**PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING**
April 7, 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
   Richard Wood
   Debbi Waltman
   Charlie Pepin

   Staff present

   | | |
   |---|---|
   | Parks & Recreation Direction | Melissa Chew |
   | Parks & Open Space Manager | Wade Willis |
   | Recreation Manager | Tara Fotsch |
   | Art & Heritage Manager | Andrew Dunehoo |
   | Town Attorney | Ian McCargar |
   | 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. Price 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 – Christian Morgan
   Mr. Morgan spoke about the quiet zone commenting the Federal Rail Administration came into town to do an assessment and to his knowledge he has not heard of any issues since their visit. He also mentioned the Town of Windsor received a large grant to mitigate the sounds from the trains coming through town and that we should see changes come this summer.

   Ms. Chew explained what is required to create a crossing zone. The crossing zone consists of two things. First you need arms to block so cars can't get through and secondly you need an audible overhead. When a quiet zone is declared and as long as all requirements are met, they are not required to make a noise when crossing which can contribute to a much quieter atmosphere.

   b. Weld RE-4 School District – Carlene Irion
   Ms. Irion stated currently the school district is working on their budget. This is an intense process that will require three meetings in the month of April alone. These meetings will include topics such as capital equipment request, salaries, and one time funds along with many others. Ms. Irion mentioned what a great community we have due to the accomplishments in the past and the opportunities coming up with town board, school

board, fire board and the library board.

3. Public Invited to be Heard

Julianne Legg residing at 1970 Yonkee shared a power point of the possibility of Windsor accepting a gift of a peace pole to plant in Boardwalk Park showing the unity in the power of peace in the community. This pole is 4 sided saying "May Peace Prevail on Earth" in different languages of which one would be English, one possibly German and Spanish depending on what the board would decide. She stated the first ceremonial peace prayer took place in LA in 1986. Peace poles are throughout the world and are headquartered in New York. The pole would be 8 feet tall, white acrylic with black lettering and would be given in honor of the 125th Anniversary. The board would like more information pertaining to this item and to continue the discussion at the next meeting.

**B. CONSENT CALENDAR**

1. Approval of Minutes from February 3, 2015

**Ms. Holder-Otte moved to approve the February 3, 2015 minutes as presented. Mr. Bennett seconded the motion. All members present voted Aye. Motion carried.**

**C. BOARD ACTION**

1 Private Enterprise in Public Spaces Policy – (M. Chew)

Ms. Chew spoke about addressing the policy written as a resolution of individuals using property obtained from public dollars for private enterprise. There are instances occurring at parks and the CRC where private trainers are using the facility and charging their customer a normal rate for their service. This creates a liability for the town and gives the general public the impression that the Town of Windsor endorses or approves this activity.

Ms. Chew said further that we do have options if there is a need for a certain activities not offered. The business can come in as a contractual employee and begin to offer that specific service as long as it doesn't compete with something already in place.

**Mr. Pepin motioned to adopt Resolution No. 2015-PRC09 and striking item B at this time for more discussion for the next meeting. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

2. Young Lungs Policy (T. Fotsch)

Ms. Fotsch presented a sign for the Healthy Lungs at Play campaign that will be posted as a trial run at Diamond Valley, Chimney and Eastman Park aimed to help keep our parks, playgrounds and sports complexes tobacco-free.

**Ms. Holder-Otte moved to recommend the adoption of Resolution No. 2015-PRC10. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

**D. BOARD REVIEW**

1. Legacy Plan – Scope of Services (W. Willis, T. Fotsch, A. Dunehoo)

Ms. Chew discussed the legacy plan which develops a long range plan to provide direction for future decisions regarding development, programming and services of the Parks, Recreation & Culture Department for the next 15-20 years.

She went on to say that the policies and procedures that have come forward from the previous master plan set a good course. The elected and appointed officials will be involved in creating the legacy plan with the types of services we have provided while maintaining those in the future. There will also be a great deal of public input related to the comprehensive plan in addition to the

survey information already available.

2. Early Budget Requests (W. Willis)
   Mr. Willis advised the board of an early request from Brian Moeck to eliminate the hockey rinks in Main Park and change them into pickleball courts. The hockey courts in Main Park are not currently being utilized for hockey. The change would require re-surfacing the concrete that is already in place and would fall under the capital budget for 2016 which would need to be reviewed by the board. The pickleball players are currently taking advantage of the gym at CRC, multi-use courts at Eastman Park along with Main Park in its current condition.

3. Development Reviews (W. Willis)
   The Development Reviews were presented to update the Board on new developments within the Town of Windsor. Mr. Bennett questioned the 1 acre park with in the Westwood Village development to whether the park would be Public. Mr. Willis answered that it would be a privately owned and maintained.

4 Monthly Financial Report (M. Chew)
   The Monthly Financial Report was presented to the board. The February Report was not ready as of the time of this posting.

   Ms. Chew updated the advisory board on the sales tax revenue collected from the tax increase. The sales taxes collected in February were for sales that occurred in January and data for this will show up in future financial reports.

5 Monthly Participation Report (All Staff)
   The monthly participation reports were presented to the Board for review. Ms. Chew offered to answer any questions.

**E. COMMUNICATIONS**

1. Communications from Town Staff
   Ms. Chew offered to answer any questions.

2. Communications from Chairperson and Board
   Mr. Wood shared that being a part of the advisory board and representing the citizens of Windsor he wants to utilize his time to be productive as possible and to serve as a liaison to the senior citizens by identifying who the contact people are and establishing the relationships in hopes of having a two way floor of communication to understand their needs and open up channels to harvest that information that would be beneficial for both town and senior citizen community.

   Mr. Pepin added he thought we had a very good group of diverse board members stating some were seniors; some had children and some active adults.

**Ms. Price moved to approve to adjourn the meeting to move to executive session. Ms. Waltman seconded the motion. All members present voted Aye. Motion carried.**

**Upon a motion dually made and seconded, the regular meeting was adjourned to executive session at 8:40 P.M.**

**F. EXECUTIVE SESSION**

An executive session pursuant to § 24-6-402 (4) (a), C.R.S., to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions. (Charter language; Ian D. McCargar)
**PReCAB Member Price motioned to go into an executive session pursuant to § 24-6-402 (4) (a), C.R.S., to confer with the Town Attorney for the purposes of receiving legal advice on specific legal questions. (Charter language; Ian D. McCargar); PReCAB Member Waltman seconded the motion. All members present voted Aye. Motion carried.**

The Town Board moved into Executive Session at 8:40 p.m.

**PReCAB Member Irion made a motion to adjourn the meeting at 8:59 p.m.; PReCAB Member Holder-Otte seconded the motion. All members present voted Aye. Motion carried.**

The Executive Session was closed and the board returned to regular meeting.

**G. ADJOURN**
**Upon a motion duly made, the meeting was adjourned at 9:00 p.m.**

**CERTIFICATION:**

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 5 day of May, 2015

Debbi Waltman, Secretary
Parks, Recreation & Culture Advisory Board

Submitted by:
Kim Johnson, Receptionist, Utility Billing Clerk