PARKS, RECREATION & CULTURE ADVISORY BOARD MEETING
May 5, 2015, 7:00 P.M. Town Board Chambers
301 Walnut Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

1. Roll Call
   The following PReCAB members were present: Ken Bennett, Regan Price, Rebecca Holder-Otte, Richard Wood, Debbi Waltman, Charlie Pepin

   Absent: Carlene Irion (excused)

   Staff present

Parks & Recreation Direction	Melissa Chew
Parks & Open Space Manager	Wade Willis
Art & Heritage Manager	Andrew Dunehoo
Communication Assistant to Town Manager	Kelly Unger
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
   Mr. Pepin moved to approve the Agenda as presented. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports
   a. Town Board Liaison – Christian Morgan
      Mr. Morgan discussed with the board the invitation handed to them on the new comprehensive plan scheduled for Wednesday, May 6th at 7:00 P.M. He furthered said the consultants hired is a company we have not used before mentioning it was their 1st Colorado project noting they were nationally recognized and have won many awards in other states and will give a fresh perspective for Windsor.

   b. Weld RE-4 School District
      School Board Member Carlene Irion was not present.

4. Public Invited to be Heard
   There was no public comment.

B. CONSENT CALENDAR

1. Approval of Minutes from April 7, 2015
   Ms. Holder-Otte moved to approve the April 7, 2015 minutes as presented. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION

1. Budget / Project Tour Date (M. Chew)
   Ms. Chew stated to the board that typically in June or July PReCAB members tour current capital projects as well as potential projects for the upcoming budget year.

Ms. Waltman moved to make the June 2nd meeting a work session for the purpose of doing a project / budget tour. Mr. Pepin seconded the motion. All members present voted Aye. Motion carried.

2. Town of Windsor Museum Accessions (A. Dunehoo)
The board had the opportunity to review items for the permanent collection. This process 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.
PReCAB's recommendation will be presented to Town Board for final consideration.
Ms. Holder-Otte moved to approve resolution no. 2015-PRC11 as presented. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

D. BOARD REVIEW

1. 125 Outreach
Ms. Unger introduced Kim Newcomer with Slate Communications to present an update to the efforts to help get the word out about the 125th celebration using key themes of heritage, history, community, agriculture, nature and water. The main source for information about the calendar of events can be viewed at www.windsor125.com website. The first kick off for summer events will be Memorial weekend with the Pelican Fest triathlon hiring chalk artists to compose drawings based on the themes established. To engage restaurants and retailers for the 2 weeks following Memorial Day they are encouraged to offer 125 oriented discounts and the discounts will be promoted on the website. Material will be provided to businesses in the form of posters, decals and table tents for them to display. The Harvest Festival will be the last big celebration around the 125th finishing up in the fall.

Ms. Unger spoke about the gift page on the Windsor125 website relating to fullfill our wish campaign for the Windsor Severance Historical Society art piece.. Donations have already come in and can be made on the website. She also shared that the town employees were stepping up in honor of the 125th Anniversary by giving back to Windsor 125 hours of volunteer work. She expressed to the board the Town of Windsor was open to partnership ideas if the anyone wanted to contribute on their own and that it would be promoted on the celebrate page of the website with the calendar of events.

2. Private Enterprise in Public Spaces – Parks (M.Chew)
Ms. Chew presented the board with more information to further discuss private enterprise activities that might occur in Windsor parks. As a follow up she provided different scenarios that might take place and how they would be addressed. Ms. Chew shared research done for several surrounding communities and how they handle their private enterprise situations. The board agreed we need a policy in place but would like to see more information provided in the policy wording, as was presented tonight.

3. Monthly Financial Report (M.Chew)
Ms. Chew pointed out that February and March reflected sales tax.
March reported a record high gross sales tax collection for a single month increasing 1.22% from March 2014.

4. Monthly Participation Report (All Staff)
The Monthly Participation Report was presented to the Board. These reports are one month behind in order to allow complete accounting.

5. Boardwalk Park Performances Stage (W. Willis and A. Dunehoo)

By request Ms. Chew continued the discussion for the funds available on the replacement of the show stage in Boardwalk Park. Currently they are working with Root House Studios, a consultant, to consider other locations in Boardwalk Park for a permanent structure. Along with RHS, Borzym Acoustics are advising what the important components would be for the sound perspective. Staff has requested updating the Boardwalk Park master plan to incorporate design concepts for the event slab area. Ms. Chew added once numbers are completed and as Town Board works on the capital budget, if they are ready to move forward they could consider allocation or direct to pursue other funding and perhaps could see this next year.

E. COMMUNICATIONS

1. Staff
   Mr. Willis remarked on the email sent to board members mentioning the Windshire Park Public meeting as a reminder it is a process that is driven by developer in coordination with Staff meeting all the criteria for public process of public notices. All the entries are posted on the Town of Windsor website. At the meeting, Mr. Willis will briefly explain the appropriate amenities in a neighborhood park.
   Mr. Willis said they are working with the Belmont Ridge subdivision, our open space area, about the amount of trash in the area. Working with the HOA's in the area they have organized a volunteer day on May 16, 2015 to engage the community to help clean up the area. He extended an invitation to anyone on the board who would like to attend.

2. Board
   Mr. Wood handed a document to board members stating "it was intended to clarify the mission and workings of the Parks and Recreation advisory board so that its members may be fully informed so as to facilitate their ability to effectively and efficiently fulfill their responsibilities". He suggested using a document like the one passed out to the board when individuals are making an application and considering serving on this board. It could be used as a supplement to the application to review before committing to the board.

   Mr. Bennett responded by saying he didn't see a need to add this to the bylaws however he did feel Mr. Wood is on to something and would like to see two or three members help create a document for new people coming unto the board.

F. ADJOURN

Upon a motion dually made and seconded, the meeting was adjourned at 8:45 P.M.

CERTIFICATION:
Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 4th day of August, 2015

Debbi Waltman

Debbi Waltman, Secretary
Parks, Recreation & Culture Advisory Board

Submitted by:
Kim Johnson, Receptionist, Utility Billing Clerk