



PARKS, RECREATION, AND CULTURE REGULAR MEETING

April 2, 2024 - 6:00 PM
Community Recreation Center, 250 N. 11th Street Windsor, CO
80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Liaison Reports
 - Town Board Liaison
 - Weld RE-4 School District
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes (March 5, 2024)

C. BOARD REVIEW/DISCUSSION

1. Board Elections
2. Volunteer Program Staff Presentation
3. Open Space Acquisition Evaluation Criteria

D. COMMUNICATIONS

1. Staff
2. Board

E. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



Parks Recreation & Culture Regular Meeting

March 5, 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 6:01 PM

1. Roll Call

Present: Lainie Peltz – Board Chair
Vanessa Bouchard
Heidi Hammer(absent)
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
Craig Ellingson – Parks Operation Manager
Ken Kawamura – Town Forester
Kristy Zulkoski – Administrative Specialist
Greg Hughes – Aquatics & Operations Supervisor
Ethan Ragatz – Recreation Coordinator
Rachael Stefanich – Recreation Coordinator
Laura Thiemann – Membership Coordinator
Molly Billadeau – Recreation Coordinator

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

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

3. Liaison Reports

Town Board Liaison/Mr. Bennett

- Windsor Matters publication was mailed out – highlights one-third of the Town's capital budget, working hard to be proactive and getting the information out sooner to the community, lots of big projects including

the 7th Street multimodal project, will be closed for about 6-8 weeks this year

Weld RE-4 School District/Mr. Leach

- Windsor High School Boys Basketball team is moving on in playoffs, Severance unfortunately lost last week
- FFA is hosting a fundraiser auction tomorrow night
- School Board training at work session yesterday

4. Public Invited to be Heard

- NO REPORT

B. CONSENT CALENDAR

1. Minutes from February 6, 2024

- Correction – change Ms. Mask to Mr. Mask under A.2. approval of the agenda

MR. MASK MOVED TO APPROVE THE AGENDA AS AMENDED. MS. BOUCHARD SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Board Elections

MS. BOUCHARD MOVED TO TABLE BOARD ELECTIONS UNTIL THE APRIL MEETING WHEN ALL MEMBERS ARE PRESENT. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

2. Staff Presentation: Aquatics & Operations

- Aquatics Team
 - Greg Hughes – Recreation Supervisor
 - Ethan Ragatz – Recreation Coordinator
 - Rachael Stefanich – Recreation Coordinator
 - Jessica Anderson – Pool/Facilities Technician
- Facilities
 - Windsor Community Recreation Center Pool
 - Chimney Park Pool
 - Windsor Lake
 - Eastman Park River Experience
- Capital Projects
 - CRC slide restoration
 - CRC pool resurfacing
 - Backstroke flag replacement
 - Play structure equipment replacement

- Mr. Mask inquired if the capital projects will be done during shutdown week
 - ❖ Still working on scheduling the slide restoration, the pool resurfacing will take about two weeks where one week will be during shutdown
- Ms. Bouchard inquired about product warrant for resurfacing the pool
 - ❖ 25 years, have done extensive research and visited different sites that use various products, feel like this is the best option
- Mr. Bennett inquired about why resurfacing now after only eight years
 - ❖ This is a new product with a longer warranty life, previous product had life of only about 10-12 years, but due to the heavy bather load, project needs to be completed sooner
- Chimney Park Pool
 - Outdoor pool open seasonally from May to September
 - Staffed with over 50 seasonal/part-time employees – Head Lifeguards, Lifeguards, Cashiers and Swim Lesson Instructors
 - 12,631 drop in visits and 3,434 pass visits in 2023
 - Water Carnival – 549 attendees in 2023, up 63% from 2022
 - CARA Swim Team – 80 summer participants in 2023, up 33% from 2022
 - Feasibility Study to be conducted in 2024
- Swim Lessons
 - Group Lesson program for ages 6 months to 12 years
 - Private lessons offered for all ages
 - 1,698 indoor group lesson participants in 2023
 - Over 200 private swim lessons taught in 2023
 - 821 participants on the indoor waitlist
 - 24 on the outdoor waitlist
 - Looking for new ways to offer new lesson times
 - Mid-day lessons
 - Run lessons during open swim at CPP
 - Adult swim lessons
 - Starfish Swimming – new lesson curriculum launching in April 2024
 - Internationally used curriculum for over 20 years
 - Focuses on learner through benchmarks that best fit their needs
 - Swim School (ages 3-8 years) & Stroke School (ages 5-12 years)
 - StarBabies (6 months to 1.5 years) & StarTots (1.5 – 3 years)
 - New registration and level sorting process – allows us to cater to our participants better by offering levels they need
 - Online staff training allows for more consistency
 - Keep an eye on social media for more information soon
 - Third Grade Learn to Swim Program
 - Partnership with WHS Swim and Dive Team
 - Free swim lesson to Windsor 3rd graders
 - Had 198 CARA Swimmers in 2023
 - Participate in World's Largest Swim Lesson each year – June 20th
- Windsor Lake
 - Seasonal Boat Rentals open from Memorial Day to Labor Day

Weekend

- Offers kayaks, water trikes, canoes, CORCLs and paddleboards
- Non-motorized and motorized boating permits available to purchase
- Swim beach area open to swim at your own risk
- Fishing available in designated swim areas
- Dog beach area available
- Concessions available during boat rental hours
- LG Sonic (4) – ultrasonic algae control
 - Monitor water quality
 - Predict algal blooms
 - Control algae growth
- Eastman Park River Experience
 - Pilot year of operation during the Summer 2022 season
 - Offered single tubes, double tubes, kid's kayaks and cooler floats in 2023
 - 218% increase in rentals from 2022-2023
 - Adjusting hours for the 2024 season
- Group Fitness Classes
 - 36 group fitness classes included in membership
 - 5 Silver Sneakers classes
 - 4 Aqua aerobics classes
 - Classes participation averages over 900 attendees each week
- Membership and Guest Services Team
 - Greg Hughes – Recreation Supervisor
 - Laura Thiemann – Membership Coordinator
 - Molly Billadeau – Guest Services Coordinator
- Recreation Center Memberships
 - 6,487 members as of 3/1/2024
 - Average of 253 memberships sold per month in 2023
 - Membership options
 - Paid in Full (PIF)
 - Month-to-Month
 - 3 – Month
 - Rate increase of 10% effective 2/1/2024
 - 806 memberships sold in January 2024
 - 542 memberships sold in February 2024
- 2023 Member Appreciation Events
 - Nutrition Talk (2)
 - Member Appreciation Night
 - Thank You for your Patience! (due to electrical issues)
 - Back to School, Back to Us Membership Drive
 - World Gratitude Day
 - Veterans Day Appreciation
 - Black Friday Membership Sale
 - Holiday Hoopla!
 - National Cocoa Day
- Upcoming Member Appreciation Events (free)
 - Member of the Month
 - Nutrition Talk (4)
 - Pre/Post Workout Snack Station

- 30 Day Bingo Fitness Challenge
- Bike Maintenance Workshop/Scheels
- Member Appreciation Night @ CRC
- Fitness Class Attendance Raffle
- Cooking Class (2)
- Student Summer Break Pass
- July Fitness Challenge
- Luau # Chimney Park Pool
- Back to School, Back to Us!
- World Gratitude Day
- Fall Celebration/WHS Homecoming
- Veterans Day Appreciation
- Student Winter Break Pass
- Black Friday Membership Sale
- Give a Gift/Get a Token
- Holiday Hoopla!
- National Cocoa Day
- Holiday Gift Card Promotion
- 12 Days of Wellness

- Ms. Bouchard inquired about the student summer & winter break pass
 - ❖ Discounted passes, summer early May – August for college aged, winter 6 weeks December/January, for any students/teachers/members
- Mr. Nagl inquired about promotion for the events for members
 - ❖ Throughout the rec center and social media blasts

- CRC Childcare Center
 - Provides childcare for children ages 12 months – 9 years
 - Operating Hours
 - Monday through Friday 8:00 am – 1:15 pm
 - Monday through Thursday 4:30 pm – 7:15 pm
 - Saturday 8:00 am – noon
 - Maximum time allowance is 90 minutes per visit per day
 - Recent changes
 - Lowered age minimum for children from 18 months to 12 months of age, effective 8/2023
 - Decreased time allowance of per day visit from 2 hours to 90 minutes per day, effective 8/2023
 - Fee change from \$3 per child, per visit to \$3/member, \$5/non-member, effective 1/2024
 - Served and average of 610 children per month in 2023
 - Provided childcare to 828 children in January 2024 and 725 in February 2024
- Ms. Bouchard inquired about having enough space for childcare
 - ❖ Always looking for more space, do have to implement waitlists occasionally

- CRC Fitness Attendants

- We have 4 PTYR Fitness Attendants that work primarily in our Wellness Area
- Birthday Parties/Room Rentals
 - In 2023, the CRC hosted 661 paid room rental reservations
 - 286 Swim Birthday Parties
 - 82 Nerf Birthday Parties
 - 23 Preschool Open Gym Birthday Parties
 - 5 Basketball Birthday Parties
 - 265 Room reservations for meetings, parties, and events
- CRC Guest Services
 - Comprised of 4 full time, 4 part time and 1 CTE Student
 - Out CTE program partners with Windsor High School to give a current student the chance to work alongside our Guest Services staff
- Mr. Leach inquired about partnership with school district
 - ❖ Discounted membership to teachers w/ school ID, intergovernmental agreement, field maintenance with the high schools, Third Grade Learn to Swim Program partner with the high school as a fundraiser
- Looking at finding other opportunities for youth to be active
 - ❖ 16+ years to use fitness area, 10+ years can be with a parent to workout, Junior Fitness program for 10-15 years, take a class with a Fitness Attendant, then able to use wellness area alone, youth memberships available, discounted break passes, Capital projects – east side of CRC, putting in an outdoor fitness area for free, do not charge Severance residents higher rates for memberships, working on additional fitness classes for the middle school high school ages
- Target for memberships?
 - ❖ Projected number not identified, will be asking in 2025 for a feasibility study to look at the need for more space

D. COMMUNICATIONS

1. Staff

- Mr. Ellingson
 - New Parks Operations Manager, introduction, born and raised in Windsor, received degree from UNC in Recreation Management, previously worked at Rec Center seasonally and part-time, youth and adult sports in Arizona and Montrose, CO, returned to become a Recreation Coordinator for about three years, transitioned to Customer Service and Operations Supervisor, and then moved Parks Supervisor, coach soccer as well rec and competitive
 - Interviews held for two Parks Supervisors held today and continue tomorrow, 88 applicants, 9 interviews to fill the two positions
 - Two additional full-time positions approved, moved some part time

- positions to fill those, hiring for seasonal positions
 - Cemetery tech retired
 - Sent out the RFP for playground replacement at Founders Green, will narrow down to three and put it out to the neighborhood for public feedback
 - Field maintenance staff have moved from recreation to parks, will work under Parks Supervisor – Athletics, cross training has occurred, getting for spring sports season
- Mr. Willis
 - Future presentation to Board about the criteria for buying property, and looking at possible options, excited to put that system to work with a potential opportunity, have been reaching out to land owners and talking future acquisition
 - Moving forward with Eastman Park Phase II project, lots of surplus dirt will need to be moved to future park site north of Public Services, Public Works will help with that task, meeting held on interpretive signage for that area
 - Signed contract for Kodak Master Plan process, will help identify future opportunities and what to protect and preserve on the site
 - Maddi Cheek is doing a phenomenal job with volunteer opportunities for this year
 - John Ward is continuing to keep all the trail-users happy
- Mr. Kawamura
 - Lost two part time staff, but was able to fill both
 - Attended ProGreen Expo, great learning experiences for staff, Lynn Morales completed in the potting challenge and moved to the final round
 - Tree Board met last week, voted on poster winners, discussed Arbor Day plans, moved up school celebration at Skyview to April 5th due to state testing, Town Board recognition will occur on April 8th
 - Blake McGrew is continuing to work downtown taking down lights
 - Seasonal employee and hoping for part time
 - Clearing low branches from river access
 - Assisted with storm water to clean up Eastman Park pond
 - Chipped over 870 trees from Magical Forest event at Chimney Park
 - Tree Sale – April 20th, get your trees now
 - Sick Tree Day – June 25th
- Ms. Martin
 - Hired final custodian, will start on Monday
 - Attended job fair at Future Legends, will host an internal fair this Thursday, job positions starting at age 14
 - Facilities staff have been a part of the new police department build, final box walk next Wednesday
 - Getting ready for the summer, thinking outside of box on how to overcome challenges and increase numbers all around
 - Heated sidewalks at Public Services, send RFP out next week
- Ms. Fotsch
 - Wrapping up the contract for the Chimney Park Pool feasibility study, will host four public input meetings, feedback on the condition and what an expansion could look like, focus groups

- Meeting with Treasure Island gardeners to get on the same page, very productive
- Halfway Homestead/Jacoby Farm project is moving along, all irrigation is in, plantings in mid-April, working with Windsor Arts Commission about a call for artists for the some type of art at the entrances
- Mr. Warner is away at Directors School in Denver this week
- Touring a vacant business in town on Thursday, offers about 5,000 square feet, lease option for possible additional site for Camp Windsor

2. Board

- Mr. Bennett
 - Windsor Arts Commission – looking at public art at Kyger and Eastman Park South
- Ms. Peltz
 - Inquired who to contact about helping/volunteering with Treasure Island
 - ❖ Contact Maddi Cheek, coming up with a document for operations moving forward, plan to hire seasonal staff to spend time while volunteers are there

E. ADJOURN

**MR. LEACH MOVED TO ADJOURN. MR. NAGL SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:34 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist

Name/Board Chair

Date