

MINUTES
TOWN OF WINDSOR
PARKS AND RECREATION COMMISSION

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

Wednesday, April 14, 2010
6:00 p.m.

1. CALL TO ORDER

Chair Holman called to order a meeting of the Windsor Parks and Recreation Commission at 6:04 p.m.

2. COMMISSION ROLL CALL

Present at roll call were Chair Holman, Vice-Chair Cain and Commissioners Brown, Sherwood and Torres.

Staff present were Community Services Director Donna Legge, Recreation Manager Jon Davis, Parks and Facilities Superintendent Jim O'Brien, Administrative Technician Denise Alcala and Recording Secretary Jeannie Mitchell.

3. PLEDGE OF ALLEGIANCE

Commissioner Torres led the Pledge of Allegiance.

4. APPROVAL OF MINUTES

5/0 Vote By motion, the Commission approved the minutes of the meeting of the Parks and Recreation Commission of February 10, 2010.

5. CONFLICT OF INTEREST DECLARATION

None.

6. CITIZEN PUBLIC APPEARANCE

None.

7. REGULAR CALENDAR

7.1 Windsor Library Advisory Board Presentation

Dianne Graner and Mike Neely of the Windsor Library Advisory Board gave a presentation on the library services and events to the Commission.

7.2 Windsor Baseball Presentation

Representatives of Windsor Baseball were unable to attend, and this agenda item will be rescheduled.

Items 7.3 and 7.4 were heard in reverse order.

7.3 Dog Park Update

Windsor resident and volunteer organizer of the Pleasant Oak Park dog park improvement committee, Mike Wall, delivered a report on the status of the committee to the Commission.

Mr. Wall indicated that he had received 80 responses to the dog park survey that was posted on the Town's website, most of them positive and many offering assistance with the improvement project.

The Commissioners expressed appreciation for Mr. Wall's willingness to spearhead the effort to establish a volunteer committee and gave him approval to begin organizing the committee and project.

7.4 Park, Facilities and Streetscape Report

Town of Windsor Parks and Facilities Maintenance Superintendent Jim O'Brien delivered a report on the Parks and Recreation Department's Parks and Facilities Maintenance Division and the current status of the Town's parks, facilities and streetscapes.

7.5 Volunteer Program

The Commission discussed the status of the Volunteer Program as first raised at the Commission's joint meeting with the Town Council in October, 2009.

Commissioner Torres expressed the hope that in the future, the Town would be in a position to hire a professional Volunteer Coordinator, who would be a liaison and clearing house for all Town departments. Director Legge described the parameters of the volunteer program presently existing in the Town and explained to the Commission that the Town's Human Resources Division is in the process of formalizing the program for the Town and will be publishing a volunteer handbook.

Commissioner Sherwood raised the possibility of local non-profit organizations pooling their resources to support a Volunteer Coordinator who would serve to coordinate volunteers for all of the non-profit organizations.

The Commission asked Director Legge to present a status report on the volunteer program when the Town's Human Resources Division has completed the Volunteer Handbook.

7.6 Windsor Day Parade Participation

The Commission agreed to participate in the May 8, 2010 Windsor Day Parade.

8. **COMMISSIONERS' REPORTS AND COMMENTS**

Commissioner Sherwood reported that the Community Garden is progressing, forty plots having been rented.

Commissioner Sherwood announced that, as he is moving outside of Windsor, it will be necessary for him to resign from the Commission. He asked that the Commission be supportive of staff.

Commissioner Torres announced that April is *Park Celebration Month* for Sonoma County Regional Parks. She reminded the Commission that Earth Day in Windsor is this Sunday, April 18th and that Windsor's Cinco de Mayo celebration will be May 1st.

Vice Chair Cain complimented staff on the Little Hoopers program and the Science Camp that his son participated in. He encouraged staff to keep up the good work. He stated that Little League Opening Day was a great success.

Commissioner Brown expressed the Commission's regret at Commissioner Sherwood's departure.

9. **PARKS & RECREATION DIRECTOR'S REPORT**

Parks & Recreation Director Legge shared items of interest as well as project updates and Council actions.

The Commission expressed interest in receiving presentations from the following non-profit organizations at future meetings: The Windsor Chamber of Commerce; Windsor Rotary Club; Sonoma County Hot Air Balloon Classic; Windsor Masonic Lodge; Windsor's VFW Post #768; The Center for Social and Environmental Stewardship; and The Soroptimist Club of Windsor.

10. **FUTURE AGENDA ITEMS**

- Alternative Fund Development Program
- Non-profit organization presentation
- *Parks Make Life Better!* Branding Campaign

11. **ADJOURNMENT**

By motion, the meeting was adjourned at 7:54 p.m. to a regular Parks and Recreation Commission meeting on Wednesday, May 12, 2010 at 6:00 p.m. in the Civic Center Council Chambers located at 9291 Old Redwood Highway, Building 400 in Windsor.

Minutes prepared by: Jeannie Mitchell

Minutes approved: