



PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING  
January 5, 2015, 7:00 P.M. Town Board Chambers  
301 Walnut Street, Windsor, CO80550

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:

Ken Bennett  
Regan Price  
Rebecca Holder-Otte  
Carlene Irion  
Debbi Waltman (Absent/Excused)  
Richard Wood (Absent/Excused)  
Charlie Pepin (Absent)

Staff present

Parks & Recreation Direction	Melissa Chew
Parks & Open Space Manager	Wade Willis
Recreation Manager	Tara Fotsch
Museum Curator	Caitlin Heusser
Customer Service Supervisor	Megan Walter
Receptionist/Utility Billing Clerk	Kim Johnson

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

**Ms. Irion 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 stated that the 125th anniversary is approaching. For the occasion a new logo, a design for the light pole banners and a new website will be unveiled at a later date. Many events including the harvest festival will also be branded around the occasion.

b. Weld RE-4 School District – Carlene Irion

Ms. Irion discussed the December meeting with the Colorado School Board Association in which the next phase for the district would be adding a second High School or adding on to the current high school. She also stated the community would decide what direction to go depending on the curriculum and the public's input. If a second high school is built they are recommending repairs on the current high school that need to be made. With projected growth around 5% annually, the middle school would also need to be addressed in the future.

**B. BOARD ACTION**

1. Minutes from October 7, 2014

**Ms. Holder-Otte moved to approve the October 7, 2014 minutes as presented. Ms. Price seconded the motion. All members present voted Aye. Motion carried.**

2. Town of Windsor Museum Accessions – C. Heusser

**Ms. Holder-Otte moved to approve Resolution No. 2015-PRC07. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

The Parks, Recreation, and Culture Advisory Board occasionally have the opportunity to review recommended accessions to the permanent collection of the Town of Windsor Museum. Per adopted policies, the Art & Heritage Manager, with recommendation from the Museum Curator, has the authority to accept or reject items for the museum collection via donations, and determine items be suggested for

acceptance. Staff then notifies the Parks, Recreation, and Culture Advisory Board of the desire to formally accession items.

The process of accessioning allows the museum to strengthen its collection of material objects for future exhibits as well as preserve for public benefit the material culture of the region.

Ms. Heusser presented several items for accession and informed the board as to how an item is considered for accession. She also offered to answer any questions.

3. Election of Officers

**Mr. Bennett moved to postpone the election of officers to the February 3, 2015 meeting.**

**Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.**

## **C. BOARDREVIEW**

1. CRC Update - M. Chew

Ms. Chew stated that December 9, 2014 was the kickoff session for Schematic Design. The Request for Qualifications for the CM/GC has been posted and the schematic design should be ready by the end of February. The CM/GC will join the team in March during Design Development. This allows construction companies to give estimated costs based on the design completed at the time. The next phase is developing a request for proposal of center operations Fitness/Wellness component.

Ms. Chew stated alternative funding will allow opportunities for participation in capital construction and have identified several grant opportunities for sponsorship packages that will focus on either youth developmental opportunities or senior independent living themes for applications.

All revenue opportunities must comply with IRS rules for tax free municipal bonds.

2. Lungs at Play Campaign - T. Fotsch

The campaign would include signage at various play structures throughout the Town parks and would also offer educational contacts to the Quit Smoking program in Weld County. The cost would be \$2,800 for 26 signs. Weld County Health Department said they would donate \$2,000. Ms. Chew stated she would refine the sign and work with Chief Michaels on wording and bring back the final design for the board to review.

3. Conservation Easements Update - M. Chew & W. Willis

A grant has been secured from the Poudre Heritage Alliance for the planning documents associated with the easement acquisition of the Frank State Wildlife Area. Mining operations will continue with the idea that the transfer of the easements occurs once mining is complete. The grant match is the installation of a trail from the eastern entrance near the Westwood subdivision to the SE corner of the current mining parcel.

Shur View (Poudre River Initiative) parcel was identified in the GOCO grant to be purchased by the City of Greeley, with a conservation easement to be held jointly by the Town of Windsor and Larimer County. Windsor was to secure a trail easement across property owned by Great Western Land Development Corporation in order to provide connection to the Poudre River Trail. Greeley is working on conversations directly with Great Western about land south of the river as an alternative acquisition, as the property owner of Shur View has conditions for sale that make meeting the deadlines unlikely.. The grant deadline is June.

Windsor will resubmit for certification with the Department of Regulatory Agencies/ Division of Real Estate for consideration of Conservation Easement Certification again within the next couple of months. We will continue to utilize our Level of Service Standards for Conservation Easement Stewardship.

#### 4. Art & Heritage Overview – M. Chew

Ms. Chew provided an overview of the Art & Heritage Division including elements of the Strategic Plan adopted in 2013; storage of collections and the Art & Heritage Center.

#### 5. Monthly Financial Report - M. Chew

Ms. Chew reported that the Monthly Financial Report was not produced due to a switch in financial software. She also stated the report at the end of October shows that we are on track and where we need to be. Year-to-date total revenue through October exceeded expenditures by roughly \$8.3M due to capital project postponements.

#### 6. Monthly Participation Report - All Staff

The Monthly Report was presented to update the Board on various projects and programming. Ms. Chew offered to answer any questions.

The 4<sup>th</sup> quarter cost recovery report will be available at the February meeting.

#### 7. Development Reviews - W. Willis

The Development Reviews were presented to update the Board on new developments within the Town of Windsor. Mr. Willis offered to answer any questions.

### **D. COMMUNICATION**

#### 1. Communications from Town Staff

Ms. Chew spoke about organizational changes with Brenda Troiano, the town's marketing and web specialist with 14 years in their department. She will now be part of the administration group in the town's manager office with a new title of outreach communication coordinator.

Ms. Chew presented the pros and cons about meeting on the 1<sup>st</sup> floor conference room. The board will advise which direction they want to go in the next meeting.

#### 2. Communications from Chairperson and Board

There was no further communication from the Board.

### **E. ADJOURN**

**Upon a motion dually made and seconded, the meeting was adjourned at 8:32 P.M.**

### **CERTIFICATION:**

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

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

Submitted by:



Megan Walter, Customer Service Supervisor