



PARKS & RECREATION ADVISORY BOARD REGULAR MEETING  
December 7, 2010 - 7:00 P.M.  
First Floor Conference Room – 301 Walnut Street  
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

1. Roll Call

The following PRAB members were present:

Chair Lori Zuccolin  
Phil Boatright  
Jackie Compton  
Trish Hunter  
Carlene Irion  
Sandi Squicquero

Absent:

John Pankonin (excused)

Also present:

Town Board Liaison  
Parks & Open Space Manager  
Recreation Manager  
Art & Heritage Manager  
Museum Curator  
Administrative Specialist

Don Thompson  
Wade Willis  
Tara Fotsch  
Carrie Knight  
Elizabeth Handwerk-Kurt  
Sandra Sheffler

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

**Mr. Boatright moved to approve 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 Don Thompson)*

- Great West Trail received a grant to help promote trail usage and increase signage on the trail.
- Town Board has finalized the 2011 Budget and the Strategic Plan.
- Town of Windsor Municipal Court will become a court of record. Judge interviews have been conducted and a selection will be announced in the near future.

*School Board Report (School Board Member Carlene Irion)*

- The Colorado State Board Retreat was well attended.
- State funding is now distributed by where the student attends school, not where they reside.
- Enrollment in the district is up almost 7%, attributed to the quality of education, athletics and the IB program at Range View Elementary.

*Student Advisory Leadership Team Report (SALT Vice President Rachel McKernan)*

- October's haunted house had approximately 300 attendees and resulted in \$425.00 profit.
- Using Town Board's Strategic Plan at their retreat, SALT came up with 2011 goals and ideas.
  - Hold a Teen Summit with area youth, teaching them about community involvement and things they have learned at their summit through Colorado Parks & Recreation Association.
  - Host a Northern Colorado Battle of the Bands to kick off or conclude the Summer Concert Series.
  - Set up a Town Treasure Hunt similar to the Amazing Race. Downtown businesses could be involved and hold clues for the teams to continue on their hunt.
  - Family Game Night with games similar to Deal or No Deal and Minute To Win It.

- Create a Facebook page to get teens more involved and keep them updated on what SALT is doing.
- Spend a Spa Day at Children's Hospital with children that have been injured or are ill.
- Adopt-a-Highway, lake or trail.
- Volunteering at Hearts for Horses
- Install recycling bins at parks, lakes and trails to help the environment.

Mr. Thompson stated that approximately three weeks ago Town Board had a joint work session with SALT. Town Board is very supportive and looks forward to working with the group.

4. Public Invited to be Heard

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

**B. CONSENT CALENDAR**

1. Minutes from past meetings

**Ms. Compton moved to approve the Minutes from the October 5, 2010 meeting as written. Mr. Boatright seconded the motion. All members present voted Aye. Motion carried.**

**C. BOARD ACTION**

1. Museum Accession Items

The opportunity to review recommended accessions to the permanent collection of the Town of Windsor Museum was presented. The process of accessioning allows the museum to strengthen its collection of material objects for future exhibitions as well as preserve for public benefit the material culture of the region. Acquisition forms for a treadle sewing machine donated by Kathy Wienmiester and several photography items from Eastman Kodak Company were reviewed for consideration of including specified items into the permanent collection.

**Ms. Irion moved to recommend that Town Board approve accessions to the museum permanent collection. Ms. Compton seconded the motion. All members present voted Aye. Motion carried.**

**D. BOARD DISCUSSION ITEMS**

1. Neighborhood Park Prioritization Process

Mr. Willis presented the Neighborhood Park prioritization list and explained the process of how it was obtained. Neighborhood parks are prioritized based on the amount of development that has occurred based on approved development plans (# building permits / # approved dwelling units = % build out). Neighborhood parks have not been re-prioritized in several years as the Town has been moving forward with either parks that already have approved master plans, or parks that have other legal requirements to develop.

2. Development Reviews

Mr. Willis presented information on several development reviews and offered to answer any questions.

3. Intern Project Update

Ms. Knight announced throughout fall 2010, UNC intern Kate Johnson has collaborated with museum staff on evaluating the feasibility of and creating the framework for a cell phone audio tour of the museum buildings at Boardwalk Park. Museum staff identified the need for alternate communication tools after collecting public feedback from visitors to the museum and to the park. Presently, the museum is open only on a seasonal basis, thus restricting access by the public to the buildings and to their unique history. It is the feeling of museum staff that a year-around cell phone audio tour of museum buildings will provide entertainment to park users and satisfy the mission to "create and foster opportunities for curious investigation and appreciation of Windsor's unique past".

4. Special Event Guidelines Update

2010 was the first full year in which Town Staff utilized the special event guidelines adopted at the beginning of 2010. Upon adoption staff was given the latitude to make minor modifications as necessary to assist in the utilization of the document. Staff has met and discussed items requiring clarification which include:

- Waste handling requirements
- What groups fall under these guidelines vs. a standard shelter rental
- Discussion as to how to handle events that are not specifically identified in the Special Event Guidelines, such as the use of the New Cache canal for a duck race.

Staff will make minor modifications to clarify the existing document, these modifications will be complete by January 1, at which time we will start accepting applications for 2011 special events.

**E. COMMUNICATIONS**

1. Communications from Town Parks & Recreation Management Staff

*Art & Heritage (C. Knight):*

- Last December, student Joe Jackson approached Ms. Knight for the opportunity to create and put together educational kits for the Art & Heritage Center as part of his Eagle Scout project. Mr. Jackson interviewed most of the 4<sup>th</sup> grade classes in Windsor and found that there was a lot of interest in “Children of the Great Depression” and “Kaplan Hoover Bison Kill Site” so it was decided to make “traveling trunks” for these two topics. The trunks are being advertised on the website and are available for checkout by schools, community groups, home school students and similar individuals. Mr. Jackson will be receiving his Eagle Scout award formally on January 21, 2011.
- Moisture issues at the Art & Heritage Center have prompted the construction of a concrete floor and sump-pit in the basement.
- The CAP report was received mid-November and will be presented in the spring.
- The Historic Preservation Commission is pursuing local landmark status on the Windsor Depot and the Eaton House. This status will enable some funding options through the State Historical Fund and will be presented to Town Board at a later date. Ms. Knight will provide support in this application process.
- Historic Preservation Commission is also investigating Preserve America status which will allow opportunities to pursue education and promotion funding. This will also be presented to Town Board in the future and Art & Heritage staff will provide support as needed.
- Windsor Gothic exhibit will be open in January 2011. This is an exhibit portraying Americana images and the spirit of Americana. It will also give a sense of the evolution of photography. An open house and workshop on photo preservation will be held in January.

*Recreation (T. Fotsch):*

- Community Recreation Center is being repainted and new countertops have been installed in the restrooms.
- Carpet squares have been removed and trenching will begin for construction of the climbing wall, which will commence on December 17, 2010. Barring anything unforeseen and following staff training, the wall should be available for use by the public in mid-January 2011.

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

- Mr. Willis handed out an end-of-year summary from Treasure Island. This group uses Town land and water and has achieved the Plant Select designation. This means they are a test site through for plants from CSU to see how they do in this area. They are always looking for volunteers and were able to produce 625 pounds of fresh produce to the Windsor Food Pantry in 2010.
- Town Board Strategic Plan Update was handed out for review.
- 2011 Arbor Day calendars were distributed.
- Architecture/construction meetings have begun for the restroom/concession building at Boardwalk Park.

2. Communications from Parks & Recreation Advisory Board Members

- Ms. Irion suggested a special recognition for Mr. Joe Jackson obtaining his Eagle Scout status.
- Mr. Boatright questioned Mr. Willis about the recycling site and the brush site management. Mr. Willis stated that both sites are managed by separate entities.

**F. ADJOURN**

**Mr. Boatright moved to adjourn the meeting at 8:05 p.m., until the January 4, 2011 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 4th day of January, 2011.

Submitted by:

  
Sandra Sheffler, Administrative Specialist