



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

April 1, 2014 7:00pm, Town Board Chambers
301 Walnut Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Chair Holder-Otte called the meeting to order at 7:04 P.M.

1. Roll Call

The following PReCAB members were present:

Rebecca Holder-Otte
Shannan DeJesus
Debbie Waltman (joined the meeting at 7:13)
Charlie Pepin
Ken Bennett
Carlene Irion
Regan Price (excused)

Absent

Staff present

Parks, Recreation & Culture Director	Melissa Chew
Parks & Open Space Manager	Wade Willis
Art & Heritage Manager	Carrie Knight
Recreation Manager	Tara Fotsch (excused)
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

Mr. Bennett moved to approve the Agenda as presented. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

a. Town Board Liaison

Mr. Baker began by stating he will not be able to attend the upcoming Advisory Board Dinner, but wanted to publicly thank the PReCAB members for their hard work and contribution to the Town. He went on to review recent actions of the Town Board, including approval of Raindance Metropolitan Districts, an amendment to the Municipal Code changing the maximum fines allowed by the Municipal Court Judge, and a Resolution allowing golf carts on streets in Highland Meadows. Mr. Baker also reported the Municipal Election scheduled for April 8 has been cancelled. Mayor Pro-Tem Kristie Melendez and Board Member Ivan Adams will retain their seats. Christian Morgan will fill the District 2 seat vacated by Don Thompson. The Board Members will be sworn in on April 14. Mr. Baker concluded by stating he is uncertain if he will be selected to continue as liaison to this Advisory Board, and again thanked its members, and Town staff for their service.

b. Weld RE-4 School District

Ms. Irion stated the School Board continues discussions regarding a second high school, and public meetings will be held in the near future to solicit input. She stated this issue may come before the voters in 2016. She indicated there may be a vocational component included in plans for the new school. Ms. Irion expressed her gratitude to all those working cooperatively toward this goal. She noted many students living in the Windsor District attend Fossil Ridge, adding a "trade school" may attract additional students. Ms. Chew inquired if the Charter School will change to K-12. Ms. Irion noted they may, and that will factor into decisions as well. Members also briefly discussed a new pool, and if it should be located at a new school, if the existing pool should be renovated, or if it should be in the Rec. Center.

4. Public Invited to be Heard

There was no public comment.

B. CONSENT CALENDAR

1. Minutes from February 4, 2013

Mr. Pepin moved to approve the Minutes of the February 4, 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. Chew briefly reviewed the framework for election of officers. Members stated their preferences regarding various officer positions, and briefly reviewed their responsibilities and time commitments.

- a. Chairman

Ms. Holder-Otte nominated Mr. Bennett as Chair. Ms. Waltman seconded the nomination. All members present voted Aye. Motion carried.

- b. Vice Chairman

Ms. Irion nominated Ms. DeJesus as Vice-Chair. Ms. Holder-Otte seconded the nomination. All members present voted Aye. Motion carried.

- c. Secretary

Ms. Irion nominated Mr. Pepin as Secretary. Ms. DeJesus seconded the nomination. All members present voted Aye. Motion carried.

2. Trails Master Plan (W. Willis)

Ms. DeJesus moved to recommend approval of the Trails Master Plan update for 2014. Ms. Holder-Otte seconded the motion.

Mr. Pepin requested clarification on the process followed to develop the Master Plan emphasizing the need for public input. Mr. Willis responded requests from the public can be addressed by the Town Board, and modifications can be made to the budget to enact any changes proposed.

Mr. Willis presented a brief history of the Trails Master Plan process. He stated elements of the Master Plan are prioritized using a matrix. Ms. De-Jesus asked for clarification of computations to determine priorities. Mr. Willis reviewed those criteria emphasizing population factors that could affect the outcome of the computation. He added some of the identified projects will be addressed by developers when work begins in new neighborhoods, and some will be funded through grants eliminating the need to be funded by the Town.

Ms. Holder-Otte asked if rumors of pending trail construction in her neighborhood are true. Mr. Willis explained the role of developers, what their contributions will be, and how the development review process works. Ms. Chew clarified proposals in Water Valley South, which are included in the development agreement. Mr. Willis presented examples of how some of the modifications identified in the plan might take shape, noting in many instances the Town does not mandate specifications, but allows developers leeway to create a design that works both for their subdivision and for the Town.

Mr. Willis reviewed a list of the most current members of the review committee. He clarified the roles of staff members on the committee, and the expertise they bring to the table. Mr. Willis cited examples of classifications used in the Master Plan, and reviewed some of the definitions included in the Plan. He pointed out the Plan does not include solutions, but allows for flexibility in solutions.

He told of a fact finding tour conducted early on for the benefit of committee members, and highlighted some of the issues identified on the tour. He enumerated some of the priorities identified in the Plan, including:

INFRASTRUCTURE

- Highway 392 from 13th to 17th Street
- Jacoby Road from 17th Street to the River Bluffs Trail Head
- Crossroads Boulevard

CROSSINGS

- Highway 257 between Grasslands Subdivision and Windsor Lake
- County Road 19 between Greenspire Subdivision and Peakview Estates
- County Road 19 and Main Street

EASEMENTS

- Covenant Park to the Poudre Trail
- Highland Meadows to the Poudre Trail
- County Road 13 to County Road 17

GRADE SEPARATION

- County Road 13 at Harmony Road
- Poudre Trail at County Road 13
- Highway 257 from Water Valley

BRIDGE WIDTH

- 7th Street at the Poudre River
- County Road 13 at the Poudre River
- Highway 392 at the Poudre River

EXISTING ON-STREET LANES

- 7th Street
- Main Street
- Eastman Park Drive

Mr. Willis stated a need to allow staff to make minor modifications without recreating the Plan each time a change is required. Ms. Holder-Otte asked how the Plan will be validated moving forward and what the main purpose of the Plan is, adding a formal study could negate all or most of the findings of the Plan. Mr. Willis responded the Plan will act as a guiding document for development stating this Plan has a strong foundation, but a consultant could shed light on current industry standards. He added, a formal study would become a part of the Transportation Plan for the Town, and would be much more comprehensive.

Ms. Holder-Otte asked “What happens next?” Mr. Willis explained the adoption process by the Town Board, and how staff will use the Plan moving forward. He noted a study would identify financial impacts to be addressed during the budget process. Ms. Chew noted a formal Transportation Plan would impact Windsor’s entire Growth Management Area, and would involve several Departments within the Town. Advisory Board Members voiced satisfaction with the plan calling it understandable and of significant value.

All members present voted Aye. Motion carried.

3. Field Rental Policy (T. Fotsch)

Ms. Chew provided a brief explanation of the current policy and proposed changes. She noted reduced rental fees could apply to registered non-profit organizations. She reviewed the application, and stated examples of instances where rental options would and would not be granted to an organization.

Ms. DeJesus moved to recommend approval of the Outdoor Facility Rental Guidelines amended to include the definition of non-profit organization taken from the Town’s grant application packet. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

D. BOARD REVIEW

1. Frank State Wildlife Area CE Review (M. Chew; W. Willis)

Ms. Chew began by stating accomplishments to date, her efforts to create a pictorial representation of present conservation easements, deeds that have been obtained, work that still needs to be done, and grant applications for a baseline inventory and management plan. She described outstanding issues with the deed for property on the southwest side of the intersection of County Road 13 and Highway 392. She noted progress has been tedious and slow. Ms. Chew expressed interest in scheduling a tour of that site in May.

Ms. Chew told the Board the first step of becoming a certified entity is complete, and included a monetary component. She stated desires to complete the certification process following a meeting of the

Colorado Real Estate Commissioners on May 5.

2. Monthly Financial Report / Quarterly Cost Recovery Report (M. Chew, T. Fotsch)
Ms. Chew presented financial reports for January and February 2014. She noted she will also provide a quarterly report on cost recovery. She reviewed the cost recovery methodology, and the purpose for this model, stating staff is doing well in controlling expenses and maximizing revenues. In addition she presented a general schedule for registration vs. participation. Board Members expressed interest in seeing year-to-date figures 2013 vs. 2014. Ms. Holder-Otte pointed out recent articles calling Windsor one of the Top 5 places to live.

3. Monthly Participation Report (All Staff)
Ms. Chew touched on the participation report calling it a “snapshot” of the month. Ms. Holder-Otte stated some people stay for multiple classes, and wondered if the totals were inaccurate because of that. Ms. Chew responded the figures are based on the number of paid classes, and whether a participant attends one or more, they all should be reflected in the payment figures regardless of when the payments are made.

Mr. Pepin asked if there has been any feedback on CRC expansion. Ms. Chew responded she will touch on that subject in Communications, but she has received no public comment.

4. Development Reviews (W. Willis)
Mr. Willis reported he has two development reviews to present: Water Valley West Master Plan and South Hill Subdivision. He highlighted the proposed development in Water Valley West, noting from County Road 17 to County Road 13, there are 2800 units proposed. Ms. Holder-Otte asked if the Town worries about too much development. Mr. Baker responded the Town relies on the Comprehensive Plan to guide them through the development process, and determines densities and zoning.

Mr. Willis then presented South Hill Subdivision, noting comments on tree placement, and the proposed trail. Mr. Pepin asked if there was updated information on the subdivision north of Main Street. Mr. Willis responded that is Winter Farm and they will be moving forward within the next year.

E. COMMUNICATIONS

1. Communications from Town Staff
Ms. Knight reported the Summer Concert Series schedule has been posted on the web site, and there are a number of new sponsors this year. She told Board Members the first concert will take place on June 5, in conjunction with the all town BBQ. Ms. Knight went on to review the exhibit re-design project. She also highlighted new staff members noting their responsibilities within the Art, Heritage and Culture division. Ms. Knight explained the Museum Landscape Master Plan has been postponed as only two bids were received, and the purchasing policy required three bids to proceed. From April 11-May 8, the Art and Heritage Center will host the Windsor High School Senior Art Show and The Farmers Market will begin in June.

Mr. Willis told of installation of an irrigation system at Lakeview Cemetery, with hopes of completion prior to Memorial Day weekend. Belmont Ridge park design has been awarded to TB Group; formerly the Birdsall Group and they will begin the design process within a week. Ms. Chew interjected Board Members will be invited to the public outreach portion of the process so they can see first-hand how the process works from start to finish. Mr. Willis noted the Windsor West irrigation project has also been postponed due to lack of required bidders. ADA improvements are being made this summer in several parks. The Town is currently seeking seasonal workers for the summer.

Ms. Chew stated at the Chamber of Commerce Before Hours meeting Carrie Knight and Tara Fotsch spoke to solicit sponsors for summer events. Last year the town collected nearly \$28,000 in sponsorships. She added there is potential for increase, but staff does not have time to focus on contacts for sponsorships.

Ms. Chew went on to explain the Town Board will discuss the CRC expansion again on April 21. The discussion will likely focus on the ballot question for expansion. At this time the majority of the Town Board Members would prefer not to include fitness equipment in the ballot question in the hope that

private businesses will not actively campaign against expansion if fitness equipment is not a component of the center from the beginning. She added the Town Board is supportive of inclusion of fitness equipment in the center, but the timing for placement of that equipment is still uncertain. Public/Private partnerships will be pursued before and during construction. A public outreach process will take place prior to the election, and staff will not be able to participate in that process, and will ask for support from PReCAB Members. Ms. DeJesus asked how long the education process for the expansion will take place. Ms. Chew briefly updated Members regarding the election timetable.

Ms. Chew presented an update of the Sheep Draw Conservation Easement, stating the City of Greeley has acquired the property, and is working with Noble Energy regarding Oil & Gas operations on the property.

Ms. Chew also addressed the Safe Routes to School trails project, stating the trail will begin on New Liberty Road, cross 7th Street and enter Poudre Heights, then continue on to the Poudre Trail. That project is funded with a grant plus additional monies from the Conservation Trust Fund budget. Construction is scheduled to be complete by early May. There will also be an educational component to the project that will kick off with a rally at Tozer Primary and Mountain View Elementary on May 1. In October students will be able to use the trail for the National Walk and Bike to School event.

Ms. Chew also noted a desired Poudre River Trail connection in Highland Meadows. She noted there are right-of-way opportunities along County Roads 30 and 3. An easement to the Poudre Trail will also be needed to complete the connection.

Ms. Chew interjected the need for a trail in the Frank State Wildlife Area. She also noted a 10-20% increase in bid levels for capital projects, calling delays in capital projects an effect of flood mitigation efforts in the region. The Our Lands Our Future study has received a national award. The maps generated from that study has many useful applications.

Ms. Chew inquired if the tour/field trip could be rescheduled. It was decided the May 6 meeting will begin at 6:30 to conclude by 8:00 p.m. with any pressing action items, and a tour/field trip to follow.

2. Communications from Chairperson and Board

There were no additional communications from the Board.

Upon a motion dually made and seconded, the meeting was adjourned at 9:05 p.m.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 07th day of May, 2014.



Shannan DeJesus, Secretary
Parks Recreation & Culture Advisory Board

Submitted by:



Joyce Rehn, Recording Secretary