projects.
- The monthly financial report was presented to the Board for review. Ms. Chew offered to answer any questions.

2. Monthly Participation Report (All Staff)

- The monthly participation report was presented to the Board for review. Ms. Chew offered to answer any questions.

- The monthly participation report was presented to the Board for review. Ms. Chew offered to answer any questions.
- It is difficult to determine how many people attend large events; we currently do not have a tracking system for this purpose. Thus, ProChallenge, Harvest Fest, and Wine Fest attendance numbers were not included in the report.

3. Development Reviews (W. Willis)

- Information regarding Town building reports is available on the Town of Windsor website.
- Mr. Willis will provide current information regarding buildable space.
- Mr. Willis also discussed tree and landscape standards and space requirements regarding commercial and residential development; park land dedications; and the Trails Master Plan.
- Mr. Willis presented the Board with information on the current developments and other future projects. Mr. Willis encouraged feedback from the Board and offered to answer any questions.
- Mr. Pepin asked about playgrounds in schools and parks.

E. **COMMUNICATIONS**

1. Communications from Town Staff

- Ms. Knight updated the Board on the Town Museum exhibit re-design progress, staffing and special events coming up.
- Mr. Willis updated the Board on the issue brought up during last month's meeting regarding pet feces in the parks as well as updates on projects his staff is working on. Mr. Willis offered to answer any questions.

2. Communications from Chairperson and Board

- There was no further communication from Chairperson or Board.

ADJOURN

Ms. Price moved to adjourn the meeting at 8:25 P.M. until the March meeting or call of the chair. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 1st day of April, 2014.



Shannan DeJesus, Secretary
Parks Recreation & Culture Advisory Board

Submitted by:



Joyce Rehn, Recording Secretary