



PARKS & RECREATION ADVISORY BOARD REGULAR MEETING
June 7, 2011 - 7:00 P.M.
Town Board Chambers, Third Floor – 301 Walnut Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

1. Roll Call

The following PRAB members were present:

Phil Boatright
Sandi Squicquero
Carlene Irion
Rebecca Holder-Otte
Jackie Compton (arrived at 7:13 p.m.)

Absent:

Regan Price
John Pankonin (excused)

Also present:

Town Board Liaison	Don Thompson
Parks & Recreation Director	Melissa Chew
Parks & Open Space Manager	Wade Willis
Recreation Manager	Tara Fotsch
Art & Heritage Manager	Carrie Knight
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 approve the agenda as written. Ms. Squicquero seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report (Town Board Member Don Thompson)

- Applications are being sought for the District 1 vacancy for Town Board, interviews will be held on June 20, 2011.
- The Downtown Development Authority has finished their Plan of Development and is working with DOLA on their Strategic Plan.
- Great Western Trail Board will be holding a Bike Rodeo in August.

School Board Report (School Board Member Carlene Irion)

- Class of 2011 Graduation went well.
- 2011-2012 Budget has been completed, no cuts were made and raises were received.

Student Advisory Leadership Team Report (Recreation Manager Tara Fotsch)

- SALT is on summer vacation. Their meeting will resume in August. They have worked with Carrie Knight, Art & Heritage Manager on a couple of summer activities at Windsor Lake during the Concert Series.

4. Public Invited to be Heard

No members of the public were in attendance.

B. CONSENT CALENDAR

1. Minutes from past meetings

Ms. Squicquero moved to approve the Minutes from the March 1, 2011 meeting as written. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION

1. De-Accession of Museum Items

The Town of Windsor Museum is formally established by Ordinance, and thus subject to operations and maintenance in correlation with established standards as recommended by the American Museum Association. One portion of these standards includes managing the material collections according to an adopted mission statement and collections policy. According to these standards, the collections are routinely evaluated in regards to condition, object duplication, and whether or not an item is appropriate to fulfill the mission statement or can be adequately cared for by museum staff. This is a critical process in maintaining and ensuring the future health of the museum and its collections. Once de-accession is done, these items will be offered first right of refusal to the original donor. Should the donor not want the items, we will then go through a process of offering them to other museums where they might fit a mission statement, or other forms of relief such as auctioning.

Ms. Irion moved to approve the de-accession of the museum items itemized in an attached worksheet. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

2. Accession of Museum Items

The Parks and Recreation Advisory Board will occasionally have the opportunity to review recommended accessions to the permanent collection of the Town of Windsor Museum. 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.

The first acquisition is being donated by Rene Olson. It includes three panels that celebrate the 100th year anniversary of Kodak (1880-1980). Mrs. Olson's husband works for Kodak in Windsor and acquired them from the buildings that were being taken down. These panels were hanging in the lobby of one of the Kodak buildings in Windsor. Each Panel is 40 ½ inches wide by 47 inches tall. The panels are made of a hard plastic or board. The front of each one is tan with dark brown boards and images with text. One of the panels has a picture of the Windsor plant.

The second acquisition is one of two ceremonial shovels used for ground breaking of the Kodak Windsor Plant and is being donated by Greg Smith. Mr. Smith's father, Howard Smith, was the first manager of the Windsor Plant and was given the shovel by Kodak. The handle is made of blue spruce wood. The metal parts are silver plated using Colorado silver and has a black plaque.

PRAB was asked to review the acquisition forms for consideration of including the specified items into the permanent collection.

Ms. Holder-Otte moved to approve the accession of two museum items itemized on acquisition forms. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

3. Park & Recreation Project Tour for July Meeting

The annual park/project tour is suggested for the July meeting. 2012 budgets are in process and the timing is good to look at the parks and possible upcoming projects.

Ms. Compton moved to schedule the July meeting as a work session only and a tour of projects beginning at 6:00 p.m. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

4. Resolution to allow Archery Range at Diamond Valley

The Town's archery range is currently located at Eastman Community Park South, which is south of the Poudre River. In anticipation of the upcoming flooding of the Poudre River, staff is recommending the archery range be temporarily moved to Diamond Valley Community Park so the archery classes can continue throughout the summer. Because arrows are projectiles, and the relocation will be within town limits, the move must be approved by resolution, which will be presented to Town Board on Monday, June 13th, 2011.

Ms. Compton moved to recommend Town Board approve the resolution to allow for the temporary relocation of the archery range to Diamond Valley Community Park. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

D. BOARD DISCUSSION ITEMS

1. Diamond Valley Plaza Design Review

In 2009 the current Diamond Valley Community Park Master Plan site plan was developed through a public process and then was approved by Town Board. The master plan depicts a plaza concept in the middle of the three existing ball fields; this will also include a restroom/ concession building. Town Board is contemplating allocated funding to construct the plaza possibly as early as July of 2011. Staff has been working with engineers to generate a design plan that will meet the current and long term operational needs of the Town for sports programming and use as a community park.

The current design concepts consist of built in bleachers for spectators, covered seating, score keepers areas, block dugouts, the concessions/ restroom building including a shelter, and landscaping. The various amenities and building orientation are based on maximizing safety and accessibility for all park patrons. The concept drawings were presented at the meeting and Mr. Willis offered to answer any questions.

2. Sponsorship Package

Staff often seeks and secures sponsorship dollars for various events. In an effort to streamline the sponsorship request process, a brochure has been developed to outlines the opportunities. The draft brochure was presented and Ms. Knight and Ms. Fotsch answered questions from the Board. The goal is to have the brochure finalized by the fall.

3. Development Reviews

Mr. Willis presented information a current development reviews and offered to answer any questions.

4. 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):

- There is a page on the town website dedicated to flood updates. This page has monitoring updates, street flooding/closure information, and information regarding free sand and sandbags to qualified residents in previously identified low lying areas.
- After reporting several weeks ago that the town was unsuccessful in getting the Greeley #2 Trail Grant, Ms. Chew received a phone call from the State Trails Program that additional funding was obtained and the Greeley #2 Trail Grant is now approved at \$200,000.00.

Art & Heritage (C. Knight):

- The restrooms/concession building at Boardwalk Park has helped increase visitation at the museums.
- Krista Tani, a student at Colorado College in Colorado Springs is interning with the Art & Heritage Division until August 5th, 2011.
- Museum Curator, Elizabeth Handwerk-Kurt will be moving to California, her last day in Windsor being July 6, 2011. Application review and interviews will be taking place in the near future.
- Contracts and documentation are being put in order for the Historic Mill Project to begin.
- Summer Concert Series begins on June 16 with Colcannon performing following the Chamber of Commerce All-Town barbeque.

Recreation (T. Fotsch):

- Recreational baseball is underway.
- Park concession stands are open for business and very busy.
- Boat rentals have been very popular so far this season resulting in a wait list for renters.
- Baseball tournaments are scheduled throughout the summer.
- The pool is up and running and has been busy since the weather has warmed up.

Parks & Open Space (W. Willis):

- Boardwalk Park concession building is complete and open for business.
- Diamond Valley Plaza design is ongoing.
- Mow crews are keeping up with their tasks in the parks despite fertilizing and then getting an abundance of rain.

2. Communications from Parks & Recreation Advisory Board Members

- Colorado Senator Mark Udall signed a resolution to honor the inaugural National Kids to Parks Day on Saturday May 21st. Mr. Boatright, Ms. Chew, Mr. Thompson and Mayor Vazquez attended Senator Udall's meeting in Greeley to support this campaign in an attempt to get kids out on the trails and in the parks. Ms. Fotsch mentioned on a local level a group has been formed and is being led in exercise regimens by the Windsor-Severance Fire Protection District staff. Ms. Irion attended a legislative conference in Denver with the purpose of reviewing current and recently passed House and Senate bills. One bill (#11-1069) recently passed and mandates that public schools have to offer at least 30 minutes each day for students to get exercise through recess, physical education, or fitness breaks during the day.

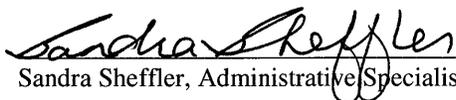
F. ADJOURN

Ms. Squicquero moved to adjourn the meeting at 8:12 p.m., until the July 5, 2011 meeting, or call of the chair. Ms. Holder-Otte seconded the motion. All members present voted Aye. Motion carried.

CERTIFICATION:

Approved by the Windsor Parks and Recreation Advisory Board on the 2nd day of August, 2011.

Submitted by:


Sandra Sheffler, Administrative Specialist