



Minutes

A. CALL TO ORDER

Chair Ken Bennett called the meeting to order at 7:00 P.M.

1. Roll Call

The following PReCAB members were present:

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| Charlie Pepin |
| Ken Bennett |
| Regan Price |
| Rebecca Holder-Otte |
| Dick Wood |

Absent

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|---------------|
| Debbi Waltman |
| Carlene Irion |

Staff present

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|----------------------------|----------------|
| Parks & Open Space Manager | Wade Willis |
| Art & Heritage Manager | Andrew Dunehoo |
| Police Chief | John Michaels |
| Finance Director | Dean Moyer |
| Budget Analyst | Vicki Miller |
| Deputy Town Clerk | Bruce Roome |

2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

Ms. Holder-Otte moved to approve the Agenda as presented. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

a. Town Board Liaison – Christian Morgan
Mr. Morgan was absent – no report

b. Weld RE-4 School District
Ms. Irion was absent – no report

4. Public Invited to be Heard

There was no public comment

B. CONSENT AGENDA

1. Minutes from June 3, 2014

Ms. Holder moved to approve the June 3, 2014 minutes as presented. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

2. Minutes from September 2, 2014

Mr. Pepin moved to approve the September 2, 2014 minutes as presented. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried

C. BOARD ACTION

1. 2015 Budget – Park Improvement Fund (V. Miller for D. Moyer)

Ms. Miller:

Explained the capital projects budget items for 2015 for the entire Town of Windsor highlighting the projects that are specific to Parks, Recreation, and Culture. Ms. Miller stated that 78% of the project costs are paid for with grants.

The specific Park Improvement Fund projects are:

| | |
|--|-------------|
| Coyote Gulch Park | \$1,222,000 |
| Windsor Trail Windsor West connection easement acquisition/ engineering | \$ 200,000 |
| Poudre Trail Three Bells I Conservation Easement | \$ 25,000 |
| Boardwalk Park 6 th Street/Cedar landscape, irrigation & design | \$ 23,602 |
| Windsor Trail easement acquisition at BROE | \$ 5,000 |

Ms. Price moved to recommend that the Town Board adopt the 2015 Park Improvement Fund Budget as recommended. Mr. Pepin seconded the motion.

Ms. Holder-Otte asked why the PReCAB only makes a recommendation on the Park Improvement Fund (PIF) budget and no other park projects from other fund areas. Mr. Willis answered that this is because of the PReCAB establishing ordinance which specifically states that the only fund they study and make recommendations on is the PIF. Ms. Miller added that some funding has very specific guidelines and restrictions and because of that the dollars are kept separate in their own fund. The PReCAB makes recommendations on several of those special funds.

Mr. Bennett summarized that per the establishing ordinance the PIF is a responsibility of PReCAB but the Board always has the opportunity to ask questions about any park project.

Mr. Wood asked who approves the budget for Parks, Recreation and Culture. Ms. Miller stated that this is the Town Manager's budget. The department directors work with their staff to decide what they need and the director takes that to the Town Manager. The Town Manager then prioritizes these requests from the various departments and compiles a budget to take to the Town Board for their approval or denial.

Mr. Bennett asked who the Poudre Trail transfer goes to. Mr. Willis answered that Weld County, City of Greeley, and the Town of Windsor each pay \$20,000 per year to fund the position of Poudre Trail manager.

Mr. Bennett asked about the estimated fund balance of \$2.8 million for 2014 and again in 2015 and wants to know if that is typical. Ms. Miller stated that because several parks have been completed, this is such a high number.

Mr. Pepin asked if in the year 2016 no parks are slated to be built will these funds be set aside in the Park fund or could the money be reassigned for something else in the Town. Mr. Willis answered that Park funds are specific to Parks and cannot be used for other items, only building parks and land acquisition for a park.

Ms. Holder-Otte asked if the ADA improvements were paid for from the PIF. Ms. Miller answered that the funding came from the capital fund as this is considered maintenance.

Mr. Bennett asked if any parks are delayed or left off the list. Mr. Willis stated that it is a good list and they don't anticipate something popping up.

All members present voted Aye. Motion carried.

D. BOARD DISCUSSION

1. Discussion Regarding Smoking in Parks

The Parks, Recreation & Culture Advisory Board had requested continued conversation on the topic of banning smoking in Town of Windsor parks. PReCAB requested estimated costs of signage.

Per Chief Michaels:

This would be a very difficult ordinance to enforce as Windsor has 22,000 people, 24 square miles, and 2 to 3 officers per day shift to handle all the calls for service. If the Town were to add a no smoking ordinance it will make it very difficult on the police department from a manpower perspective. Chief Michaels explained that the Colorado Rangers are part of police department auxiliary force and assist the police on weekends during the summer at the parks and special events.

Chief Michaels suggested that it might be beneficial to explore other options such as education, informational signs, etc.

Mr. Pepin stated that Larimer County has banned smoking in the parks. Chief Michaels was not aware that Larimer County had done that.

Mr. Pepin asked if there is an issue of people getting creative with e-cigarettes and using them to smoke hashish. Chief Michaels stated it is true and another obstacle for his officers to overcome because they remove the odors that are typically associated with smoking.

Mr. Pepin asked if there is an ordinance are police officers required to act on it. Chief Michaels stated that there is officer discretion on all calls which allows them to use their best judgment about what to pursue and not to. The police also have to prioritize and a call for smoking in the park would be low in priority especially to something such as a bar fight where there is an immediate threat to someone's safety.

Mr. Wood asked if there could be a significant fine as a deterrent for multiple citations. Chief Michaels stated that when a new law is presented to the town judge he makes the fine schedule for it. He will increase the fine for multiple violations which could include a mandatory court appearance. Ultimately the judge can fine a repeat offender up to the maximum allowed by law of \$2,999.

Mr. Bennett asked if there an issue right now with smoking in the parks. Mr. Willis stated in his experience the main issue is cigarette butts but that is not a measurable issue. He is not aware of a lot of complaints.

Mr. Bennett stated that it sounds like people smoking in the stands or in the dugout during ball games is a problem. Ms. Price was at a softball tournament all day this past Saturday and said there was a lot of smoking throughout the day.

Chief Michaels stated that the Parks department might actually have more leverage to address smoking in the dugout, etc. through park rules.

Mr. Bennett asked what the Chief thought about designated smoking areas. Chief Michaels stated it is a good idea that would be worth exploring. This might have a chance for good compliance as society has trained smokers over the years with this arrangement.

Mr. Wood asked if there currently are surveillance cameras in parks and if not is there a possibility there could be to assist with controlling misconduct. Per Chief Michaels there are not any surveillance cameras and there always is a possibility but it would not be something that could be entered into lightly. There are many things to consider such as cost, maintenance, and storage of the video data.

Mr. Pepin stated that he likes the idea of a designated smoking area.

Mr. Willis wants Tara Fotsch, Manager of Recreation, to address the Board as she is very knowledgeable about this topic.

Mr. Bennett stated he is intrigued by the idea of signage and a designated smoking area as well as exploring enforcement through the adult programs. He would like to have staff research and present these ideas at the next meeting.

Mr. Pepin asked if staff could check with Ft Collins to see how they are doing since they passed their ordinance.

Mr. Bennett stated he would like to learn more information about the true size of the problem. He is leaning towards encouragement campaign versus ordinance.

Mr. Wood would like to see a program designed that would allow for progression of options if the problem should grow over time.

Mr. Willis stated that the cost for signage to communicate the new ordinance would be approximately \$2800. This does not include labor. Weld County has estimated that they could fund up to \$2000 towards signs.

Mr. Willis stated that at this time he believes there are three viable options:

- Do nothing
- Continue this discussion
- Direct staff to start drafting policy for review

Consensus was reached to have staff complete more research and bring that back to the meeting along with more options.

2. Monthly Financial Report (W. Willis)
The Monthly Financial Report for August was provided to Board members. Due to a switch in financial software packages as well as budget submittal deadlines, we did not complete a report for July. The 3rd Quarter Cost Recovery Report will be provided in November.
3. Monthly Participation Report (All Staff)
The Monthly Participation Report was provided to Board members. These reports are one month behind in order to allow complete accounting.
4. 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 Falcon Point Lot 3 Site Plan Cutter Wireline; Great Western Annexation 4th Filing FRE Amended Site Plan; Highland Meadows Golf Course Subdivision Tract G-8 Amended Site Plan.

E. COMMUNICATIONS

1. Communications from Town Staff

Mr. Dunehoo gave further information about the proposed sculpture that was discussed at the last meeting. Mr. Dunehoo stated that the proposed sculpture included a significant water feature and it turns out that the costs of maintenance and upkeep are significant including the health concerns of a community water area. With this in mind he met with the Windsor/Severance Historical Society and they have gone back to the sculptor for a redesign, one that is smaller with no water feature. Mr. Dunehoo will keep the Board updated.

Per Mr. Willis the next meeting is November 4th, which is Election Day. This very well might just be a

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work session with poll watching for results of the CRC expansion vote.

2. Communications from Chairperson and Board

No further communications

Upon a motion dually made and seconded, the meeting was adjourned at 8:28 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:



Bruce Roome, Deputy Town Clerk