



PARKS & RECREATION ADVISORY BOARD REGULAR MEETING  
October 4, 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  
Sandy Squicquero  
John Pankonin  
Carlene Irion (arrived at 7:03 p.m.)  
Rebecca Holder-Otte

Absent:

Regan Price (excused)  
Jackie Compton (excused)

Also present:

Town Board Member	Don Thompson
Parks & Recreation Director	Melissa Chew
Finance Director	Dean Moyer
Parks & Open Space Manager	Wade Willis
Recreation Manager	Tara Fotsch
Art & Heritage Manager	Carrie Knight
Museum Curator	Katie Bates
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

**Mr. Pankonin 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 (Don Thompson, Town Board Member)*

- The Diamond Valley construction was approved.
- 2012 Budget meeting is scheduled for Saturday 10/8/11.
- Great Western Trail Bike Rodeo was a success with over 70 kids and distribution of 55 free helmets.

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

- The District is working towards School of Distinction status with the State of Colorado. Meetings with school principals and doing SWOT (strength, weakness, opportunity and threats) analyses are underway. No surrounding districts have the distinction.
- The district has 92 openly enrolled students from Greeley alone and has shown a 6% growth increase.

*Student Advisory Leadership Team Report (Treasurer Ethan Ragatz and Kameron Nylander)*

- SALT is back in swing for the 2011-2012 school-years and has been very busy.
- September's Teen Night had 530 middle school attendees.
- The annual haunted house is scheduled for October 28<sup>th</sup>. Family hour will be from 6:00 – 7:00 p.m. The scary hours will be from 7:00 – 9:00 p.m.
- SALT will be meeting with Town Board on November 21 to recap the year.

4. Public Invited to be Heard

No members of the public were in attendance.

## B. CONSENT CALENDAR

1. Minutes from past meetings

**Mr. Pankonin moved to approve the Minutes from the August 2, 2011 meeting as written. Ms. Irion seconded the motion. All members present voted Aye. Motion carried.**

## C. BOARD ACTION

1. Review of 2012 Proposed Budget

Dean Moyer, Director of Finance, was present to discuss an overview of the 2012 budget, including revenue and expense projections. He went over a power point presentation and offered to answer any questions.

2. 2012 Park Improvement Fund Budget Approval

The Park Improvement Fund receives revenue from several sources:

- Building permit fees for neighborhood parks
- Building permit fees for community parks
- Fees in lieu of park land
- Larimer County Open Lands Tax Dollars

Earlier this year Town Board took action to modify Ordinance 2004 -1190 such that the developer reimbursement portion of the fund was no longer held in reserve but rather available to design and build parks. In August, PRAB adopted the priority for neighborhood park development based on percent build out of subdivisions. The supplied Park Improvement Fund budget summary outlined those parks and projected timeline.

Ms. Chew further reviewed the attachments and offered to answer any questions.

**Ms. Squicquero moved to recommend that Town Board adopt the 2012 Proposed Park Improvement Fund Budget. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

3. 2012 Proposed Fee Increases Approval

The annual fee study has been completed for 2011. The Windsor Recreation Division fees are currently \$5 to \$20 lower when compared to surrounding communities in the area. A proposed fee increase in various programs and facility rentals has been recommended to assist in decreasing the subsidy of Recreation programs across the board. Results in increased revenue of approximately \$45,000 for next year would contribute to decreased subsidy of recreation programs.

**Ms. Squicquero moved to recommend that Town Board adopt the 2012 Proposed Fee Increases. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

## D. BOARD DISCUSSION ITEMS

1. Development Reviews

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

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

#### *Art & Heritage (C. Knight):*

- Katie Bates, the Museum Curator was introduced to the Board. Katie stated she was raised in Fort Collins. She did her Undergraduate studies at Carlton College in Minnesota and received her Graduate Degree at the University of North Carolina at Greensboro. She stated it's been 7 years since she left Colorado and it's good to be back.
- A new exhibit has been set up at the Windsor Community Recreation Center Gallery. Timeless Beauty features quilts from the museum's permanent collection. Quilts have been made for centuries and have transcended their practical use to become objects of enviable beauty and craftsmanship. These quilts were either lovingly made or passed down to Windsor residents over time. Timeless Beauty elevated this craft tradition to art form and explores a world of color, texture, and form alive in fabric. This exhibit will be open until December 10, 2011.
- Oktoberfest 2011 was a huge success with approximately 1,500 people in attendance; more than triple the attendance of 400 at Oktoberfest 2010.

#### *Recreation (T. Fotsch):*

- In partnership with the Chamber of Commerce, the 2011 Business Expo was held last weekend. There were 100 vendors and close to 800 attendees.
- Staff is working on the winter/spring programming and brochure.
- Following partnership with Banner Health, the recreation center has received enough first aid kits for all of the coaches to have on hand at practices and games. Banner Health has also provided Concussion Training for the sports programs.
- After more than 80 years of hosting youth baseball, youth softball, adult fast pitch, and adult slow pitch leagues and tournaments, the Cemetery Field will be removed to make way for an expansion of Lakeview Cemetery. October 15, 2011 is the scheduled date for the Laid to Rest Fest, featuring coed and men's championship games, a home run derby – sponsored by State Farm, Scott Harper, an auction, awards, and band entertainment by DoKaJoVi. The Laid to Rest Fest is FREE to attend for both spectators and participants. There will be plenty of food, drinks and commemorative items for purchase. Auction proceeds will go to the scholarship fund.

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

- Construction of the Diamond Valley Restroom / Concessions Building and Improvements has been awarded to local company McCauley Constructors. The scheduled completion date is March 1, 2012.
- Staff will be in charge of the demolition of the Cemetery Field and restroom building following the October 15, 2011 Laid to Rest Fest.
- Attendance of Colorado Parks & Recreation Association Annual was beneficial. A lot of time was spent in ADA workshops learning the updated regulations.
- Staff is working on winterizing restrooms and irrigation systems.

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

- An ADA Accessibility Audit must be completed by March 2012 to be in compliance with the regulations adopted in 2010. If a facility is non-compliant, documentation must be made as to why it's not compliant and whether it's feasible to become compliant or not.
- September 30<sup>th</sup> was the deadline for the developer to provide the Town with the deed to Prospect Park or provide proof that it was in process. The deadline has come and gone with no communication. The developer is in default and discussions will ensue regarding the next step in the process.
- The developer is working on fixing an assembly issue that has caused an injury on Aberdour Circle Park's Zip Line. Although the playground has not been accepted by the Town, it is still on Town property and therefore has been chained and locked to avoid further issues.
- The 2012 Budget retreat is coming up on October 8<sup>th</sup>.

- The State Trails Grant project behind CRC and the high school may be carried over to the 2012 budget due to the Diamond Valley project ramping up and the onset of winter.
- Casey Muller, Special Event Coordinator for the Town, is working in conjunction with the Chamber of Commerce and the Downtown Development Authority on a "Windsor Wonderland" event for the first weekend in December. The event will likely include a visit from Santa Claus with photo opportunities, reindeer, wagon rides around Windsor Lake, roasted nuts, hot chocolate, downtown merchant sales and will conclude with the simultaneous lighting of the trees on Main Street.

2. Communications from Parks & Recreation Advisory Board Members

- Ms. Squicquero received an e-mail from a resident, and spoke with her on the phone, regarding a concern of adults smoking and disposing of cigarettes on town property and in front of children, particularly the beach at Windsor Lake. Ms. Chew explained the process of making a change to public property, such as implementing Windsor Lake/Boardwalk Park a non-smoking area, would be required to be done through an ordinance. Mr. Pankonin stated during frequent walks around the lake he has encountered residents with complaints in regards to the conditions of the beach with trash, etc. Park Caretakers have been hired to help with these issues. He also inquired about increased police presence during the warmer months when the beach is in full use. Ms. Chew responded that the Police Department will be working with and training parks and recreation staff, including seasonal workers, how to safely approach people about breaking regulations such as drinking out of glass bottles, a dog being off-leash, etc. from an educational standpoint. This will be done with the understanding that if they are met with any resistance they are to back away immediately and contact the police department since they are not trained in confrontation. Ms. Squicquero again brought up the public smoking of cigarettes and asked if it is something the Board would like to pursue. Overall it was felt that signage asking people not to smoke on the beach, around the children, etc. would be appropriate, but not prohibiting the act altogether, especially when considering the aspect of enforcement. Ms. Squicquero will contact Weld Quits for signage ideas and education information.

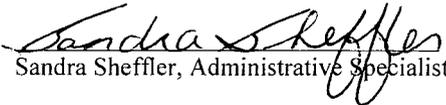
**F. ADJOURN**

**Mr. Pankonin moved to adjourn the meeting at 8:36 p.m., until the November 1, 2011 meeting, or call of the chair. Ms. Squicquero 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 November, 2011.

Submitted by:

  
Sandra Sheffler, Administrative Specialist