

MINUTES
TOWN OF WINDSOR
PARKS AND RECREATION COMMISSION

Council Chambers
9291 Old Redwood Highway, Building 400
Windsor, CA 95492

Wednesday, September 9, 2009
5:00 p.m.

1. CALL TO ORDER

Commissioner Holman called to order a meeting of the Windsor Parks and Recreation Commission at 5:00 p.m.

2. COMMISSION ROLL CALL

Present at roll call were Chair Holman and Commissioners Cain and Torres. Commissioner Brown arrived at 5:01. Vice Chair Sherwood was absent (excused)

Staff present were Community Services Director Donna Legge, Youth and Adult Program Supervisor Jon Davis, Community Services Specialist Pearl Reed and Recording Secretary Jeannie Mitchell.

3. PLEDGE OF ALLEGIANCE

Commissioner Torres led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

The minutes of the meeting of August 12, 2009 were approved as submitted.

5. CONFLICT OF INTEREST DECLARATION

None.

6. CITIZEN PUBLIC APPEARANCE

None

7. WORKSHOP

Community Services Director Donna Legge facilitated a public workshop and discussion in review of the Summer Nights on the Green events during the 2009 summer season. The events reviewed comprised the following: Windsor Fine Arts Show; Chamber of Commerce Tues Night Movies (11); Farmers Market (29 Sundays and 12 Thursdays); Classic Car Shows (17); Shakespeare Performances (7); Town Concerts (8); 3rd of July Fireworks; 3rd of July Town Green Event; Pacific Coast Air Museum's Wings Over Wine Country; and the Vineman Triathlons (July and August)

Community Feedback was provided by the following:

Lorene Romero, Windsor Chamber of Commerce Board of Directors

Michael Brook, Windsor Shakespeare on the Green

David Culley, owner of KC's Downtown Grill and Director of the Classic Car Show

Bill Fallis, owner of Wine Tastings Wine Bar and President of Old Downtown Windsor Business Association
Bill Verity, Starry Movie Nights owner.
Kurt Mitchler, owner of a professional business on The Green and immediate Past President of Windsor Chamber of Commerce.
Ted Barcelon, Windsor Lions Club
Cara Clampitt, Eugene Burger Management Company for Lakewood Village
Glenda Castelli, Manager of Windsor's Certified Farmers Market
Steve Henricksen, Precision Sound Craft. Sound contractor for Town
Michael Powell, Owner of Powell's Sweet Shoppe and Town Green resident

8. REGULAR CALENDAR

8.1 2009 Summer Nights on the Green

Following discussion among themselves, the Commission unanimously recommended the following to the Town Council relative to the 2010 Summer Nights on the Green: (1) Creative partnerships should be explored in order to get the most value for the dollar; (2) a full calendar of weekly events/concerts from June through the end of August should be retained; and (3) creative sponsorship benefits to attract an increased number of sponsors should be explored.

8.2 Windsor Creek Trail

After receiving comments from the public and discussing Windsor Creek Trail safety, the Commission made the following two recommendations to the Town Council:

In order to promote safety on the Brooks Creek Trail, the Sonoma Bicycle Coalition should be utilized to provide education to the local school children about bicycle/pedestrian trail etiquette.

The Town should evaluate the **current** use of Windsor Creek Trail before considering amending the Windsor Bicycle and Pedestrian Master Plan.

There was not a Commission majority support for the following two recommendations:

As recommended by the Senior Citizen Advisory Council, trail signs with enlarged text that is consistent with the Town's Bicycle and Pedestrian Plan (bicycles to be walked, skateboards to be carried) should be installed.

In the Windsor Bicycle and Pedestrian Master Plan, the language requiring the walking of bicycles and the carrying of skateboards should be deleted.

8.3 Town of Windsor Cinco de Mayo Celebration

Janet Lanz, member of the Windsor Kiwanis Club, spoke on behalf of the Club in

favor of separating the Cinco de Mayo celebration from the Windsor Day Parade and stated the Club's preference for holding the parade on May 8, 2010.

Juan Hernandez, Sonoma County Hispanic Chamber of Commerce, informed the Commission that Santa Rosa's Roseland Cinco de Mayo celebration will take place on May 5, 2010. He cautioned the Town of Windsor against staging its Cinco de Mayo event on the same night. He indicated the Hispanic Chamber would work with the Town to promote the Town of Windsor event.

Martha Nunez, Windsor, stated that she favors holding Windsor's Cinco de Mayo event on the weekend saying that a weekend event would garner more participation from the Latino community.

Oscar Chavez, Windsor, stated his support for a weekend event that is not in competition with another community's event. He stated that such events are good opportunities for non-profit organizations to educate, support and reach out to those in need.

4/0/1 vote (Vice Chair Sherwood was absent). The Commission recommended to the Town Council that the Town of Windsor's Cinco de Mayo celebration be held on Saturday, May 1st and that the Windsor Day Parade be held on Saturday, May 8th.

8.4 Parks and Recreation Commission Powers and Duties

4/0/1 vote (Vice Chair Sherwood was absent) It was moved by Commissioner Brown and seconded by Commissioner Cain that the Commission accept and recommend to the Town Council for its approval the following Powers and Duties of the Parks and Recreation Commission:

Commission Powers and Duties

The Parks and Recreation Commission shall have the duty of serving in an advisory capacity to the Town Council and the Community Services Director to support the Community Services Department in accomplishing its nine-part mission:

- Strengthen Community Image and Sense of Place
- Support Economic Development
- Strengthen Safety and Security
- Promote Health and Wellness
- Foster Human Development
- Increase Cultural Unity
- Protect Natural and Cultural Resources
- Facilitate Community Problem Solving
- Provide Recreation Experiences:

The following shall be the powers and duties of the Parks and Recreation Commission:

- A. Advise Council and the Community Services Director on policies, procedures, rules and regulations relating to the conduct of recreation centers, public parks and facilities, open space, programs and services in the Town, including rates or fees to be charged.
- B. Assist in the planning, design, development and review of recreational facilities, parks, recreation and services managed or provided by or offered through the Community Services Department to meet the needs of the community.
- C. Review, evaluate and recommend parks and recreation programs including the acquisition, development and maintenance of parks and recreation facilities with methods that sustainable and energy efficient.
- D. Collect and disseminate information on the parks and recreation facilities and programs available to Windsor residents.
- E. Advise and guide civic groups, youth organizations and interested individuals who wish to plan community events or engage in community service projects for the benefit of the Town.
- F. Provide assistance and support in the planning and operation of Town-sponsored community events to support economic development, and community building.
- G. In cooperation with the Community Services Department make recommendations to Council with respect to priorities for expenditures, revenue, grants and cost recovery targets.
- H. Review and comment on the biennial operating and capital improvement plan budgets for the Community Services Department.
- I. Assist and advise in the development and implementation of the Parks and Recreation Master Plan.
- J. Provide a forum for residents to express their views related to public parks and recreation and Community Services Department programs and services, and other related issues. Promote interest, cooperation, problem solving and support among public, private and non-profit organizations for the Town's recreation programs.
- K. Study present and future needs of the Town with respect to recreation, music, public art, special events, programs, services, parks and facilities.
- L. Communicate the value of parks and recreation as an essential service by creating community through people, parks and programs.

M. The Commission shall have such other powers and duties as assigned by Council.

9. COMMISSIONERS' REPORTS

None.

10. COMMUNITY SERVICES DIRECTOR'S REPORT

Community Services Director Legge shared items of interest.

11. FUTURE AGENDA ITEMS

- Economic Development Strategic Plan
- Community Outreach – Greenhouse Gas Reduction
- Park Development Impact Fees
- Holiday Celebration Participation
- Garden Club and Community Garden liaison to Garden Club

12. ADJOURNMENT

The meeting adjourned at 9:18 p.m. to a Regular Meeting of the Parks and Recreation Commission scheduled for Wednesday, October 14, 2009 at 6:00 p.m. at the Windsor Boys and Girls Club, 9640 Brooks Road South in Windsor.

Minutes prepared by: Jeannie Mitchell

Minutes approved: