



PARKS & RECREATION ADVISORY BOARD REGULAR MEETING
January 4, 2011 - 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:

Phil Boatright
Jackie Compton
Trish Hunter
Carlene Irion
John Pankonin

Absent:

Sandi Squicquero (excused)

Also present:

Town Board Liaison	Don Thompson
Parks & Recreation Director	Melissa Chew
Parks & Open Space Manager	Wade Willis
Recreation Manager	Tara Fotsch
Administrative Specialist	Sandra Sheffler

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 amend the agenda to delete item C.1. Election of Officers and add item C.3. Our Lady of the Valley Parking Lot Agreement. Ms. Compton seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report (Town Board Member Don Thompson)

- Town Board approved a resolution appointing Michael Manning to serve as Presiding Judge and Teresa Ablao to serve as an Associate Judge of the Windsor Municipal Court.
- Town Board amended Chapter 16 of the Windsor Municipal Code Regarding Adult Oriented Businesses.

School Board Report (School Board Member Carlene Irion)

- Ms. Irion shared positive feedback from teachers who have used the Art & Heritage traveling trunks as a learning resource.

Student Advisory Leadership Team Report

- There were no members of SALT present at the meeting. Ms. Fotsch stated they took the month of December off and would resume in January.

4. Public Invited to be Heard

There was no public present at this meeting.

B. CONSENT CALENDAR

1. Minutes from past meetings

Ms. Compton moved to approve the Minutes from the December 7, 2010 meeting as written. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION

1. Pocket Park Contract for Sale

In November 2009, the property at 100 North 2nd Street was appraised at \$15,000 and a contract for sale was entered into with a private party. However, that transaction was never completed. Recently the property was listed with an independent broker who also represented the sale of the property to the south. A contract has been offered and accepted for sale, contingent upon the two parcels selling together. The contracted price is \$10,000, reflecting the depreciated market.

Mr. Pankonin moved to recommend Town Board approve Ordinance 2011-xxx approving the Contract for Sale of the Town parcel at 100 north 2nd street. Ms. Hunter seconded the motion. All members present voted Aye. Motion carried.

2. Our Lady of the Valley Parking Lot Agreement

Eastman Park does not offer enough parking for the various community events that often occur at this site. However, directly across the street is a large parking area that is not used on a daily basis. By like token, Our Lady of the Valley Church often has need for extra parking on Saturday evenings and Sundays during mass, a time when the lot at Eastman Park is not heavily used. For many years the Town has enjoyed a collaborative relationship with Our Lady of the Valley to allow parking at the church site for various recreation events, and in turn to allow the church to park at Eastman Park for various events associated with the church. The agreement does not add any maintenance, fiduciary responsibility or liability to either party, but formalizes a mutually beneficial arrangement.

Ms. Compton moved to recommend Town Board approve Ordinance 2011-xxx approving Our Lady of the Valley Parking Log Agreement. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

D. BOARD DISCUSSION ITEMS

1. Boardwalk Park Restroom / Concession Building

The Master Plan for Boardwalk Park depicts an area at the north end of the beach and east end of the parking lot that is dedicated to restrooms / concessions. Town Board has allocated funding to complete the building for the 2011 season. Staff is working with JCL Architecture to generate a design plan that will meet the current and long term operational needs of the Town for special events and day to day programming. Mr. Willis presented preliminary architect drawings of the building which will house 10 restroom stalls, a food vending area, boat storage, storage for various programs, exterior rinsing showers, as well as a plaza type area for placing picnic tables. The various amenities and building orientation are based on maximizing safety and accessibility for all park patrons.

2. YMCA Survey / CRC Footprint Review

Ms. Chew has been engaged with ongoing discussion with the YMCA about expanding program opportunities into Windsor. This venture has evolved into a joint survey to be conducted in 2011 with the YMCA, focusing on program opportunities but also asking some facility related questions. Green Play LLC will be the consultant conducting the statistically valid survey process.

Other items related to this are the discussions associated with future expansion of the Community Recreation Center (CRC). A footprint was presented showing possible expansion. If expansion were to be explored as a partnership, the Town would utilize the Partnership Guidelines.

3. Monthly Report

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

E. COMMUNICATIONS

1. Communications from Town Parks & Recreation Management Staff

Parks & Recreation Director (M. Chew):

- Aberdour Circle Park is underway. There are no town funds other than Ms. Chew and Mr. Willis' time being expended on this project. It is the developer and the Metro District working together to get the park developed sooner rather than later.
- Larimer County Department of Natural Resources has obtained conservation easements on the sections commonly known as Three Bells One and Three Bells Two, which are east of Ptarmigan and north of the existing trail. The easement will protect an eagle nest in the area and the future trail. Town of Windsor supported this concept due to one of the parcels being in the Windsor GMA and it being a critical component to aligning the trail north of town in the future.
- Greeley #2 Trail GOCO grant application will be reviewed next week. A decision will not be made until March.
- Work will begin on a GOCO grant application for the Diamond Valley Restroom / Concession facility that will go in the plaza area between the ball fields. Funds are allocated in 2011 for the design of the building and it will be reviewed later in the year on whether funds are available to begin construction in 2011 also.
- A Colorado Lottery representative attended a Town Board meeting in December and presented the Town with the Starburst Award for the engineering and design of the Highway 392 Trail Underpass.

Art & Heritage (M. Chew):

- Ms. Knight had been working on a Colorado Creative Institute Grant prior to her leave of absence. Ms. Chew will continue working on this in an effort to get funding for the Summer Concert Series.
- There is a student working with the curator in the collections area this month. This may result in the student doing an internship in the near future.
- The Windsor Gothic exhibit will be opening at the Community Recreation Center and a new exhibit will also be set up at the Art & Heritage Center in the near future.

Recreation (T. Fotsch):

- The climbing wall is up. Climbing gear and padding have been ordered, staff will be hired and trained, programming is being created, and the wall should be available to residents in February.
- Boys' basketball assessments are underway. Mr. Thompson asked about the assessments and Ms. Fotsch clarified that the players spend time going through stations, completing drills and being number scored by all of the coaches for each skill. After the assessments, Bobby Warner meets with the coaches, who total the scores and work together to split the teams out equally by assessment results. It isn't until the players are assigned to teams that the coaches know what team they will be coaching. This process has proven to work very well in making sure teams are evenly distributed by skill level.

Parks & Open Space (W. Willis):

- A meeting with Larimer County has resulted in Parks staff doing maintenance of the new trailhead and trail up to Highway 392 in exchange for Larimer County staff expanding their patrol area to include the existing trail up to County Road 13.
- Fireworks RFP's will be going out soon to secure the 4th of July 2011 show.

2. Communications from Parks & Recreation Advisory Board Members

- There were no further communications from the board.

F. ADJOURN

Mr. Pankonin moved to adjourn the meeting at 8:25 p.m., until the February 1, 2011 meeting, or call of the chair. Ms. Compton seconded the motion. All members present voted Aye. Motion carried.

CERTIFICATION:

Approved by the Windsor Parks and Recreation Advisory Board on the 1st day of March, 2011.

Submitted by:


Sandra Sheffler, Administrative Specialist