



PARKS, RECREATION & CULTURE ADVISORY BOARD REGULAR MEETING
May 1, 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 PReCAB members were present:

Rebecca Holder-Otte
John Pankonin
Phil Boatright
Regan Price
Howard Robinson
C. Debbi Waltman

Absent:

Carlene Irion (excused)

Staff present:

Parks & Open Space Manager
Recreation Manager
Art & Heritage Manager
Administrative Specialist

Wade Willis
Tara Fotsch
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

Mr. Pankonin moved to approve the agenda as presented. Mr. Boatright seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report (Don Thompson, Town Board Member)

- Town Board Member Thompson discussed the Town Board elections and reshuffling of liaisons to advisory boards. He then introduced this board's new Town Board liaison, Myles Baker from District 1.
- Town Board Member Baker thanked the members of this board for volunteering and serving the community. He also thanked them for their work on the Community Recreation Center Feasibility Study and was impressed by the presentation of the study at a previous Town Board work session. Lastly, he thanked Town Board Member Thompson for his hard work over the past few years while working on and with this board.

School Board Report

- No school board report was available.

Student Advisory Leadership Team Report (Tara Fotsch, Recreation Manager)

- April's Teen Night was attended by 430 teens; they sold \$375.00 in concessions.
- The Flashlight Easter Egg Hunt was attended by 30 kids. They suspect the low attendance this year was due to the hunt being held over Spring Break weekend and there may have still been a lot of people on vacation. They will be looking at that possibility when scheduling the event next year and well as increasing their advertising efforts.
- SALT delivered 100 carnations to a local nursing home the weekend before Easter. This was very well received by the residents. They will be looking into other volunteer opportunities with the residents in the future.

- The May 11, 2012 Teen Night will include the current 5th Grade students. This typically results in attendance of 750-800 students.
- June 23, 2012 is the Battle of the Bands event at Boardwalk Park. SALT is looking for volunteer judges at this time.
- Goals for the summer include holding the Chalk It Up program during a couple of summer concerts and they are scheduling some clean up days at Windsor Lake. They also have plans to step up the recruiting process for SALT members.
- There will be an Island Party on August 17, 2012 to be held in conjunction with Spirit Fest.

4. Public Invited to be Heard
There was no public was present.

B. CONSENT CALENDAR

1. Minutes from past meetings

Mr. Boatright moved to approve the Minutes from the March 8, 2012 meeting as written. Ms. Waltman seconded the motion. All members present voted Aye. Motion carried.

C. BOARD ACTION

1. Park Naming Process

PRECAB initiated the park naming process at the March meeting for the Bison Ridge subdivision, Poudre Heights subdivision, Brunner Farm subdivision and Winter Farm subdivision park sites. A public notice was posted in the local paper and on the Town of Windsor website. Submissions were received and posted on the Town website through March and the beginning of April. Submitted names were then posted on the Town Website enabling visitors to vote on their favorite. The Town was unable to regulate how many votes could be submitted from individual IP addresses but was able to account for how many votes came from each IP address. This helped to further support the names that actually received the most individual votes.

Majority vote results:

Bison Ridge subdivision: Bison Ridge Park

Poudre Heights subdivision: Poudre Heights Park

Brunner Farm subdivision: Brunner Farm Park

Winter Farm subdivision: Northern Lights Park

Ms. Price moved to name the parks sites as presented by the majority vote results. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

2. June – July Meeting

Typically, the June meeting is used as a time to tour amenities managed by the Parks, Recreation and Culture Department in order to facilitate discussion about projects and budget. In the past, this has been in lieu of a June meeting. If PRECAB is still interested in this opportunity a date should be discussed; it does not necessarily need to be on the date PRECAB would normally meet.

Additionally, the July meeting would fall on July 3, 2012. Many individuals may not be available for a meeting the evening before a holiday. Changing the date of this meeting is an option and the meeting may be cancelled if there is a lack of agenda items.

Mr. Boatright moved to schedule the annual park tour for June 5, 2012 at 5:30 p.m. Ms. Price seconded the motion. All members present voted Aye. Motion carried.

Ms. Price moved to postpone the July 3, 2012 meeting until July 10, 2012. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

D. BOARD DISCUSSION ITEMS

1. Monthly Report

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

Ms. Holder-Otte asked Ms. Knight about Boxcar Days being absent from the Link. Ms. Knight reported that Boxcar Days would not be offered this year due to the high amount of staff hours it takes and the diminished attendance over the last couple of years. Depending on the demand, it may be offered again in 2013.

Ms. Holder-Otte asked for an update from Ms. Fotsch about the enrollment for the YMCA Camp. Ms. Fotsch stated there are currently 5 enrollments and the class minimum is 12. Plans to increase visibility and advertising are being worked on.

Mr. Boatright asked Ms. Knight when the summer concerts start. Ms. Knight announced the All Town BBQ and the first concert featuring The HomeSlice Band, a high energy horn band, will be on June 7, 2012.

E. COMMUNICATIONS

1. Communications from Town Parks, Recreation & Culture Management Staff

Recreation (T. Fotsch):

- Ms. Fotsch handed out the 2012 Recreation Program Partnerships which shows the various businesses that partner with the town for programming. She explained the partnerships and what they entail.
- Mr. Pankonin asked for details of the IGA with the school district for use of the tennis courts. Ms. Fotsch stated during the school year the town has first priority of the facilities following the school district and the Charter Academy schedules. During the summer the town has full use of the courts as well as full responsibility for maintenance inside the courts.
- Diamond Valley and Chimney Park have been booked for baseball tournaments every weekend for the past two months. Discussion with a few local food establishments have resulted in positive feedback, although some businesses have requested a tournament schedule so they can be better prepared for the larger demand and have adequate staff and food available. There are only two unscheduled weekends at Diamond Valley for the entire summer.
- Adult softball has 22 men's teams playing on Monday nights and 14 co-ed teams play on Friday nights.
- Summer seasonal hiring has started and staff is gearing up for a busy season.

Art & Heritage (C. Knight):

- Art & Heritage partnered with the Clearview Library District for a program called "Sand Between the Toes" in honor of April being National Poetry Month. The program was offered to all of the second and third grade students in Windsor and was very well attended by over 800 students.
- The museums opened on April 20th, earlier than usual to accommodate school educational tours.
- The first Open House/Open Door day will be held on Saturday, May 5, 2012. It will continue on the first Saturday of every month through August. This program will offer complimentary programming alongside a new tour model that is being tested out at Boardwalk Park. Traditionally the buildings are locked and tours are docent led. The buildings will be unlocked and visitors may view each building on their own with a docent being in the vicinity interacting with the public and answering any questions. It is felt that a lot of visitors pass through Boardwalk Park without

knowing the museum is open. If this model is successful it may be a new trend for the museum in 2013.

- The Windsor-Severance Historical Society book by Arcadia is completed and available for sale. The majority of the photos in the book are from the Town of Windsor Museum Collection.
- Mr. Boatright asked for an explanation of the change of the Pioneer Church to the Prayer House and how that came about. Ms. Knight gave a brief history of the building and explained that negotiations are underway in an attempt to take the building back to its historic origin and state.
- Mr. Boatright also asked about availability of electronic narrated history of the Town of Windsor. Ms. Knight recommended a video that was the result of a cultural resources survey funded by a Colorado State Historical Fund grant in 2009. It is located on the Town of Windsor website and is a 30 minute video documentary tracing the development of Windsor's historic downtown.
- Ms. Holder-Otte asked for an update of the Mill on 3rd and Main Street. Ms. Knight gave a history of ownership and repair status of the mill and reported a repair and usage plan update is due to Town Board by the current owner in the near future.
- The Fire Museum is operated by volunteers who are going to try and complement the museum schedule by being open on Thursday evenings during the summer concerts.

Parks & Open Space Manager (W. Willis):

- Ms. Chew and Town Manager Arnold will be meeting over the next couple of weeks on the next steps to follow up on the Feasibility Study.
- Design plans and construction documents are being completed for the three new parks that have been approved. The plan is for bid requests to go out the end of May with construction taking place this summer.
- Diamond Valley is approximately 99.5% complete.
- Efforts to be conservative with water usage are becoming a challenge due to the dry spring we have had.
- The Arbor Day events were very successful this year and several new trees have been planted around town.
- Ms. Holder-Otte asked if Diamond Valley was fully ADA accessible. Mr. Willis stated that crusher fine paths to the batting cages and additional ADA parking spaces have been added at the park to make it ADA compliant.

2. Communications from Parks, Recreation & Culture Advisory Board Members

There was no further communications from the Board.

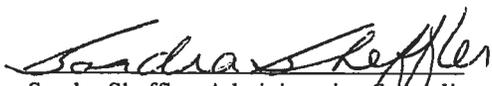
F. ADJOURN

Mr. Pankonin moved to adjourn the meeting at 7:52 p.m., until the June 5, 2012 meeting, or call of the chair. Mr. Boatright seconded the motion. All members present voted Aye. Motion carried.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the 5th day of June, 2012

Submitted by:


Sandra Sheffler, Administrative Specialist