



## PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING

September 2, 2014, 6:30 P.M. Town Board

Chambers

301 Walnut Street, Windsor, CO 80550

---

### Minutes

#### A. CALL TO ORDER

Chair Ken Bennett called the meeting to order at 6:59 P.M.

1. Roll Call

The following PReCAB members were present:

Debbi Waltman
Charlie Pepin
Ken Bennett
Carlene Irion
Regan Price
Rebecca Holder-Otte

Staff present

Parks, Recreation & Culture Director	Melissa Chew
Parks & Open Space Manager	Wade Willis
Art & Heritage Manager	Andrew Dunehoo
Recreation Manager	Tara Fotsch
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. Pepin moved to approve the Agenda as presented minus Item B.1. Ms. Price seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

a. Town Board Liaison – Christian Morgan

Mr. Morgan stated that a unanimous vote of the Town Board placed a ballot question on the November General Election ballot for a tax increase to expand the Community Recreation Center. Mr. Morgan also stated that he had answers to several questions posed by the Board. He will send out the answers in an outline format.

b. Weld RE-4 School District

Ms. Irion stated that school is off to a great start. A grant was received by Tozer Elementary for Google Chrome pads for the children to use. There are several meetings coming soon regarding the high school and the size of the school and number of students. It is very early in discussion but there are approximately 1,400 students in a building with the capacity of 1,200.

4. Public Invited to be Heard

Brian Moeck, is a pickleball player asked when the capital projects budget talks were taking place. He was asked by the Windsor pickleball community to come to the meeting to propose that the seldom used in-line hockey rinks be resurfaced to a tennis court surface and convert them for pickleball use.

**Ms. Chew** asked for the floor to introduce the newest Town of Windsor employee. She turned the floor over to Andrew Dunehoo, Arts & Heritage Manager, who introduced Caitlin Heusser, our new Museum Curator. Caitlin started work on Friday, August 29th. Caitlin has a Masters in Museum Studies from Johns Hopkins University and a Bachelor's in Anthropology/Archeology from University of Oregon. Caitlin has about 4 years of experience working as the Cultural Heritage Manager and as a Collections Technician at the Tillamook County Pioneer Museum in Tillamook, Oregon.

#### B. CONSENT AGENDA

1. Minutes from June 3, 2014

Removed from agenda because the minutes were not ready

### C. BOARD ACTION

1. Resolution 2014-PRC06 Supporting Town of Windsor Resolution 2014 – 51 Regarding a Measure to Voters to Increase Sales and Use Tax for Community Recreation Center Expansion Fund (K. Bennett)

**Ms. Holder-Otte moved to approve Resolution 2014-PRC06 : A Resolution of the Town of Windsor Parks, Recreation and Culture Advisory Board encouraging voter approval of the Community Recreation Expansion Ballot Measure. Ms. Waltman seconded the motion.**

Staff Report:

This Board has expressed a desire to consider a resolution of support for the actions of Town Board to place a question on the November 4, 2014 ballot regarding a sales tax increase to fund expansion of the Community Recreation Center. The proposed Resolution was reviewed by legal counsel.

**All members present voted Aye. Motion carried.**

2. Election of Vice Chair (M. Chew)

There currently are three openings on this Board. Two incumbent candidates have submitted applications along with one new individual. But interviews have not as yet been scheduled. If the Board desires to move ahead with appointing a Vice Chair, they may do so, even if it needs to be contingent upon re-appointment. The Board may also decide to wait until later in the year once appointments are finalized.

**Ms. Irion nominated Rebecca Holder-Otte for Vice Chair. Ms. Price seconded the motion. All members present voted Aye. Motion carried.**

### D. BOARD DISCUSSION

1. Presentation Regarding Smoking in Parks (T.Fotsch)

Ms. Fotsch reported that the board has requested information on the putting a smoking ban in the Parks in Windsor. Corrie Groesbeck from Weld County Department of Health, Tobacco Control Program, presented on the topic and what it takes to make our parks and trails smoke free.

The City of Durango has recently passed a smoke free ban. The City of Fort Collins will be voting on it on October 7th and the City of Boulder is currently gathering information about going smoke free along with the City of Golden.

Ms. Irion asked where Loveland was in terms of smoke free at the public parks. That is not known at this time.

Mr. Bennett asked how successful this has been in areas where they have a dedicated smoking area. This has not worked well because of wind and the elements that can move the smoke to the smoke free areas.

Ms. Waltman asked about the cost of signage. Weld County Health might be able to supply pricing.

Mr. Bennett asked if anyone from the audience would like to speak, there were none interested.

Mr. Bennett asked if the Town Board was considering any bans at this time. Ms. Chew stated that this is not on their current slate of business. Ms. Chew asked for direction from PRECAB as their recommendation can take a lead on this issue.

Ms. Irion stated that she would like to see more work done on the potential costs.

Ms. Waltman stated that she is torn on this issue as she doesn't want to see us telling everyone what they can do and how they can live. The presentation helped her understand more about this issue and she feels especially with the legalization of marijuana that it is time to look into this.

Ms. Holder-Otte asked if it would be good to get public input. Ms. Chew stated that can come now or later after the Board has studied more about this.

Mr. Pepin asked if they should hold a public hearing. Ms. Chew stated that this Board needs to finish all of their fact finding before they go that route. If they do decide to make a recommendation to the Town Board then that is the time to have a public meeting.

Mr. Bennett summarized stating that PReCAB needs more information to include enforcement, vapor, what other communities such as Greeley, Loveland, and Fort Collins are doing, costs, and advice.

2. Public Art Placement in Boardwalk Park / Town of Windsor Museum (A. Dunehoo)

Mr. Dunehoo reported the Strategic Plan for landscaping development at Boardwalk Park currently includes the placement of a public art statue on the grounds at Boardwalk Park. At the July meeting of the Windsor Severance Historical Society (WSHS), their board discussed contracting a local artist interested in the creation of a new statue to be installed somewhere in the town. Interested in combining their endeavor with plans in Boardwalk Park, the WSHS Board approached staff about the statue possibly residing at Boardwalk Park.

Per discussion with the WSHS Board, staff suggested that the statue in question might fall under our new Public Art in Windsor plan adopted in 2010, as well as fit in with the Museum Landscape Master Plan. The WSHS board intends to conduct a fund raising campaign for the creation of the statue and has been in contact with their chosen artist, who has created preliminary sketch work and models for the potential look of the piece.

The WSHS board is asking to donate the proposed statue to the Town of Windsor, who would then assume responsibility for installation, care, and upkeep of the statue which is expected to be installed on Town property under the guidelines and criterion of the Public Art Plan.

Staff recommends continuing discussion with the WSHS board, creating a budget of expected expenditures, as well as formal artist's proposal as set forth by the Public Art Plan, and asking that the WSHS Board return before PReCAB. WSHS is seeking an indication of the Town's receptiveness to the project as they enter the fund raising stage.

**Consensus was reached by the Board to have the Windsor Severance Historical Society continue with the project.**

3. CRC Update – Timeline (M. Chew)

Director Chew reported that on August 25, 2014 Town Board adopted Resolution 2014-51 including the ballot language for a November 4th election. Between now and the election, staff will be investigating and preparing a variety of documents, such as sponsorship invitations, partnership RFP, CMGC RFQ and a services contract for BRS Architects. Below is an estimated timeline assuming a successful vote in November:

- November 2014 – election
- December 2014 - contract for design and bid documents
- January 2015 – evaluate qualifications of construction management/general contractor candidates
- May - June 2015 – design finished; bid construction
- August - September 2015 – ground breaking
- August - September 2016 – substantial completion / opening

4. Monthly Financial Report (M. Chew)

Ms. Chew reported that the Monthly Financial Report for July is not available as yet. Due to a switch in financial software packages as well as budget submittal deadlines, this project has not been completed as yet.

5. Monthly Participation Report (All Staff)

Ms. Chew reported that the Monthly Participation Report is attached. These reports are one month behind in order to allow complete accounting.

6. Development Reviews (W. Willis)

Mr. Willis discussed the numerous site plans and plan reviews that have been occurring in the parks department to include the Colorado Youth Outdoors Referral, Falcon Point Subdivision Plat 1-2, PRC Response Email, Highland Industrial Park 2nd SP P1-8, Highland Meadows Golf Course Preliminary Site Plan, Labue Farm Annexation Map 1-3, Lake View 7th Site Plan, Tacincala Preliminary Subdivision Landscape Plan, Tacincala Subdivision Preliminary Plat.

## **E. COMMUNICATIONS**

1. Communications from Town Staff

Ms. Chew stated that at the next meeting they would schedule a time for a field trip to go Poudre Bluffs Sureview Property which is being purchased as part of the Poudre River Initiative.

Ms. Chew also asked the Board about the November 4<sup>th</sup> PReCAB meeting as this is Election Day. Ms. Chew asked if the Board would want to hold the meeting and then hang around after to hear the election results. Decide next month

In October the Board will discuss the budget and Park Improvement Fund.

2. Communications from Chairperson and Board

Mr. Irion stated that she will have to miss the October meeting due to a scheduling conflict with the School Board meeting at the same time.

A question was asked about the resurfacing on the pool and when it is going to start. Ms. Chew responded that the construction company that is handling the project did not have their bond in place so the start is delayed.

A question was asked about what ways there are to improve the archery range. Ms. Fotsch answered that today she received an e-mail from Colorado State Wildlife Division telling us that we got a grant. Hopefully some of that can be used to improve the range. Ms. Chew added that there is money budgeted for master planning Eastman Park South in 2015 which this could be included in as well.

A question was asked about the big soccer field that got flood damaged. Mr. Willis answered that the field has been reseeded and they are letting irrigation and Mother Nature take its course so it will be ready next spring for use.

Good job at the mud volleyball team, there were 72 teams there playing. Also noted was at the car show over 500 people were in attendance. These two events along with the 5k race are all organized by Ms. Fotsch and her staff.

**Upon a motion dually made and seconded, the meeting was adjourned at 9:00 P.M.**

## **CERTIFICATION:**

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

---

Charlie R. Pepin, Secretary  
Parks Recreation & Culture Advisory Board

Submitted by:

---

Joyce Rehn, Recording Secretary