

MINUTES
TOWN OF WINDSOR
PARKS AND RECREATION COMMISSION

Wild Oak Room
9291 Old Redwood Highway, Building 400
Windsor, CA 95492

Special Meeting
Wednesday, April 29, 2009
6:00 p.m.

1. CALL TO ORDER

Commissioner Holman called to order a meeting of the Windsor Parks and Recreation Commission at 6:05 p.m.

2. COMMISSION ROLL CALL

Present at roll call were Chair Holman, Vice Chair Sherwood, Commissioners Brown and Cain. Commissioner Torres arrived at 6:13 p.m.

Staff present were Community Services Director Donna Legge and Recording Secretary Jeannie Mitchell.

3. CITIZEN PUBLIC APPEARANCE

None

4. REGULAR CALENDAR

For the benefit of the new commissioners, Chair Holman reviewed and summarized matters that had been taken up and addressed by the Parks & Recreation Commission during the course of the last 12 months. (See attached notes that are incorporated herein by reference.)

Community Services Director Donna Legge reviewed Community Services matters that had been addressed by the Town Council over the last 12 months. (See attached notes that are incorporated herein by reference.)

Director Legge suggested possible agenda topics for a potential joint meeting with the Town Council.

Chair Holman presented her goals and concerns as Chair of the Commission.

After discussion of the role of the Parks & Recreation Commission with reference to *The Handbook for Citizen Advisory Committee Members*, the Commission agreed to continue the discussion of its role and its relationship to the Town Council at its next meeting.

5. COMMUNITY SERVICES DIRECTOR'S REPORT

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Community Services Director Legge confirmed plans for the Commissioners' participation in Saturday's (May 2) Windsor Day Parade. She also confirmed the Commissioners' participation in the Sonoma County-sponsored I-Walk programs.

6. FUTURE AGENDA ITEMS

- Parks & Recreation Strategic Plan
- Fiscal Year 2009-2011 Budget Review
- Disaster Preparedness
- Health Action Presentation
- Town Website Tour

8. ADJOURNMENT

The meeting adjourned at 7:45 p.m. to a Regular Meeting of the Parks and Recreation Commission scheduled for Wednesday, May 13, 2009 at 6:00 p.m. in the Civic Center Council Chambers/Wild Oak Room located at 9291 Old Redwood Highway, Building 400 in Windsor.

Minutes prepared by: Jeannie Mitchell

Minutes approved: May 13, 2009

Commission Highlights (April 2008 to April 2009 – 12 months)

- Gang Orientation
- Bike to Work- Energizer Station
- Transient Occupancy Tax Presentation
- Community Theater Proposal
- Website Review
- Conversion of using generators to electricity for Jump Houses at Huerta Gym
- Recreation Scholarship Program Proposal
- Youth Representation on Commission Proposal
- Approval of Bicycle and Pedestrian Master Plan
- Role of the Senior Citizens Advisory Council
- Recommendations of the Keiser Park Master Plan Phase I Project
- Summary of the Sustainability Design Assessment Team Process
- Status of the Hembree House renovation project
- Park Development Fund Project Inventory
- Police Department Park Activity Report
- Fund Development Proposal
- Joint meeting with Council Proposal
- Aquatics Program and Maintenance Summary Report
- Park Watch Program
- Recreation Program Report
- District I – Awards and Installation Banquet
- Highlights of the 2009 CPRS Conference by Staff
- Sonoma County Health Action Plan –iWalk Sonoma
- Windsor Day Parade Participation
- Community Garden Project Recommendations
- Park, Facilities and Streetscape Division Report and Park Tour
- Request for Joint Meeting with Town Council

**Town Council Highlights of Community Services Department projects
(April 2008 to April 2009 – 12 months)**

- Facilitated funding requests from The Chamber of Commerce for Tuesday Night Kid Movies and Shakespeare on the Green
- Approved amended “Prohibition of Smoking” Ordinances
- Adoption of Animal Care and Control Service Fees
- Allocations of Town Grant Funding to non-profit organizations
- Approval of Town of Windsor Facility Use and Reservations Policy
- Council reviews Energy Efficiency Action Plan Status report
- Joint meeting between Council and the Windsor Unified School District Board of Trustees
- Senior Citizens Advisory Council recommends Council approval of proposed Senior Center and Pool Use Policy
- Facilitated and community evaluation of Summer Nights on the Green and presented to Council a summary report with recommendations
- Approval of one-time funding request from the Business Improvement District for the Street Closures for the Classic Car Show, with conditions
- Informational report on the Cunningham House stabilization study
- Funding request by the Windsor Lions Club for annual Halloween BBQ at the Community Center and Parade
- Approval of concept to develop a community garden
- Approval to amend policy regarding Casinos to participate in the Town’s Sponsorship Program
- Approval of Hembree House Lease Agreement the with the Windsor Historical Society (WHS) and the Windsor Arts Council (WAC) and the Cunningham Lease Agreement with the WHS
- Approval of Keiser Park Phase I Development Design

- Approval of concept of a destination playground in Keiser Park
- Reviewed the Windsor Kiwanis Club request for funding the Windsor Day Festival and directed staff to move the Cinco de Mayo Celebration from May 5 to May 2, including non-profit booths
- Approval of Wilson Ranch concession facility and athletic field rental fees
- Approval of Funding Request from Kiwanis Club for Easter Egg Hunt in Keiser Park

Suggested Topics for Joint PARC and Town Council Meeting

- Role of the Parks and Recreation Commission (Resolution No. 418-95)
 - Park Naming
- Desired goals of Council for PARC
- Desired goals of PARC
 - Dog Park Improvements
 - Community Garden
 - Destination Playground
 - Youth Representation
 - Budget Review
 - Hispanic Outreach
- Fund Development/Non-profit Foundation Presentation by Barry Weiss
- Participation and presence at community events
- Other