



Parks Recreation & Culture Regular Meeting

October 7, 2025 - 6:00 PM
Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

MINUTES

A. MS. BOUCHARD CALLED THE MEETING TO ORDER AT 6:01 PM

1. Roll Call

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

Mark Leach – School Board Liaison (Absent)
Ken Symsack – Town Board Liaison

Also Present: Tara Fotsch – Parks, Recreation & Culture Director
Bobby Warner – Recreation Manager
Kendra Martin – Operations & Facilities Manager
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. LIGHTFOOT SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

- Town Board Liaison/Ken Symsack
 - Deep in the budget process, broken out into work sessions for operations and capital expenses, reviewed revenues and expected expenses, finalized during budget retreat on Saturday, softer revenue projections for next year, running a little tighter, staff did a good job of making cuts, Parks, Recreation & Culture includes future athletic facility, Assistant Director position and other changes to the reorganization
 - Working on a framework for ordinance concerning electric vehicles/toys and golf carts around town, becoming a bigger concern as more people own them, will include identifying classifications and what is and isn't allowed on trails and/or streets
 - Natural medicine ordinance for mushrooms had been put on hold for a bit as it was made legal, first reading on creating restrictions and zoning for where it is appropriate

- Second reading on garage sale regulations ordinance, limited to three days a year, HOA's can make their own rules but must fall under Town's ordinance, follow whichever one is more strict
- Residential set-backs for registered sex offenders has passed, must be 1,000 feet away from schools and parks and 500 feet of trails, there were no restrictions before
- Ms. Bouchard inquired if the new signage and awareness has shown a difference on the use of electric bicycles and golf carts
 - There are always those one-offs, many more summer reports of late evening riding around, so many different classifications, put in writing what's allowed on roads or not, fines and fees will be determined, based on policy by Broomfield for kids which can include a fee for parent, it is meant to be more educational
- Mr. Mask shared his concern for the narrow paths that are four feet in Pelican Farms, golf carts will be on them and there is no room for single pedestrians, Metro District "Golf Cart Friendly" signs
 - Path vs. trail regulations, will inquire about that issue
- Ms. Bouchard inquired about mushroom zoning use vs. distribution?
 - It is legal state-wide, therapy side could use commercial space, different than production which is limited to industrial space
- Weld RE-4 School District/Mark Leach
 - No Report

4. Public Invited to be Heard

- Pete Parker – 821 Main Street, Windsor, CO
 - Windsor resident for three years, Eco Point consulting company across from WMS, professor of Parks, Rec & Tourism, interested in participating with many years of experience in P&R field

B. CONSENT CALENDAR

1. Minutes from July 1, 2025

MR. GIFFIN MOVED TO APPROVE THE JULY 1, 2025 MINUTES AS PRESENTED. MR. LIGHTFOOT SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. 2026 Budget Presentation

- Personnel Requests
 - Assistant Director
 - Rec Supervisor – Events and Partnerships, reorganization changing Culture Supervisor to Culture & Engagement Manager
 - Two PTYR Rec Specialist to Rec Coordinator
 - Facilities Supervisor to a Manager role over that division, lighten Ms. Martin's load
- General Fund
 - Cemetery
 - Accomplishments
 - ❖ Two new columbariums installed along with a new cement

- pad for and landscape improvements made in the area around them
 - ❖ 48 burials, 2 columbarium, 83 plots sold
 - ❖ Turf/irrigation improvement measures helped this year, will continue into 2026
 - What is changing in 2026
 - ❖ 3% increase in O&M
 - Battery powered equipment, vases for columbariums
 - Goals
 - ❖ Landscape documents for existing cemetery to work on completing Master Plan
 - ❖ Improve turf maintenance around gravesites – reseeding, top dressing, aerating on an annual basis
- Community Events
 - Accomplishments
 - ❖ Farmer's Market was extended for two weeks, averaging 40 crafts, food and produce vendors and featuring music, ArtLive!, and yoga
 - ❖ July 4th celebration expanded to an all-day event at Boardwalk Park utilizing 5th Street for vendors and bands, the Train Depot and the show stage for the headline, fireworks
 - ❖ Concerts in the Park enhanced – food vendors were expanded, a high school band that won Battle of the Bands was hired, emergency action plan was created for the concerts and Boardwalk Park
 - ❖ 2025 – 287 volunteers have served 3,846 hours which equals to \$133,802, a 14% increase from 2024, does not include coaches
 - What is changing in 2026
 - ❖ 33% increase in O&M
 - Safe Routes to School (grant funded), Treasure Island Master Plan i grant is approved
 - Goals
 - ❖ Program and increase rental opportunities at the newly renovated Boardwalk Park outdoor space
 - ❖ Emergency Management Plans that focus on traffic and parking
 - ❖ Strategize the use of 5th Street for current and new events, partnering with the WDA
 - ❖ Safe Routes to School Program implementation
- Forestry
 - Accomplishments
 - ❖ Completed bed renovations at Bison Ridge and Eastman Park roundabouts
 - ❖ Completed Tree Inventory with Davey Resource Group
 - ❖ 7th Street and Eastman Park Drive tree removal
 - ❖ Updated a number of drip systems in beds at parks, facilities and roundabouts
 - ❖ Special Events – Sick Tree Day and Arbor Day Celebrations
 - What is changing in 2026
 - ❖ 9% increase in O&M
 - Downtown holiday tree light installation
 - ❖ Implement Tree Management Plan – in the works, Tree Inventory is the first step
 - ❖ Review and look at current ordinances and see what needs updated/revise

- ❖ Plant replacements in downtown, roundabouts, parks and facilities
- ❖ Host educational opportunities along with social media engagement/campaign
- ❖ Continue to transition equipment from gas to electric
- Recreation
 - Accomplishments
 - ❖ Camp Windsor expanded to a second location at NOCO Sports, offering sports focused weekly activities
 - ❖ Managed practice and game scheduling for multiple sports following the closure of Future Legends and increased school conflicts
 - ❖ Held Safe Routes to School fall education programs in several elementary schools
 - What is changing in 2026
 - ❖ 4% decrease
 - NCSO fees based on three-year lookback
 - Goals
 - ❖ Research before and after school programs that focus on students being dropped off at the recreation center
 - ❖ Increase the number of seniors who stay for lunch by providing additional activities to encourage socialization
 - ❖ Utilize additional schools and fields to support the expansion of athletic programs
- Aquatics
 - Accomplishments
 - ❖ Updated our Windsor Lake Management Plan and created a Management Plan for Kyger Open Space
 - ❖ Revamped staff training to increase safety, confidence in the team and efficiencies
 - ❖ Enhanced our safety protocols and exercised our EAP for consistent and effective outcomes
 - ❖ Successfully ran two new events – Chimney Cook Out and Witch Paddle, both maxing registration numbers
 - What is changing in 2026
 - ❖ 14% decrease in O&M
 - Lounge chairs and tables replaced in 2025, not needed in 2026
 - Goals
 - ❖ Enhance our Swimming Lesson Program
 - ❖ Create opportunities at Eastman Park and Windsor Lake to revitalize and enhance operations
 - ❖ Create a replacement plan for aquatic pump room operations in addition to Windsor Lake fleet
- Open Space & Trails
 - Accomplishments
 - ❖ Completed first open space acquisition
 - ❖ Kyger Reservoir Management Plan
 - ❖ Completed Kyger Open Space Reservoir access improvements
 - ❖ Poudre Trail Wayfinding completion
 - ❖ Poudre Trail re-alignment completion
 - What is changing in 2026
 - ❖ 46% increase in O&M
 - Open Space & Trails Master Plan, if funded by GOCO
 - Goals
 - ❖ Continue to explore acquisitions and leveraging of funds and partnerships
 - ❖ 15th Street Trail construction

- ❖ Trails Master Plan update as part of Transportation Master Plan
- ❖ Strategize long term management of new open spaces
- ❖ Continued growth and expansion of volunteer program
- Parks
 - Accomplishments
 - ❖ Main Park playground and Aaron Cook turf projects
 - ❖ Drain pans in Boardwalk grass, improved drainage
 - ❖ Moved park fertilization inhouse
 - ❖ Robotic mower operations
 - ❖ Early spring fire damage repairs/replacements
 - What is changing in 2026
 - ❖ 7% increase in O&M
 - Battery powered tools, assessments (decrease in ball field maintenance)
 - Goals
 - ❖ Continue conversion from gas to electric equipment
 - ❖ Eastman Park playground
 - ❖ Chimney Park fields 2 & 3 renovations
 - ❖ Park Pump station improvements
 - ❖ Improve turf management policies
 - ❖ Ongoing irrigation training for staff
- Art & Heritage
 - Accomplishments
 - ❖ Two historical homes (Eaton House & Dickey Farmhouse) were opened, featuring open houses, educational programming and public showings
 - ❖ The Museum Strategic Plan was completed
 - ❖ Launched Sculpture on Loan program with eleven new temporary sculptures at Windsor Lake to be rotated annually
 - What is changing in 2026
 - ❖ 4% decrease in O&M
 - Artifact conservation not needed in 2026 and tribal consultation reduced
 - Goals
 - ❖ Develop and install Depot 50th Anniversary Exhibition with interactive components and new interpretation, host exhibition/Museum opening in conjunction with other Colorado 150/US 250 commemoration in partnership with WSHS and HPC
 - ❖ Work closely with indigenous consultant groups to develop and install a Native American exhibit at the Windsor History Museum
 - ❖ Expand the Sculpture on Loan program to include an arts festival to celebrate the launch of season two
- Facilities Services Fund
 - Custodial Services
 - Accomplishments
 - ❖ Organized chemical product use for safety and efficiency
 - ❖ Streamlined paper product ordering
 - ❖ Successful Shut Down week at the CRC
 - ❖ CRC floor renovation projects
 - What is changing for 2026
 - ❖ 2% increase in O&M
 - Cost of supplies and additional facilities (Comm Dev), moved painting contracts to facilities maintenance
 - Goals

- ❖ Tracking of time and tasks to increase efficiencies and future planning
- ❖ Incorporate deep cleanings at all Town facilities
- Facility Maintenance
 - Accomplishments
 - ❖ Created opportunities for effective staff organization changes
 - ❖ Utilized skilled in-house team members to decrease contractual costs
 - ❖ Created a trackable key inventory system
 - ❖ Completed Main Park restroom remodel again (due to fire)
 - What is changing in 2026
 - ❖ 31% increase
 - Cost of supplies, increase in facilities (Comm Dev, Eaton House, Halfway Homestead) addition of painting from custodial services
 - Goals
 - ❖ Finalize Level of Service Standards
 - ❖ Create opportunities for customer service training
 - ❖ Complete Asset Management System for all Town facilities
- Community Recreation Center
 - Accomplishments
 - ❖ Embarked on a Facility Feasibility Study
 - ❖ Currently 6,477 members
 - ❖ Have had 314,030 visitors to date with an average of 1,187 visitors each day
 - ❖ Launched very own Windsor Parks, Recreation & Culture app
 - ❖ Created Standard Operating Procedures for all aspects of operations
 - What is changing in 2026
 - ❖ 18% decrease
 - Cardio equipment was replaced in 2025, next cycle will be 2028, update to the 2020 Strategic Plan
 - Goals
 - ❖ Create a Community Feedback process
 - ❖ Enhance member experience through Fitness/Member Challenges, member activities and an upgraded pro shop
 - ❖ Create a visitor management process for the safety of staff and participants (drop in users, contractors, interviewees)
 - ❖ Enhance the Jr. Fitness Program and add youth programming for middle and high school aged students
- Park Improvement Fund
 - Future Athletic Complex
 - \$12,000,000
 - ❖ Lighted ballfields, parking lot, road, restroom facility
 - ❖ #1 area of need is lighted baseball, #2 area of need is soccer/football/multipurpose
 - ❖ Indoor Facility Study – location not yet determined



- Chimney Park turf renovations and lighting installation
 - Two fields - \$2,240,000
 - ❖ \$600k CTF
 - ❖ \$1.64M CIP
 - Lights three fields - \$1,050,000 PIF
- Windsor Lake Trail
 - \$150,000
 - ❖ Design for trail connecting Windsor Lake to CR 15; along Prairie Song/Windsor Lake Road
- Conservation Trust Fund
 - Trail realignment and flooding contingency
 - \$75,000
- Capital Improvement Fund
 - Chimney Park Pool slide and bathhouse renovation
 - \$920,000
 - ❖ Slide is 25 years old
 - ❖ \$40,000 in repairs needed if we try to keep it for another year, need to order by November for it to be completed for the summer season
 - ❖ Project includes two slides, no slide pool, but will have a slide run out
 - ❖ Bathroom renovations will include fixtures and tile upgrades
 - Eastman Park playground replacement
 - \$700,000
 - ❖ 21 years old
 - ❖ Still has mulch surfacing
 - ❖ High traffic play area due to its location
 - ❖ If the slides break, they will not be replaceable as they have been discontinued
 - Park Signage Replacement Plan
 - Year 3 - \$100,000
 - ❖ Entry signs will begin going up this fall
 - ❖ Phase 3 of the project is to replace all the Rules & Regulations signs in the park system
 - Historic Preservation – Historic Buildings
 - \$100,000
 - ❖ Conducting a study this fall to determine priorities for historic facilities, will then work on a three-year plan to begin rehabilitation if needed
 - ❖ Includes Windsor History Museum buildings, Art & Heritage Center and Town Hall (exterior only)
 - Heated sidewalks – East Entrance Public Services
 - \$85,000
 - ❖ Completes the east entrance of the public services facility, main public entrance
 - Art & Heritage Small Equipment
 - Oversized storage - \$40,000
 - Depot 50th Anniversary Exhibit refresh - \$30,000
 - Building H drainage repairs (Parks)
 - \$60,000
 - ❖ Current building drains onto the sidewalk areas
 - ❖ Unsafe for staff, drainage needs to be buried
 - Small Equipment
 - Recreation - \$32,000
 - ❖ Batting cage nets and L screens - \$16,000
 - ❖ Chair replacements - \$10,000

- ❖ Scoreboard repairs - \$6,500
 - Parks - \$118,000
 - ❖ Irrigation pump repairs - \$40,000
 - ❖ Electrical equipment - \$20,000
 - ❖ Portable fencing - \$28,000
 - ❖ Benches - \$30,000
 - Aquatics - \$6,300
 - ❖ Repair concessions window at Boardwalk Park
- Community Recreation Center Expansion Fund
 - Facility Upgrades
 - Pool Vacuums - \$14,000
 - Evergreen Room partition replacement - \$145,000
 - Track resurfacing - \$76,000
 - Parking lot crack, slurry - \$125,000
 - Interior paint - \$100,000
 - Carpet replacement - \$200,000
 - Re-tile bathrooms - \$30,000
 - Front desk remodel - \$20,000
 - Replace hoop adjusters in main gym - \$20,000
- Mr. Nagl inquired about the general feedback and the potential new rec center/facility, very derogatory in his neighborhood
 - Biggest supporters were not present at the last Steering Committee Meeting, still have not dove into the real numbers of how much the facility will cost or how it will be funded, if moving forward, need to tell the story of our restrictions based on data and analysis - losing 2,200 members annually, the impact of being maxed at capacity for youth sports, cannot always rely on the schools for gym space, biggest uphill battle will be the education component, have had preliminary conversations with the Severance management and they are interested, will get them involved in future meetings, are they able to come to the table with funding as a partnership, will bring a full report to a future meeting
- Mr. Mask inquired about the enhancement to swim lessons
 - Not specifically to the program for lessons, but additions to the curriculum, will offer various classes to cater to specific groups
- Mr. Mask inquired if the usage of turf rather grass fields is being tracked
 - Analysis from Aaron Cook field done the summer, cost benefit is one-third of staff expenses
- Mr. Nagl inquired about injuries from turf surfaces
 - Safer materials used, organic infill, extra padding installed, can host soccer or flag football
 - Mr. Mask stated that it would be a great educational opportunity for coaches and parents about proper footwear/cleats
- Mr. Nagl inquired how Shut Down Week timing is determined
 - Always the third week of August every year, school is back in session and usually see a decrease in visits during that time
- Mr. Lightfoot shared how sweet, kind and engaging the morning custodial staff are at the rec center
- Ms. Bouchard mentioned Willow Bend Park in Loveland, great foundation and interesting move with elevation play equipment, packed with kids, may be great for Eastman Park ground surfaces
- Ms. Fotsch shared that the Poudre Trail Authority Board is looking for a new Director, latest request from them is \$57,000 from \$32,000 previously, Town Board is having conversations and will probably not continue that partnership, so that those dollars can be kept within the Open Space budget or hire a part-time staff

MR. MASK MOVED TO RECOMMEND THE 2026 BUDGET AS PRESENTED TO TOWN BOARD. MR. GIFFIN SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

D. COMMUNICATIONS

1. Staff

- Ms. Fotsch
 - Public hearing for Chimney Park lights is tomorrow night at Public Services, lights will be on at Ridgeline Middle School for those attending

2. Board

- No Report

E. ADJOURN

MR. LIGHTFOOT MOVED TO ADJOURN. MR. NAGL SECONDED THE MOTION. MEETING WAS ADJOURNED AT 7:28 PM

Submitted by: Kristy Zulkoski/Administrative Specialist


Name/Board Chair

Date 12/2/2025