



Parks Recreation & Culture Regular Meeting

January 6, 2026 - 6:00 PM
Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

MINUTES

A. MS. BOUCHARD CALLED THE MEETING TO ORDER AT 6:18 PM

1. Roll Call

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

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

Also Present: Tara Fotsch – Parks, Recreation & Culture Director
Laura Browarny – Culture & Engagement Manager
Kendra Martin – Operations & Facilities Manager
Bobby Warner – Recreation Manager
Wade Willis – Open Space & Trails Manager
Kristy Zulkoski – Administrative Specialist

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

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

3. Liaison Reports

- Town Board Liaison/Ken Symsack
 - Discussed new processes for community grant proposals, thanks to Ms. Fotsch for her quantitative suggestions on how to weed out requests
 - Temporary land use exemptions for storage units at Great Western industrial complex, modular trailers utilized mostly for solar equipment, has been going through a continuous renewal process, issued last extension, have one year to make changes or conform to code, plan to build a more permanent structure
 - Created an ordinance for setting up a procedure for disconnecting from Windsor
- Weld RE-4 School District/Mark Leach
 - Teachers started back yesterday and students returned today from break

- Attended CASB at the Broadmoor in Colorado Springs, key take away was about growing student leaders, wanting to implement a program similar to the one in Johnstown – two students are selected as non-voting School Board members for a two year term, start as a Sophomore, must have 4.0 or higher GPA, perfect attendance and must attend all meetings, not including executive sessions, students will go through interview process, would like representation from Windsor and Severance High Schools, working on policy
- Currently going through Superintendent evaluation process
- Board retreat Friday afternoon, discuss roadmap for next year
- Next Board Meeting is Monday
- Will share info about open position for PReCAB Student Representative Member

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from December 2, 2025

MR. LEACH MOVED TO APPROVE THE DECEMBER 2, 2025 MINUTES AS PRESENTED. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. 2025 Year in Review

- Our Mission – Build Community
- Our Vision – Be the National Leader in Exceptional Recreation Experiences
- Our Values – Exceptional Customer Service, Belonging, Sustainability, Innovation, Fun
- By the Numbers
 - Parks & Forestry
 - Shelters rented – 315
 - Cemetery interments – 48
 - Acres mowed – 80.5
 - Hours prepping athletic fields – 2,998
 - Flower pots planted – 94
 - Hours spent on tree maintenance- 1,831
 - Operations
 - Community Recreation Center members – 6,729
 - Community Recreation Center users – 434,520
 - Group fitness attendees – 41,112
 - CRC Members – Seniors – 19,154
 - Personal training sessions – 2,522
 - Birthday party rentals – 430
 - Child care drop ins – 7,636
 - Swim lesson participants – 2,227
 - Boat permits sold – 2,357
 - Culture
 - AHC exhibition visitors – 1,850
 - Museum outreach – 2,821
 - Museum events – 4,248

- Museum programs – 465
 - Windsor History Museum visitors – 2,675
 - Recreation
 - Senior activities and trips – 9,261
 - Summer Day Camp – 1,452
 - Youth athletics – 6,460
 - Adult sports teams – 88
 - Senior lunches served – 23,077
 - Open Space & Trails + Volunteers
 - Volunteers – 363/contributed 5,194 hours (\$201,215 value)
 - Purchased 300 acres of open space
 - Hired an Open Space Lean and Technician
 - Safe Routes to School – 1,230 kids
 - Facilities
 - Completed energy audits on various facilities
 - Contract plumbing cost – saved \$7,054 by doing work in house
 - Decreased contractual costs in HVAC and electrical
 - Events
 - Community events held – 86
 - Community event attendance – 83,881
 - \$78,256.40 received in sponsorships along with \$6604 in kind
- Projects & Accomplishments
 - Windsor Lake Management Plan
 - Kyger Reservoir Management Plan
 - Park Signage Replacement
 - Aaron Cook turf replacement
 - Kyger Reservoir access update
 - Public Art – 2 murals, Eastman Park Project, 7 temp projects
 - Poudre Trail wayfinding
 - Acquired 300 acres of open space
 - Robotic mower operations
 - Eaton House
 - Historic Halfway Homestead
 - Museum Strategic Plan
 - Sculpture on Loan Program
 - CRC floor renovations
 - Decreased contractual costs in facilities
 - Created SOP's for CRC
 - Second location for Summer Day Camp
 - Safe Routes to School grant and program roll out
- What would you like to see in 2026?
 - What do you believe the community most needs from PRC this year?
 - Baseball fields
 - ❖ Will receive 30% documents for North Campus Park on Friday, includes three fields, then bring on general contractor, hoping for completion by October
 - ❖ Severance is putting in more multi-purpose fields with lights
 - ❖ Own twenty-six acres off of Crossroads for future fields
 - Public access to backstops and dirt
 - Soccer pitches
 - Outdoor winter activities
 - Shift to focus on extracurricular activities
 - Keeping up the growth and having opportunities for new families

- ❖ Feasibility Study – looking at two 100 acre properties on east side of town, exploring the options with additional available space to put in six soccer pitches and four-plex of baseball fields
 - Shift on focus to extracurricular activities and the ability to sustain the people who are using the facilities
 - Mr. Mask inquired about the IGA for parks maintenance and the service level for the Town vs. privately owned/metro district – park in Water Valley is quite old, people don't know who maintains, interested in recommending to Town Board to reevaluate the agreement in order to build that same level of service into the IGA for future
 - ❖ Ultimately, just falls under the metro districts governing agency code, negotiated that they then don't pay into the neighborhood community park fund, will look into the agreements
- Where do you see the greatest opportunity for PRC to positively impact quality of life?
 - Opportunity to start early with first time sport registrations, provide consistent communication with sports rules/sideline behavior, bring back in-person coach and parent meetings
 - ❖ Facility space issues prevent from hosting large numbers at a time
- What voices or groups in our community should we be more intentional about reaching?
 - Aware of seniors
 - Teens and their connection
 - ❖ Looking into options, possible partnerships with middle and high schools
 - ❖ Will be updating Strategic Plan, bringing on a consultant, 9-10 month completion
 - Providing that Third Space public area for the community
 - ❖ IGA with library and partnerships during practices/activities and offer classes/information sessions, book checkout/drop off
 - Promotion for CRC passes with sports registration/purchase
- What does success look like for the community?
 - What is already being done
 - Communication to the community – ability to pass along info to those who are new to the area, promote for more involvement and participation
 - Reaching out to groups – distribute a mini Activity Guide to kids highlighting sports and activities
 - ❖ Received permission from Communications Director to do four flyers a year at schools
 - Maintain the level of service, funding from Town Board
 - Great employees who are very friendly and kind
- Mr. Nagl inquired about the status of the feasibility study
 - ❖ Wrap up in March, engage with Magellan Strategies who will survey the community and determine if we should move forward with possible bond in November, turnover of half of Windsor Town Board, will determine in April what they support, strong interest from Severance for a future partnership with capital, figuring out how they can fund operational, asked them to start engaging with their citizens since they will have their own bond as well

D. COMMUNICATIONS

1. Staff

- Ms. Browarny
 - Public art will start collecting final proposals for a monumental entryway sculpture sign near archery range, \$250,000 in TB for legacy entryway signage, three finalists will present, hope to recreate for all entry points into Windsor
 - Entry way art signage is in fabrication, installation in a week or so
 - Pelicans coming down at 7th Street roundabout after windstorm, took down and stored at public works
 - Arts Commission has two vacancies
 - Museums working on large 50th Anniversary of Windsor History Museum, will include interactive and kid friendly displays, interpreting the entire building
 - Field trips have been at an all-time high, interest from Fort Collins and Kersey
- Ms. Martin
 - Rec center was very busy over break, dealt with some theft issues
 - Finishing up most hiring – two Head Guards will come on board in the next couple of weeks, interviewing tomorrow for Guest Services Coordinator
- Mr. Warner
 - Break was very successful for school out days, extra staff was available to get kids off the waitlist
 - Basketball camps were offered over break and were well attended
 - Winter sports will be starting up soon
 - Registration for Camp Windsor opens in February
 - Communications process to best promote
 - Losing Severance Community Park
 - Transitioning Chimney Park Fields 1 & 2 to turf
 - Converting basketball hoops in schools to accommodate more ages
- Mr. Willis
 - Made offer to new Volunteer Coordinator
 - CR 15 Trail to Harmony Ridge is in progress
 - Poudre Trail Larimer County bridge hurdle, hoping for spring completion

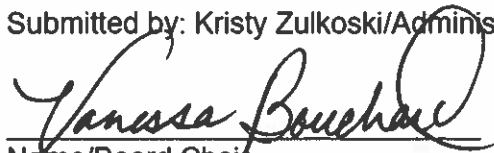
2. Board

- No Report

E. ADJOURN

**MR. GIFFIN MOVED TO ADJOURN. MR. LEACH SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:29 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist


Name/Board Chair

2/3/26
Date