

Parks & Recreation Advisory Board  
Regular Meeting  
October 5, 2010 at 7:00 p.m.  
Town Board Chambers, 301 Walnut Street, Windsor, CO

A. **Call to Order.**

1. Roll Call.

Chair Zuccolin called the regular meeting of the Parks and Recreation Advisory Board to order on Tuesday, October 5, 2010 at 7:00 p.m. This meeting was held in the Town Board Chambers at Town Hall, 301 Walnut Street, Windsor, Colorado.

The following Parks and Recreation Advisory Board members were present:

Lori Zuccolin  
Carlene Irion  
John Pankonin  
Sandi Squicquero  
Jackie Compton  
Trish Hunter

The following Parks and Recreation Advisory Board member was absent:

Phil Boatright (excused)

The following Town staff was present:

Melissa Chew, Parks & Recreation Director  
Dean Moyer, Finance Director  
Wade Willis, Parks & Open Space Manager  
Tara Fotsch, Recreation Manager  
Carrie Knight, Art & Heritage Manager  
Sandra Sheffler, Administrative Specialist

The following Town Board member was present:

Don Thompson

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

**Mr. Pankonin moved to accept the agenda as presented. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

*Town Board Report (Town Board Member Thompson):*

- Mr. Thompson was recently appointed, and Jim Campbell and Tom Jones were both reappointed, to the Board for the Great Western Trail Authority.

- An ordinance to allow up to 6 hens in residential areas, with approved permitting, was approved by Town Board and will be in effect after the 30 day waiting period.
- A resolution to allow for a 3% lodging tax was approved for the ballot in November 2010.
- 2011 Budget preparations are underway.
- Regarding a recent article in the newspaper, Town Board supports the absence of Mayor Vazquez at Town Board meetings and will continue to do so. Town Board will continue to run uninterrupted in his absence.

*School Board Report (by Carlene Irion):*

- Regarding a recent article in the newspaper, the School Board supports the absence of John Vazquez at their meetings and will continue to do so.
- The School Board, at their last meeting, made a solid presence for the community and voted against supporting Amendments 60, 61 and 101.

*Youth Advisory Board Report (Miranda Lohry & Rachel McKernan)*

- Miranda Lohry, Vice-President of SALT (Student Advisory Leadership Team), and Rachel McKernan, a new member, introduced themselves and announced that at SALT's last meeting there were approximately 15 attendees, including six new people who had never attended. They expressed enthusiasm that their team was building in size.
- Oktoberfest was a huge success and the team made approximately \$900.00.
- Preparations for the Tailgate Party, in conjunction with Homecoming, are underway and fast approaching.
- The next Teen Night is October 15, 2010. SALT sells concessions and helps with setup and cleans up.
- The annual haunted house will be on October 29, 2010. The theme this year will be the "Haunted School" and Mayor Vazquez has been invited to be the Principal. Other features will include a haunted cafeteria, gym, locker room and detention room.

Ms. Chew made note that SALT's fundraising efforts result in revenue for their future events and is teaching the group about money management and budgeting.

Ms. Knight praised SALT on their customer service orientation and responsibility during Oktoberfest 2010. She said it was a huge success and she looked forward to working with them again in the future.

Ms. Irion asked for details about the Tailgate Party. Ms. Lohry stated that it would start at the Community Recreation Center and food will be available for purchase.

5. Public invited to be heard.

There was no public present to discuss items not on the agenda

## B. Consent Calendar

1. Approval of Minutes.

Ms. Irion amended the School Board Report from the September 7, 2010 meeting to read “Artificial turf has been installed on the high school football field”.

**Ms. Irion moved to approve the Minutes from the September 7, 2010 meeting as amended. Ms. Squicquero seconded the motion. All members present voted Aye. Motion carried.**

## C. Board Action Items

1. Public Hearing – Windsor Lake Master Plan Amendment – Dog Swim Area

**Ms. Compton moved to open the Public Hearing for the revised Windsor Lake Master Plan. Ms. Squicquero seconded the motion. All members present voted Aye. Motion carried.**

Ms. Zuccolin invited public attendees to speak in regards to the dog off leash swim area at Windsor Lake.

Eika Haas, Windsor resident and owner of Purrfect Paws, spoke in support of the dog off leash swim area. She would like to see the Master Plan amended to include the area on a permanent basis.

Chris Zuccolin, Windsor resident, spoke in support of the dog off leash swim area. He would like to see it added to the Master Plan and also recommended grading the shoreline for easier access and adding picnic tables.

Karen Dazey, Windsor resident and owner of Happy Paws, stated that she and her customer base are very pleased with the dog off leash swim area and is open to helping with permanent construction, making donations and volunteering time to make this a permanent site at Windsor Lake.

Gillian Christensen, Windsor resident and non-dog owner, spoke in support of the dog off leash swim area stating that it adds diversity to the lake area and she appreciates the many amenities Windsor offers its residents.

Ms. Chew noted that she received two comments that she would like entered into the record. The first was a letter from Gloria Packard, Windsor resident, who wrote in support of amending the Windsor Lake Master Plan and felt the dog area was a “BIG” hit.

The other was in the form of two phone calls from Bobbie Buss. Ms. Buss was very much in favor of the dog swim area but asks that PRAB consider a location closer to a parking lot. Poudre Pooch Dog Park and the dog swim area at

Windsor Lake are both ADA accessible; however Ms. Buss has difficulty walking the distance to either area.

Chair Zuccolin thanked everyone for their input.

**Ms. Compton moved to close the Public Hearing for the revised Windsor Lake Master Plan. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

2. Amend Windsor Lake Master Plan

Parks staff constructed a trial dog off leash dog swim area on the north side of Windsor Lake in the spring of 2010. Staff has received input from users indicating that the site is a success, with the exception of an individual who requested the area be located closer to the parking lot. Due to wildlife, fishing, boating and human swimming concerns there are no alternative locations at Windsor Lake for a dog swim area. Ms. Chew recommended looking at closer-to-parking areas in the future development of dog parks in town.

The off leash area was constructed in a temporary manner. Staff recommends installing a post and dowel fence and install shoreline stabilization to help prevent the shoreline's continued erosion. With that in mind staff would like to formally incorporate the off leash dog area into the Windsor Lake Master Plan. If modifying the master plan is approved these items will become budget requests as well as a process will start for naming the dog park.

**Ms. Hunter moved to recommend that Town Board adopt the revised Windsor Lake Master Plan. Ms. Squicquero seconded the motion. All members present voted Aye. Motion carried.**

3. 2011 Budget and Park Improvement Fund

Mr. Moyer presented an overview of the Proposed 2011 Town of Windsor Budget. Limited funds are available for park improvement. The proposed Park Improvement Fund budget was presented and is the only part of the departmental budget that requires PRAB approval.

**Ms. Hunter moved to recommend that Town Board adopt the proposed 2011 Park Improvement Fund Budget. Ms. Squicquero seconded the motion. All members present voted Aye. Motion carried.**

Mr. Moyer discussed the Park Improvement Fund's revenue being generated from fees collected on building permits. The Denver-Boulder-Greeley Consumer Price Index (CPI) showed an increase of 1.7% from the first half of 2009 to the first half of 2010. Accordingly we should inflate our fees to match this trend.

**Ms. Squicquero moved to recommend Town Board increase Building Fees for park development by 1.7% to match the CPI increase of Neighborhood Park Fees at \$3,302 and Community Park Fees at \$1,086. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

4. Art & Heritage Center Use Fee as part of 2011 Budget  
With increased use of the Art & Heritage Center for educational programming and special events, it was recommended by staff that a fee schedule be established for use of the building to defray staff and maintenance costs. A proposed fee schedule has been developed which was created with the Community Recreation Center as a model as well as comparable spaces within the area. The historic character of the building was also taken into consideration when creating guidelines for its use.

**Ms. Hunter moved to recommend that Town Board approve the proposed Art & Heritage Center use fee schedule as part of the 2011 budget. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

5. Museum Accession  
Ms. Chew requested to change the memo to present guidelines to accessioning rather than recommending Town Board approve an Accession Policy.

Parks and Recreation Advisory Board reviewed the guidelines to accessions previously at the work session on September 7, 2010. The guidelines involve review of recommended accessions to the museum permanent collection by Parks and Recreation Advisory Board, who would then be responsible for either recommending approval or denial of the object into the museum collection. Final approval would then be sought by Town Board for admittance into the permanent collection.

First accession review to consist of 1925 Colorado & Southern Caboose donated by Mr. Al Becker in July 2010 valued at \$27,000. This action is recommended by staff because accessions have a potential impact upon town liability and long-term maintenance costs.

**Ms. Irion moved to recommend Town Board accept the 1925 Colorado and Southern Caboose into the museum's permanent collection. Ms. Squicquero seconded the motion. All members present voted Aye. Motion carried.**

#### **D. Board Discussion Items**

1. Discussion of Advisory Board Alternates

In September 2010 Town Board adopted an Ordinance to allow each Advisory Board to select an alternate member, if so desired. A copy of the Ordinance was attached for review. Ms. Squicquero asked about the history of the need of an alternate. Chair Zuccolin explained in 2009 there were some meetings that were cancelled because there was no quorum, had there been an alternate member at that time those meetings could have proceeded.

2. Development Reviews

Mr. Willis presented the Great Western Industrial Park, 3<sup>rd</sup> Lt1 Blk1 – Vestas Phase VI, Administrative Site Plan, Initial Submittal plan review. He offered to answer any questions.

3. Monthly Report

Ms. Chew offered to answer any questions. Ms. Irion praised Ms. Fotsch and her staff on a job well done in running so many successful programs.

Ms. Irion offered Ms. Fotsch praise and congratulations on her success of offering and organizing so many wonderful programs and events for the community. Ms. Fotsch, in turn, praised the recreation staff for their hard work and for running the programs.

**E. Communications**

1. Communications from Town Parks & Recreation Management Staff

*Art & Heritage (C. Knight):*

- Oktoberfest went very well. SALT did a fantastic job and there was an overwhelming positive response to this event again this year. There were over 300 attendees.
- The exhibition schedule for 2011 is being planned and an attempt is being made to balance the in-house exhibits with the traveling exhibits.
- The 2011 Summer Concert planning is underway.

*Recreation (T. Fotsch):*

- The gym floors will be refinished during Fall Break, the only week off between volleyball and basketball. This will be done to repair weather damage done in July.
- PeeWee Basketball (kindergarten and 1<sup>st</sup> grade) boys will be playing during the girls' basketball season due to the lack of gym space available and the high amount of registrations to date.
- There will be a meeting with engineers this week and stamped plans for the climbing wall will be obtained. This will enable permitting and installation to begin.
- SALT has been very active with events. Some of the high school students would like more Town Board involvement and will be working toward that goal in the near future.

*Parks & Open Space (W. Willis):*

- Windsor West Park has two new shelters completed.

- Cemetery entryway project is out to bid.
- Chimney Park Storage Facility has been awarded and construction will begin soon. This will be an equipment storage area; no work will be performed out of this facility.
- Parks staff is getting ready to start winterizing the parks.

*Parks & Recreation (M. Chew):*

- The bike trail under Highway 392 and going to the River Bluffs Open Space area should be open by November 1, 2010.
- Ms. Chew attended the Colorado Parks & Recreation Association conference in Breckenridge. She did a presentation one afternoon that was very well attended. The Town of Windsor was awarded another Starburst Award from the Colorado Lottery for partnering with Larimer County and using lottery money as a match for a federal grant administered through CDOT for the engineering design work at the Highway 392 trail underpass.

2. Communications from Chairperson and Board

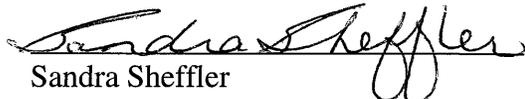
There were no further communications.

**E. Adjourn.**      **Mr. Pankonin moved to adjourn the meeting at 8:15 p.m., until the November 2, 2010 meeting, or call of the chair. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

**CERTIFICATION:**

Approved by the Windsor Parks and Recreation Advisory Board on the 7<sup>th</sup> day of December, 2010.

Submitted by:

  
Sandra Sheffler  
Administrative Specialist