



## Parks Recreation & Culture Regular Meeting

February 6, 2024 - 6:00 PM  
Community Recreation Center  
250 N. 11th Street, Windsor, CO 80550

### MINUTES

#### A. CALL TO ORDER

#### **MS. PELTZ CALLED THE MEETING TO ORDER AT 6:02 PM**

##### 1. Roll Call

Present: Lainie Peltz – Board Chair  
Vanessa Bouchard  
Heidi Hammer  
Patrick Lightfoot (absent)  
Nick Mask  
Michael Nagl

Mark Leach – School Board Liaison  
Ken Bennett – Town Board Liaison

Also Present: Tara Fotsch – Deputy Director PRC  
Kendra Martin – Operations & Facilities Manager  
Wade Willis – Open Space & Trails Manager  
Bobby Warner – Recreation Manager  
Ken Kawamura – Town Forester  
Kristy Zulkoski – Administrative Specialist  
Jay Eckhardt – Recreation Supervisor  
Britt Moos – Recreation Coordinator  
Lexie Spykstra – Recreation Coordinator  
Eryn Thompson – Recreation Specialist  
KeAnna Currie – Recreation Specialist

##### 2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration

**MR. MASK MOVED TO APPROVE THE AGENDA AS PRESENTED. MS. HAMMER SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

##### 3. Liaison Reports

###### Town Board Liaison/Mr. Bennett

- Water Authority was recently formed with Severance, Eaton and Fort Collins Water District – relates to NISP and Glade Reservoir, have about 32 acre feet which would provide enough water for Windsor population of 70,000, as well as commercial, water alliance deals with

the purchase of land which was \$100 million (\$25 million each) and then to build a water treatment plant, very generational and good for Windsor

- Attainable housing – businesses are losing employees due to cost of living in Windsor, median price for a single family home is \$654,000, task force consisting of Town Board Members (Ron Steinbach and Jason Hallett) along with the Windsor Housing Authority and community representatives will present their plan to Town Board in April, ideas include builders set certain percentage of homes as attainable and possible down-payment assistance program where Town would put up a chunk of money up front with a signed contract by buyers for down payment, in turn payback with set payments, payback with interest or payback with percentage of the home sale price, creates a revolving fund, looked as a win-win solution
- Lodging tax – has failed three times previously, Windsor is one of only a few who don't have this tax in place, would include hotels and short-term rentals, will survey the community for input, possible tourist impact/safety fund, campaign later this year, hopefully leading into ballot measure in November

#### Weld RE-4 School District/Mr. Leach

- Work session held last night – discussion on collective bargaining for the teachers in the district
- Continuing to make sure all budgets are good
- Construction is on pace for all new schools and going well

#### 4. Public Invited to be Heard

- Shirley Flumerfelt – 2078 Vineyard Drive, Windsor, CO 80550 in attendance
  - No Report

### B. CONSENT CALENDAR

#### 1. Minutes from November 7, 2023 & December 5, 2023

**MS. HAMMER MOVED TO APPROVE THE AGENDA AS PRESENTED. MS. BOUCHARD SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

### C. BOARD REVIEW/DISCUSSION

#### 1. Board Elections

- Discussion was held about the duties of the positions, suggested nominations were presented
  - Ms. Hammer – Chair
  - Ms. Bouchard – Vice-Chair

**MS. HAMMER MOVED TO TABLE BOARD ELECTIONS UNTIL THE MARCH MEETING. MS. BOUCHARD SECONDED THE MOTION. ALL MEMBERS**

**PRESENT VOTED AYE. MOTION CARRIED.**

**2. Staff Presentation: General Programming, Events and Seniors**

- Staff Organizational Chart
  - Jay Eckhardt/Recreation Supervisor – Active Adults, KNO, Contracts, Events and UPWARD
    - Lexie Spykstra/Recreation Coordinator – Special/Community Events, Event Permitting, Sponsorships
      - Event Specialists/Seasonal (6)
      - KeAnna Currie/Recreation Specialist (PTYR)
      - Stephanie Laub/Recreation Specialist (PTYR)
    - Britt Moos/Recreation Coordinator – General Programming, Contracts, Personal Trainers
      - Summer Camp Recreation Assistants/Seasonal (12)
      - Lexi Lackey/Camp Windsor Recreation Assistant (PTYR)
      - Paula Webb/Camp Windsor Recreation Assistant (PTYR)
    - Active Adults Volunteers (20)
    - Senior Drivers/PTYR (2)
- Active Adults
  - Friendly Fork Café (Senior Nutrition Program)
    - Federal Program – Older Americans Act of 1965
    - Coordinated by the Weld County Area Agency on Aging (Windsor is one of seventeen sites in Weld)
    - Windsor site established in 1976 at Town Hall building
    - Provides well-balanced nutritious meals for a suggested donation of \$5
    - Contract with UNC to cook meals and independent contractor delivers to CRC where staff/volunteers prep and deliver
    - Lunch is served Monday-Friday at 11:00 am weekly (closed on holidays)
    - 2023 attendance: 21,376 meals, average daily attendance: 87
    - Utilize 12 staff and volunteers each week to serve the meals (donation collection, set-up, serve and clean up)
    - Great social opportunity for longtime residents and people just moving to the area
  - Trips and Tours
    - Great social component for Active Adults
    - 56 excursions in 2023
    - Examples: museums, hiking, snowshoeing, Buell Theatre, Rockies games, shopping, wineries, breweries and numerous other general interest locations
    - Use of Town Vehicles – 13 passenger van and 11 passenger van
    - Staff – two PTYR positions (Douglas and Matthew)
    - 2023 attendance – 647 people, average trip attendance 12 people
    - Future plans – providing extended travel options in partnership with travel agency/company (Collette Diamond Tours, etc.)
  - Activities and Education
    - Senior Lounge (Aspen Room)
    - Shooting Pool

- Player's Club (Bingo/Cards/Mahjongg)
  - Coffee Club
  - Health and wellness education
- Senior Sports
  - Pickleball
    - Indoor – Main gym, four courts, 6,405 played in 2023, mostly 55+ crowd
    - Outdoor – Main Park, eight courts, 16,000 played in 2023, new courts slated for 2024 at Windsor Highlands
  - Basketball – indoor at CRC, every Wednesday from 9:00-11:00 am
- UPWARD (Unique Programs for Windsor Area Residents with Disabilities)
  - Provides therapeutic recreation programs that meet the leisure needs and interests of individuals with disabilities and of all ages by offering the opportunities for individuals to develop and/or improve leisure, recreation and social skills
  - One PTYR Program Aide
  - Weekly activities – bowling
  - Monthly activities – Market to Meal, Movie Night Out, Dinner Night Out
  - Seasonal activities – gardening, swimming
- Kids Night Out
  - Contract with Kid's Night Out Across America
  - Fun, safe environment for teens of the Weld RE-4 School District to gather every Saturday during the school year
  - Ages 7-12
  - DJ & dance room, swimming, open gym, concessions
  - Average 180 kid/week
- Community Events
  - Hosted 87 events in 2023
    - Magical Forest
    - Series Events
      - Summer Concert Series, 93% community satisfaction, 3,000 in attendance weekly
      - Farmers Market
      - Yappy Hour
      - Movies in the Park
    - 4<sup>th</sup> of July Celebration and Fireworks, 10,000 in attendance
    - Harvest Festival
    - Windsor Cruise In Car Show, over 350 cars registered
    - Windsor Wonderland
    - Wreaths Across America
- Event Permitting
  - 83 event applications in 2023
    - 2023 was the pilot year for Civic Optimize
    - Streamlined communication between Town approval departments and the event organizer
    - 90 day deadline
    - 43% approved in 14 days
    - 2024 Goal: application approval within 30 days

- Sponsorships - \$70,000 annual goal
  - In 2023, sponsorship revenue exceeded its goal by over \$20,000
    - \$92,000 cash donations
    - Over 50 community partners
  - In Kind donations valued at \$33,000
    - Partnerships with iHeart Radio, Human Bean, WAC, Scheels and Bank of Colorado
- Personal Training
  - Kevin Hinkle, Christa Gibson and Zach Lewis
- Camp Windsor
  - Licensed day camp offered at the Windsor Recreation Center for children 5 to 12 and was established in 2017, Camp offers care Monday through Friday from 7:30 am – 5:30 pm, 2024 will be the 8<sup>th</sup> year camp has been in session (including 2020), Camp Windsor also includes single days during the school year, fall break, winter break and spring break
    - Camp Windsor Serves:
      - School out Days (single days) – 15 days per school year and serve approximately 375 total
      - Break Camps (spring, fall, winter) – 4 breaks per school year and serve approximately 120 children
      - Summer Camp – 12 weeks at 65 children per week (780 spots) which serves approximately 200 families, sells out in about 11 minutes (2/1/24)
    - Activities
      - Swimming
      - Field Trips
      - Outings to other parks
      - Contractual businesses come to us
      - Trailer for outdoor education
    - 3 PTYR staff
    - 10-12 Seasonal staff
- Preschool Offerings
  - Preschool Open Gym (drop-in class) – offered at the Windsor Recreation Center for children 0-6 years, runs through the school year on Tuesdays and Thursdays from 9:00-11:00 am
    - Approximately 2400 children are expected to use the program in 2023-2024
  - Preschool Classes (pre-registration) – in house offered to children ages 0-5 years on Mondays from 9:00-10:00 am
    - Intro to Preschool
      - Started in September 2023
      - Expected participation annually about 120 children
  - Youth Classes
    - Safe Routes to School – an outreach program that partners with the Weld RE-4 School District to provide bike safety and fundamentals to 2<sup>nd</sup> and 3<sup>rd</sup> graders currently
      - Serves about 1,000 children per school year
  - Fencing
  - Dance

- Ballet, Hip Hop, Gymnastic Dancers, Acrobatics & Competition Team
- Cheer
  - Competition and Recreational Teams and tumbling
- Music Together
- Cooking Camps
- STEAM Learning, Challenge Island

## D. COMMUNICATIONS

### 1. Staff

- Mr. Willis
  - Eastman Park South construction – dirt is moving, wetlands are taking shape, start tearing out earth and dike right next to the river on Thursday
  - Kodak Mater Plan process should be starting around March, contractor on board, excited to see what opportunities there will be
  - Continuing to work on the wayfinding signage along the Poudre Trail, attended a presentation last week with Larimer County, end of this year status given on remaining sections of the trail
  - Meeting with Trail Ambassadors yesterday, great program which helps the monitor and observance of the trail system – 52 miles
  - Kyger – bid in December, lowest bid was \$700,000 over the allocated budget, working with contractor to revise the scope of the project while still accomplishing fishing access and non-motorized boating, one of the most expensive items is dealing with the water in the reservoir, looking at October 1<sup>st</sup> start date, grand opening in Spring
  - Moving forward with the Water Conservation team to create a demonstration area on the southwest corner at Chimney Park, will put in Tahoma turf grass and a component of Buffalo Grass, which both need little water
- Mr. Kawamura
  - Tree Board met two weeks ago, held board elections – all positions stayed the same, discussed planning for Arbor Day, poster contest has been sent to the schools, voting on winners will happen at the February meeting
  - Received a call on New Years Eve about a massive cottonwood that was on fire on the east side of Chimney Park, did have to cut down and haul out once the fire was out
  - Clearing out impeding trees hanging over the river and clearing vegetation while the water was low
  - ProGreen was held at the Colorado Convention Center, great learning opportunity for staff, Lynn Morales/Horticulturist competed in the potting challenge, made it all the way to the finals
- Ms. Martin
  - Short staffed in the areas custodians and lifeguards, using more contractual resources to help with cleaning, lost a part-time facilities employee due to some family issues, but was able to hire soon after, facilities staff have been involved in the new police department build which has been an awesome opportunity

- Aquatics are prepping for summer, will be attending upcoming job fairs to recruit needed staff, starting new Starfish swim lesson programs in order to enhance what is already offered
- January and February have usually been really good for CRC due to resolutions, 6,373 memberships as of this morning, childcare numbers hitting new high numbers (820) since being open in 2016, super lucky to have such a great staff
- Chimney Park Pool feasibility study, working with a contractor now, exert April-June, should have a proposal before budget season on the future of the existing facility, as well as, any additions such as more water slides, a lazy river, splashpad, etc.
- Mr. Warner
  - Really diving into data from Placer Report – using technology to support our programming and how to promote patrons to stay in Windsor
- Ms. Fotsch
  - Will hold interviews for the Parks Manager position on Friday and Monday, six really good candidates
  - Just posted Parks Supervisor – Athletics position
  - Four Parks Maintenance Tech positions were filled today
  - Logan Kerby and Craig Ellingson attended Park Management School in West Virginia
  - Halfway Homestead project is charging ahead, all the water features and rocks were put in last week, most everything else done by March, will wait for appropriate time for planting, will then start renovation of the buildings
  - Creation of own foundation (107c3 non-profit) for the Town of Windsor, had hit many hurdles over the past three years, worked extensively with the City Gives Program from Fort Collins, still finalizing details, great support from a couple of Town Board Members, will not go into general fund and will carry over an annual basis
  - Founders Playground RFP has been posted for a couple of weeks, after receiving bids, will have neighborhood vote on their favorite proposal and give input
  - Met last week with Treasure Island Demonstration Garden volunteer group, starting to age out and will not have the capability to dedicate the time that the gardens need, will start discussing the future of the area, expectations and what Town support looks like

## 2. Board

- Ms. Hammer
  - Inquired about Harmony Ridge Park completion
    - Opened first week of November after multiple setbacks, have received a lot of positive compliments
- Mr. Mask
  - Thank you to staff – has been thinking on the concept of third places such as home, work and other, shows that a recreation area is considered a third place for many in Windsor, great way to meet people and build connections/community

E. ADJOURN

**MS. BOUCHARD MOVED TO ADJOURN. MR. MASK SECONDED THE MOTION.  
MEETING WAS ADJOURNED AT 7:39 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist

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Name/Board Chair

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Date