



PARKS & RECREATION ADVISORY BOARD REGULAR MEETING
August 2, 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
Regan Price
John Pankonin
Carlene Irion (arrived at 7:04 p.m.)
Rebecca Holder-Otte
Jackie Compton

Absent:

Sandi Squicquero (excused)

Also present: Town Board Member
Parks & Recreation Director
Parks & Open Space Manager
Recreation Manager
Art & Heritage Manager
Administrative Specialist

Don Thompson (arrived at 7:27 p.m.)
Melissa Chew
Wade Willis
Tara Fotsch (arrived at 7:07 p.m.)
Carrie Knight
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. Holder-Otte moved to approve the agenda as written. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report (Parks & Recreation Director Melissa Chew on behalf of Don Thompson, Town Board Member)

- The I-25 & State Highway 392 project has received the Notice to Proceed. The groundbreaking will be August 19, 2011.
- The Poudre River Trail Board will be doing a presentation at the Town Board Work Session on August 22, 2011 regarding future use of the trail and how to promote it as a transportation corridor.
- While attending National Night Out, Mr. Thompson received requests for doggie bags at Covenant Park.

School Board Report (School Board Member Carlene Irion)

- A retreat is scheduled for Sept. 12th, 2011 to plan for the next 5 years.
- The last day to turn in an application for the open school board positions is August 3, 2011.

Student Advisory Leadership Team Report (Recreation Manager Tara Fotsch)

- SALT will be back from summer break in September.
- Battle of the Bands was a great success with approximately 300 people in attendance.
- Chalk It Up (the SALT sponsored sidewalk drawing for children at Boardwalk Park) will continue through the Summer 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. Compton moved to approve the Minutes from the June 7, 2011 meeting as written. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION

1. Neighborhood Park Priorities

Prior to adoption of Ordinance 2004-1190, the Town was responsible to develop neighborhood parks via land contributions from developers. The parks that have yet to be developed are prioritized by the percent build out that has already occurred. This strategy was adopted by the Parks and Recreation Advisory Board in 2007, and allows for faster developing areas to be addressed more quickly regardless of the date a subdivision application was completed. A complete application is the second criteria for prioritizing. The remaining parks are listed below and reflect the recommended priority for 2012 budget adoption.

Mr. Willis further explained the process of establishing the park priorities and provided a map to show the location of each park.

- a. Bison Ridge Park
- b. Poudre Heights subdivision
- c. Winter Farm subdivision (Peakview Estates)
- d. Fossil Ridge subdivision
- e. Windshire subdivision (discussions with developer to participate in community park instead)
- f. Wayne Miller Park (Greenspire subdivision)
- g. Jacoby Farm subdivision (held in lifetime estate until death of estate holder)

Ms. Compton moved to adopt the priority of development of neighborhood parks as recommended. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

D. BOARD DISCUSSION ITEMS

1. Neighborhood Park Funding Updates

Ordinance 2004-1190 established definitions, and processes for collecting fees and developing neighborhood parks.

The developer reimbursement reserve was established by ordinance and it is only by repealing or amending the ordinance that those funds might be accessed for neighborhood park development. There are no existing development agreements in place that require a developer to build a neighborhood park, and subsequently, no developers are "in the que" for reimbursement either. If the Town Board is interested in completing neighborhood parks sooner than the current process seems to allow, it has been recommended accessing these reimbursement reserve funds accumulated between 11-2004 and 12-2011 for funding development of neighborhood parks. The ordinance would remain intact except for the ability to access the funds that have been generated in that specific time period. Using these funds for neighborhood parks reduces some impact on the capital fund. Staff also believes that the entire ordinance and the system for funding neighborhood parks may need to be reviewed, primarily because:

- a. Approximately 1500 permit ready lots are in the Windsor inventory,
- b. No immediate additional subdivisions are currently pending, and
- c. This process (developer builds park and is reimbursed from reserves) has not been utilized in the entire seven years since the ordinance was adopted.

Perhaps there is a better model such as implementing a non-reimbursable impact fee from developers (similar to water and sewer systems impact fees) while the Town develops the parks. If Town Board was interested in this consideration, staff could develop some further information and recommendations, including preserving park definitions, park land dedication requirements and fees in lieu of park land dedication requirements.

Town Board, in an attempt to free up the money in the developer reimbursement reserve, has asked staff to bring back a first reading of the amended ordinance next week and a second reading and public hearing will be two weeks later.

Mr. Boatright requested a maintenance piece be included in the future development of parks to ensure there is money and resources available to take care of any new parks.

Ms. Chew and Mr. Thompson clarified where operating funds come from and how the budget is established.

2. 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):

- Irish Festival will be held at Boardwalk Park for the end of August. This festival is expected to bring approximately 15,000 people to the Windsor area over a two day period.
- Boardwalk Park has created a lot of activity for downtown and is in line with Town Board's strategic plan goals for the area. The concession / restroom building gets phenomenal use to the point of it being a challenge for maintenance staff.
- Following the YMCA survey, a request to work with a consultant for a feasibility study of expanding the Community Recreation Center will be submitted for the 2012 budget. This would be helpful in determining the cost of expansion and where funding sources would come from, how much it would cost to operate after an expansion and where funding sources would come from for that. The YMCA has asked questions about doing some joint programming with the possibility of a day camp option next summer.

Art & Heritage (C. Knight):

- Katie Bates has been hired as the new curator and will be starting on August 24, 2011.
- Oktoberfest will be at Boardwalk Park on October, 1, 2011 from 11:00 a.m. until 4:00 p.m. The event will be free to the public and there will be increased activities from prior years in hopes of attracting more families. Ms. Knight will welcome anyone wishing to volunteer at this event.
- The Summer Concert Series will be wrapping up for the season with the last concert being August 11, 2011.
- Windsor Fine Arts Festival is October 6 and 7, 2011.
- A Colorado Creative Industries Grant was awarded for the Concert Series in the amount of \$7,500.00.
- Ms. Knight is working with the Historic Preservation Commission to designate the Depot and the Eaton House as local landmarks.

Recreation (T. Fotsch):

- The fall sports programs are beginning as the summer programs are winding down.
- The pool, lake concessions and boat rentals will be closing down mid-August for the season.

- Partnering with Banner Health has taken place to train all coaches in the signs, symptoms and response to concussions.
- The dedication of Aberdour Circle Park has been postponed, however all of the other scheduled events at the park on August 5, 2011 will continue.

Parks & Open Space (W. Willis):

- Diamond Valley bids go out on Tuesday August 9, 2011. This is for the construction of a Restroom / Concessions Building; concrete plaza area; dugouts and cast-in-place concrete spectator seating with standing seam metal roof canopy at the three existing ball fields; chain link fencing at Ball Field #3; and grading, drainage, landscaping and irrigation throughout the project area.
 - Staff is busy with general duties and increased special events this year, and has been educating the community on natural areas such as the one in place at the Police Department.
 - A bid package for the #2 Trail behind high school is being put together and will be ready to go when the funding agreement from the State Trails comes in.
 - The design process for Prospect Park will begin as soon as the Deed to the property is received.
2. Communications from Parks & Recreation Advisory Board Members
- Ms. Compton asked why there are no shade trees at the pool. Ms. Chew explained this is due to the difficulties of cleaning vegetative matter from the pool area and overall maintenance of the pool system.

F. ADJOURN

Mr. Pankonin moved to adjourn the meeting at 8:30 p.m., until the September 6, 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 4th day of October, 2011.

Submitted by:


Sandra Sheffler, Administrative Specialist