



Parks Recreation & Culture Regular Meeting

December 3, 2024 - 6:00 PM
Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. BOUCHARD CALLED THE MEETING TO ORDER AT 6:17 PM

1. Roll Call

Present: Vanessa Bouchard/Chair
Jean Labus
Patrick Lightfoot (Absent)
Nick Mask
Michael Nagl

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

Also Present: Tara Fotsch – Director PRC
Shane Hale – Town Manager
Kendra Martin – Operations & Facilities Manager
Wade Willis – Open Space & Trails Manager
Bobby Warner – Recreation Manager
Craig Ellingson – Parks Operations Manager
Matthew “Tiki” Lee – Recreation Supervisor/Athletics
Logan Anderson – Recreation Coordinator
Joshua Sandin – Recreation Coordinator
Heather Pettengill – Recreation Coordinator
Fiona Bump – Recreation Specialist
Kristy Zulkoski – Administrative 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. MR. LEACH SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

- Town Board Liaison/Ken Symsack
 - New King Soopers is being approved, will be a great source of revenue in a couple of years

- Approved the Yancey block and 411 Main Street as Historic Landmarks
- Charter Committee's efforts have wrapped up and will go to the voters on a special ballot in February, will clean up language and term limits to current Charter
- Marijuana initiative will also go to vote in February
- Grocery store sales tax exemption is an active work in progress for people making under \$66,866 per year, can get a rebate of up to a \$250 annually on grocery sales tax
 - Mr. Hale – initiative to be proactive for the residents of Windsor, met with Town Board, looked at other communities, 60% of AML, will have to prove income and provide receipts for purchases made in Windsor
- Approved 2025 budget
- Weld RE-4 School District/Mark Leach
 - School Board will be heading to the CASB Conference tomorrow in Colorado Springs
 - Serve on the Wellness Committee for the district, meeting discussions focused on a push for more wellness opportunities for employees and how to get them more involved in Windsor Parks & Recreation rather than other gyms in the area, out of 1,000 employees it is estimated that 75% are in Windsor or Severance, discussions with Ms. Fotsch on most beneficial options for memberships, as well as, wellness tracking ideas
 - Hiring seems to be going well, hiring event was held for the new middle school, one area of need here in Windsor and across the state is special needs positions, just hired for two positions, but demand is still high

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from November 5, 2024

- Correction under A.1. Roll Call – Mr. Leach was present

MR. MASK MOVED TO APPROVE THE NOVEMBER 5, 2024, MINUTES AS AMENDED. MS. LABUS SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Athletics Team Presentation

- Staff
 - Matthew "Tiki" Lee – Supervisor / Athletics
 - Logan Anderson – Recreation Coordinator

- Joshua Sandin – Recreation Coordinator
- Heather Pettengill – Recreation Coordinator
- Fiona Bump – Recreation Specialist (PTYR)
- Cara Track Coaches (Seasonal)
- Junior Wizards Tennis Coaches (Seasonal)
- Adult Sports
 - Partnered with Peculiar Ales for the next two years
 - Winning teams receive a cup (TOW & Peculiar logos) and BOGO coupon
 - Adult Sports Sponsor – McDonald Toyota, \$3,000/year, able to bring back shirts as an award
 - Utilize NCSO Staff for all sports
 - Offer a variety of sports and lengths of seasons
 - Always trying to add new sports – Dodgeball, Wiffleball, Backyard Recess, etc.
 - Surveys are sent out at the end of each season
 - Always going back to the drawing board looking at cost, rules, dates, times, etc.
 - Softball
 - Offer two seasons – Spring (23 teams) & Summer/Fall (35 teams)
 - Men's and Coed Divisions
 - Division 1 and Division 2 teams each season
 - At least 700 participants
 - Brought back Turkey Ball this year
 - Volleyball
 - Offer three seasons – Spring (8 teams), Summer & Fall (8 teams)
 - Coed Division
 - At least 128 total participants
 - Basketball
 - Offer three seasons- Spring (15 teams), Summer (9 teams) and Fall (8 teams)
 - Men's Divisions
 - Recreational and Competitive Divisions each season
 - At least 256 participants
 - Possibly looking into offering 3v3 one-day tournament next year
 - Kickball
 - Offer three seasons – Spring (5 teams), Summer (6 teams) & Fall
 - Coed Division
 - At least 132 total participants
- CARA (Colorado Association of Recreation Athletics)
 - Track – Coed Recreation Track Competition
 - Hire on Seasonal Staff (10-12 coaches)
 - Learn the fundamentals of various track and field events
 - Individual and team events
 - 170 participants this year (200 before location change)
 - Basketball Skills Challenge – free skills competition
 - Tests kids 6-13 years on dribbling, passing and shooting
 - Local, Sectional and State Competition
 - Rockies Skills Competition – free baseball competition
 - Test kids 6-13 years on throwing, hitting and running
 - Local, Sectional and State Competition

- Youth Sports
 - Volleyball
 - Fall Season – runs end of August through middle of October
 - Age Divisions – 1st/2nd, 3rd/4th, 5th/6th & 7th/8th grade
 - 35 teams, 291 total participants
 - NCSO Staff and Volunteer Coaches
 - Will be offering a new Spring season next year
 - Soccer
 - Rec – offer two seasons – Spring (118 teams, 963 total participants) and Fall (104 teams, 908 total participants)
 - Ages Divisions – Little Wizards (4U), 5U, 6U, 8U, 10U and 12U- each division is gender specific besides LW and 12U
 - Intermediate & Competitive – offer two seasons – Spring (11 teams, 140 total participants) and Fall (4 teams, 56 total participants)
 - Looking to expand program with more fields at new schools in Windsor
 - Fall Basketball – Fall/Winter Pee Wee & Girls (62 total teams, 573 total participants)
 - Kindergarten & 1st grade girls and boys, 2nd - 8th grade girls
 - Middle of October through middle of December
 - Jr. Nuggets jersey (1 ticket/discounted tickets)
 - 84% of coaches are returning this year
 - Looking into incorporating competitive teams for girls
 - Winter Boys Basketball (57 total teams, 517 total participants)
 - 2nd - 8th grade, also offer High School Rec (sometimes runs)
 - Middle of January through beginning of March
 - Jr. Nuggets jerseys (1 ticket/discounted tickets)
 - Numbers on front of jersey
 - Usage of the new school gyms
 - Junior Wizards Basketball – Competitive (3 teams)
 - 6th – 8th grade
 - December – March
 - Partnered with Sports Biz Network in 2023-2024, currently partnered with Gold Crown
 - Rec Baseball (57 total teams, 610 total participants)
 - Age divisions – T-Ball (6U), Coach Pitch (8U), 10U, 12U, 13U & 15U
 - Participate with Greeley Evans Youth League for 13U & 15U
 - Middle of May though end of July
 - Rec Softball (14 total teams, 173 total participants)
 - Age divisions – Coach Pitch (8U), 10U, 12U & 15U
 - Participate with Greeley Evans Youth League for all age divisions
 - Middle of May through end of July
 - Competitive Baseball – Spring/Summer (20 total teams, 300 participants), Fall (5 total teams, 63 participants)
 - Longmont Baseball League (LBL), Fort Collins Baseball League (NC1X)
 - Chimney Park, Future Legends, Severance Community Park
 - Competitive Softball – Spring/Summer (12 total teams, 150 participants), Fall (6 total teams, 75 participants)

- Indian Peak Girls Softball Association (IPGSA)
 - Chimney Park, Future Legends, Severance Community Park
- Flag Football – Spring (51 total teams, 445 participants), Fall (41 total teams, 400 participants)
 - NFL Flag Program
 - Age divisions – 1st/2nd, 3rd/4th, 5th/6th & 7th/8th grade
 - March through May and August through October
 - Field Usage
 - 2025 – gender specific teams
- Archery
 - Youth & Adult Classes – Summer (600 total participants)
 - One contractual instructor
 - Volunteer Days – archery stand maintenance, landscape maintenance, 3D target replacement
 - 2025 – Boy/Girl Scout Partnership, competitive archery, additional instructor for additional offerings (Parent/Child Classes)
- Sports Programs
 - Start Smart Basketball and Smart Start Baseball
 - Introductory program that teaches 4-5 year olds the basic motor skills necessary to play organized basketball and baseball while they work one-on-one with their parents
 - Program allows kids to work on skills without the threat of competition or getting hurt
- Sports Camps
 - Skyhawks
 - Provides different options for kids to try different sports throughout the years that they maybe haven't played before
 - Pickleball, Lacrosse, Mini Hawk Camp, just to name a few
 - Super-Tots
 - Provides different starter options to introduce young kids to sports
 - Ages 2 to 4 ½ years
 - Challenger Soccer Camp
 - Week-long summer camps for all ages and ability levels
 - International staff
- Clinics
 - Free Softball clinic hosted by Colorado Wild Softball Club
 - Soccer for Life Foundation
 - Coaching clinics and future youth clinics
- Community Outreach & Community Involvement
 - Partnering Programs
 - Utilize local schools, parks and athletic facilities in and around Windsor
 - Work with surrounding recreation departments to help build our programs as well as theirs
 - Youth Soccer – Severance, Timnath, Berthoud and TRPR
 - Youth Basketball – Ault/Highland and Timnath
 - Youth Volleyball – Ault/Highland
 - Site Supervisors & Officials
 - Partner with Northern Colorado Sports Officials to staff locations for games, practices and other events

Survey Takeaways

Sport/Season	Overall Rating
Youth Soccer	4.40
Youth Flag Football	4.44
Youth Baseball	4.60
Youth Basketball	4.43
Youth Volleyball	4.40
Adult Volleyball	4.33
Adult Basketball	4.75
Adult Softball	4.00
Jr. Wizards Tennis	4.67
CARA Track	4.22

Youth Sports
Overall Rating: 4.37/5.00

Adult Sports
Overall Rating: 4.36/5.00

"We love Windsor. The Rec Department does a great job facilitating and overseeing these leagues. Thank you!"

"We had a great season! Thank you so much for making this available for our kids."

Goals & Accomplishments for the Year

- Youth Athletics turn away rate was less than 5%. For every 1 participant we turn away, we serve 20.

Served: 5139 Turned Away: 159 Current Rate: 3.09%

6K youth athletic participants

1.3K adult athletic participants

Resident and Weld RE4 registered participants

Goal	Actual
80%	84%

- Ms. Fotsch – need to do an analysis on the field and gym usage and use that to determine how to design new parks while focusing on the demands from the feasibility study, look at more accurate numbers of those “turned away” and why
- Mr. Nagl inquired if the elimination of non-resident registrations would be considered if the demands for facilities and fields increases
 - Have implemented resident vs. non-resident fees, a lot of coaches reside somewhere other than Windsor, other areas like Timnath are starting their own rec programs which may help alleviate our demand
- Ms. Bouchard inquire about the cost to participate in youth programming
 - Range from \$60 - \$120, resident vs. non-resident fees, did increase

- fees last year, Coaching Vouchers are offered - head coaches 100%, assistant coaches 50% of future fees
- Ms. Bouchard stated the importance of promotion of PRC offerings – see it once and then forget at it, would like reminders/texts
 - Fortunately, do not have to do a lot of promotion for athletics due to our numbers, but the Activity Guide is the main source for information – recently revamped to a more condensed version, looking at how to improve moving forward and the need to provide more content, focus on how to get the word out to new residents – flyers/mailers, will create focus groups to get further input, pull numbers for where we can target for registrations, new RecTrac app coming soon which will be customizable per user
- Mr. Mask – thank you to the Athletics Team knowing the importance of youth sports and other rec programming while providing a gateway for a lot of our youth in the community

2. 2025 Budget Presentation

- General Fund
 - Cemetery
 - Accomplishments
 - ❖ Irrigation is up and running, new pump installed this past year
 - ❖ 19 burials, 7 columbarium, 27 plots sold
 - ❖ Wreaths across America
 - What is changing in 2025
 - ❖ 18% increase
 - ❖ Reasons – Part Time staff, pump and irrigation repair/maintenance
 - Goals
 - ❖ Landscape documents for existing cemetery to work on completing Master Plan
 - ❖ Improve turf maintenance ground gravesites- reseeding, top dressing, aerating on an annual basis
 - Community Events
 - Accomplishments
 - ❖ Farmer's Market – vendors sold out in February, increased attendance
 - ❖ Volunteer Fair – volunteer trailer, staff training
 - ❖ Kids to Park Day, Bike Everywhere Day, Safe Routes to School
 - ❖ Upcoming Halloween Carnival, Windsor Wonderland
 - ❖ Volunteer Program – 8,984 volunteer hours = \$309,762,89 (does not include coaches), 2024 – 323 volunteers have served 3,162hours = \$115,937
 - What is changing in 2025
 - ❖ 2% increase
 - ❖ Reasons – Public relations for Events such as Kids to Park Day, Yappy Hour, Farmer's Market
 - Goals
 - ❖ Seasonal staffing plan
 - ❖ Expand Farmer's Market – Emergency Management Plan,

- ❖ Cinema in the Cemetery, Serving Those Who Serve Us
- ❖ Volunteers – Halfway Homestead, Eastman Park South, Safe Routes to School, more kid friendly opportunities, improve training programs
- Forestry
 - Accomplishments
 - ❖ Completed bed renovation at Poudre Heights, Bison Ridge, CRC
 - ❖ Responsible for 200+ beds in our parks system
 - ❖ Completed annual pruning rotation
 - ❖ Maintained a record number of flowerpots around Town – 95
 - ❖ Special Events – Sick Tree Day, Treasure Island operations, Arbor Day Celebration
 - What is changing in 2025
 - ❖ 6% increase
 - ❖ Reasons – TreeKeeper software, new climbing gear
 - Goals
 - ❖ Implement Tree Management Plan
 - ❖ Implement Level of Service Standards
 - ❖ Plant replacements in downtown, roundabouts, parks, facilities
 - ❖ Host educational opportunities
 - ❖ Transition equipment from gas to electric
- Recreation
 - Accomplishments
 - ❖ Improved training with NCO staff
 - ❖ Track and tennis numbers increased by 10%
 - ❖ Maximized gym and field space for youth and adult sports
 - What is changing in 2025
 - ❖ 6% increase
 - ❖ Reasons – wages, jerseys, Senior Lunch program moved from CRC for recreation
 - Goals
 - ❖ Efficiencies for youth sports programs
 - ❖ Utilization plan for new schools
 - ❖ Youth Spring Volleyball League
 - ❖ Expand Archery Program
- Aquatics
 - Accomplishments
 - ❖ Aquatics Feasibility Study – Chimney Park Pool
 - ❖ Implemented new swim lesson program
 - ❖ Installed Lifejacket Loaner Station at Windsor Lake
 - ❖ New pulsars at CRC and Chimney Park Pool – No algae at CPP
 - ❖ New tube rental options at Eastman Riverwalk Experience
 - What is changing 2025
 - ❖ 2% increase
 - ❖ Reasons – staff, sand filter, media change and repair
 - Goals
 - ❖ Create a safety program for the use, access and storage of Personal Protective Equipment
 - ❖ Create Level of Service standards for division

- Open Space & Trails
 - Accomplishments
 - ❖ Implementation of acquisition evaluation and review process
 - ❖ Kodak Watchable Wildlife Master Plan
 - ❖ Eastman Park Wetland Experience
 - ❖ Poudre Trail Wayfinding Project collaboration and management
 - ❖ Kyger singletrack development and first short track race event held
 - What is changing in 2025
 - ❖ 8% increase
 - ❖ Reasons – restoration projects, soft surface trail material, increased amount for Great Western Trail support
 - Goals
 - ❖ Acquisitions and leveraging of funds and partnerships
 - ❖ Kyger Management Plan
 - ❖ Poudre Trail Wayfinding project completion
 - ❖ Poudre Trail realignment completion
- Parks
 - Accomplishments
 - ❖ Founders playground and Eastman Skatepark projects
 - ❖ Main Park irrigation project
 - ❖ Improved Harmony Ridge native grass
 - ❖ Implemented robotic mowers into system
 - ❖ Covenant Park turf replacement
 - What is changing in 2025
 - ❖ 21% increase
 - ❖ Reasons – wages, Productive Parks software, mowing and spraying contracts
 - Goals
 - ❖ Conversion from gas to electric equipment
 - ❖ Main Park playground
 - ❖ Improve turf management practices
 - ❖ Pesticide application training for all staff
- Art & Heritage
 - Accomplishments
 - ❖ Historic Halfway Homestead landscape complete
 - ❖ Museum Strategic Plan
 - ❖ \$300,000 in grant funds
 - ❖ 3+ Public Art installs
 - ❖ Offered 300 program, increased community partnerships
 - What is changing in 2025
 - ❖ 18% increase
 - ❖ Reasons – wages tribal consultation, artifact conservation, temporary walls for AHC
 - Goals
 - ❖ Depot – 50th Anniversary Exhibition
 - ❖ Complete Dickey, Halfway and Eaton Houses
 - ❖ Increase interpretive signage on trails
 - ❖ Historic Facilities Maintenance Plan

- ❖ Cultivate and Art Community in Windsor
 - ❖ Increase engagement in Weld RE-4
- Facilities Services Fund
 - Custodial Services
 - Accomplishments
 - ❖ Battery Recycling Program, PRC Recycling Program Plan, Chemical usage tracking program
 - ❖ Robotic scrubber
 - ❖ Carpet Cleaning Program
 - ❖ Successful Shut Down Week at the CRC
 - ❖ CRC floor renovation projects
 - What is changing in 2025
 - ❖ 33% increase
 - ❖ Reasons – contract cleaners, windows, carpets, supplies (new Police Station)
 - Goals
 - ❖ Build an inventory process
 - ❖ Incorporate metal recycling
 - ❖ Incorporate deep cleanings at all Town facilities
 - ❖ Facilities reorganization
 - Facilities Maintenance
 - Accomplishments
 - ❖ Public Services snow melt system installed
 - ❖ LED upgrade throughout the CRC
 - ❖ Rewired controls at Town Hall
 - ❖ New contractor at Town Hall for mechanical systems
 - ❖ Completed Main Park restroom remodel
 - What is changing in 2025
 - ❖ 36% increase
 - ❖ Reasons – annual HVAC contract, addition of Police Station
 - Goals
 - ❖ New gas range for CRC
 - ❖ Purchasing system
 - ❖ Asset Management System for all Town facilities
 - Community Recreation Center
 - Accomplishments
 - ❖ Camp Windsor – 1017 participants
 - ❖ Utilized new trailer for summer camp and nature programming
 - ❖ Implemented a CRC Member of the Month along with multiple member recognition events
 - ❖ EBT/SNAP discount offered for CRC admissions, first in the state
 - ❖ CRC usage numbers – YTD 13,398 users, 1152 average per day, should exceed 400,000 for 2024 6083 members YTD
- Park Improvement Fund
 - Eastman Park – Riverwalk Phase III – Put ON HOLD
 - Phase design
 - ❖ Nature Experience and Adventure Area - \$900,000
 - ❖ Possible acquisition - \$650,000
 - Windsor Trail System
 - 15th Street trail - \$1,400,800

- Tacincala Park Design
 - Design and construction documents - \$900,000
- Historic Halfway Homestead
 - Red Barn renovation - \$150,000
 - Halfway building - \$200,000
- Poudre Trail Wayfinding
 - \$146,428
- Flood Resiliency Plan
 - \$75,000
- Capital Improvement Fund
 - Community Park Improvements
 - Aaron Cook Field artificial turf - \$1,400,000
 - Chimney Park Pool Diamond Brite replacement and gutter repairs - \$300,000
 - Main Park playground - \$300,000
 - New middle school stadium lights - \$236,000
 - Windsor High School tennis court resurfacing - \$35,000
 - Cemetery landscape design - \$150,000
 - Kyger rip rap - \$250,000
 - Community Recreation Expansion Fund
 - Opening fund balance - \$8.7M
 - Anticipated revenues - \$6.4M
 - Total resources available - \$15.2M
 - Proposed capital spending - \$715k
 - Estimated ending fund balance - \$14.4M
 - Minimum fund balance requirement - \$21k
 - Community Recreation Center
 - CRC gas range - \$10,000
 - MDP over electrical boxes - \$32,316
 - Evergreen floor repair - \$22,268
 - Update sound system - \$17,000
 - CRC pool desk furniture - \$10,000
 - Cubby replacement / fitness - \$19,000
 - Oak Room upgrades - \$35,000
 - Defender Tentacles - \$21,000
 - Future Facility Study - \$200,000

D. COMMUNICATIONS

1. Staff

- NO REPORT

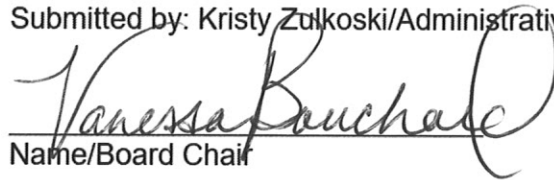
2. Board

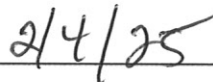
- NO REPORT

E. ADJOURN

**MR. LEACH MOVED TO ADJOURN. MR. NAGL SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 8:21 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist


Name/Board Chair


Date