



PARKS & RECREATION ADVISORY BOARD REGULAR MEETING  
January 10, 2012 - 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  
Jackie Compton  
Carlene Irion  
Rebecca Holder-Otte  
John Pankonin  
Regan Price (arrived at 7:15 p.m.)

Also present:

Parks & Recreation Director	Melissa Chew
Recreation Supervisor	Kendra Martin
Art & Heritage Manager	Carrie Knight
Parks & Open Space Manager	Wade Willis
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 presented. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

*Town Board Report (Melissa Chew for Don Thompson, Town Board Member)*

- Elections will be held in April for Mayor and Districts 1, 3, 5 and 6.
- Interviews and appointments to the Parks & Recreation Advisory Board should be completed by the beginning of February.

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

- The School Board attended the annual Colorado School Board Association meeting in Colorado Springs in December. The Windsor School District and Mayor Vazquez presented at one of the break-out sessions with the topics relating to how the School Board and Town Board work together. The presentation was very popular in attendance and the presentation evaluations were very positive. Ms. Irion commended Mr. Bobby Warner for a spectacular presentation that he gave while being unfazed with the group's equipment technical difficulties.

*Student Advisory Leadership Team Report - SALT (Kendra Martin)*

- There is no report since Salt has not met yet this year. Elections will be held and there will be an update in February.

4. Public Invited to be Heard

Windsor resident Gillian Christensen, 225 N. Chimney Park Drive, addressed the board regarding the use of Windsor Lake. She handed out copies of a 2004 Concept Plan and talked about the changes that have taken place since then. She stated her concerns that the motorized boat users now have 48 hours per week of lake time, which limits the hours for people that want to fish, bird watchers, and non-motorized. She

mentioned that it seems the no-wake zones are not enforced and that the dam is eroding because motorized boats are going too close in to shore. Ms. Christensen asked the board if they would consider converting one of the motorized days (Friday, Saturday or Sunday) to a non-motorized day.

Vice-Chair Pankonin asked about the placement of buoys, does the lake have a speed limit and what is the maximum horse-power allowed on the lake. Ms. Chew and Ms. Martin will present this information at a future meeting for further discussion.

Ms. Holder-Otte asked how many annual motorized permits were issued per year. Ms. Martin stated up to twenty annual permits could be issued, and last year only 15 were issued.

Chair Boatright asked that further discussion and the presentation of policies, procedures and statistics be scheduled for a future meeting.

Windsor resident Ann Dickerson, 710 Pine Drive, addressed the board regarding the ecological impact that motorized boating has on Windsor Lake. She played a television commercial regarding carbon monoxide emissions from a boat being 100 times more lethal than those from a car. These emissions are deadly to humans as well as the surrounding wildlife and vegetation. Ms. Dickerson handed out some statistics and contact information for the Carbon Monoxide Action Group and asked the board to educate themselves and consider monitoring the lake for emissions.

## **B. CONSENT CALENDAR**

### **1. Minutes from past meetings**

**Ms. Holder-Otte moved to approve the Minutes from the November 1, 2011 meeting as written. Ms. Compton seconded the motion. All members present voted Aye. Motion carried.**

## **C. BOARD ACTION**

### **1. Election of Officers**

The Bylaws for the Parks and Recreation Advisory Board call for officers to be elected from the Board membership each January for the year.

**Chair Boatright nominated Ms. Holder-Otte for Chair. All members present voted Aye. Motion carried.**

**Ms. Irion nominated Vice-Chair Pankonin to continue in the position of Vice-Chair. All members present voted Aye. Motion carried.**

## **D. BOARD DISCUSSION ITEMS**

### **1. Cost Recovery Structure**

Ms. Chew presented staff prepared information regarding the current cost recovery of program areas. It is the intent of the Town Manager to share this information with the Town Board, which will generate discussion about cost recovery philosophy. The 2012 Program Cost Recovery Summary and the Cost Recovery Pyramid Methodology were reviewed and Ms. Chew discussed the need of Parks and Recreation Advisory Board to have a high level of comfort in making recommendations when meeting with Town Board in the future.

### **2. Development Reviews**

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

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

*Art & Heritage (C. Knight):*

- Art & Heritage Center exhibit opening January 14, 2012: MINDSCAPES - a beautifully framed set of 27 dramatic color photographs taken from the seat of an ultra-light aircraft by artist Adriel Heisey.
- Community Recreation Center exhibit opening January 21, 2012: Humanities Texas: The Dust Bowl – 1930s photographs capturing images of human fortitude and despair combined with 1970s re-photographs of Dust Bowl survivors.
- A partnership with the Clearview Library District will result in old-time movies being shown at the Library, 720 3<sup>rd</sup> Street, Windsor, every Thursday night beginning January 26 through February 16, 2012.
- Windsor Wonderland was a big success with over 575 people in attendance.
- Ms. Knight is working with the Planning Department for the Colorado Creative Industries “Creative District” designation for downtown. The application will be submitted by Elizabeth Fields by January 31.

*Recreation (K. Martin):*

- Staff is in full swing with the winter sports and is gearing for spring.

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

- Diamond Valley construction is approximately 65% complete and is on track for the March 1<sup>st</sup> opening.
- Park Design proposals have been received and will be evaluated with the Engineering Department. The parks proposed to be built in 2012 are Bison Ridge, Poudre Heights, Prospect Park and possibly Winter Farm.
- Parks staff will be attending the ProGreen EXPO and participating in seminars regarding research on new plant material and water use, designs for sustainability, irrigation maintenance standards and new trends.

*Parks & Recreation Director (M. Chew):*

- The town attorney has the deed to Prospect Park at this time and is waiting for an easement to be recorded. This should be done in time to be included in the bid process. A separate agreement will be made for the Metro District to retain maintenance responsibilities of the retention pond on the site.
- The Feasibility Study for Community Recreation Center Expansion Request for Proposal is in process with a pre-proposal meeting set for January 11 and proposals being due January 27, 2012.
- The State Trails Grant Agreement has been executed. It is anticipated that trail construction will begin this summer.
- ADA compliance audits are continuing.
- January 13, 2012 is the date for the town’s new website to go live.

2. Communications from Parks & Recreation Advisory Board Members

Ms. Irion thanked staff for handing out the 2012 Tree Board Calendar.

There was no further communications from the Board.

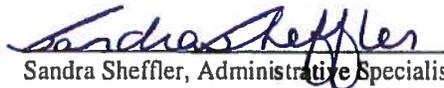
**F. ADJOURN**

Mr. Pankonin moved to adjourn the meeting at 8:25 p.m., until the February 7, 2012 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 7th day of February, 2012.

Submitted by:

  
Sandra Sheffler, Administrative Specialist