



## Parks Recreation & Culture Regular Meeting

March 3, 2026 - 6:00 PM  
Community Recreation Center  
250 N.11<sup>th</sup> Street, Windsor, CO 80550

### MINUTES

#### A. MS. BOUCHARD CALLED THE MEETING TO ORDER AT 6:03 PM

##### 1. Roll Call

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

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

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

Karen Trusler – School Board Vice President

##### 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. GIFFIN SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

##### 3. Liaison Reports

- Town Board Liaison/Ken Symsack
  - Working on right of way permitting and maintenance ordinances, establishing what is the Town's responsibility with easements adjacent to properties such as snow removal, vegetation, trees hanging over
  - Reviewed the Park System Buildout Plan and how to move forward, initially there would be a park in every neighborhood, but the maintenance is daunting, brainstorming bigger community parks that are close enough for every neighborhood and connect to trails, also looked at the development fees collected for building

- permits, 70/30 split for park buildout and additional trails, discussed the future utilization of those funds
  - Discussed the Great Outdoors Colorado Grant proposal, kudos for getting that done and getting selected, could mean \$1.6M for Phase 1 of North Campus Park which would include a bicycle skills course and a 40,000 square foot destination playground
  - Started discussing Waste Water Treatment Plant expansion financing, how to fund with lower interest rates rather than getting a huge bulk sum, more flexible, start with \$75M and get to \$130M over the next five years, ability to refinance throughout
  - Discussed the Colorado wildfire resiliency code direction, anywhere a house is designated as high risk for wildfires usually adjacent to open space, it increases the building restrictions if catches on fire, dictated by the state, Windsor-Severance fire gave input, will go into effect in July, a lot of unknowns, trying to find the best way to navigate
  - Reserved powers ordinance – petition the government all in one subset, rewrote as a part of the charter amendments, source of infusion, there is now a checklist to follow
- Weld RE-4 School District/Karen Trusler
    - In attendance on behalf of Mr. Leach
    - Has served in the district as a teacher and Superintendent
    - District has a great partnership with Parks, Recreation & Culture Department – gyms and fields are always in use, are always taken care of, all advocating for kids and providing the best for them, extremely valuable compared to other districts
    - District determining if to go the voters for increases in teacher salaries, cannot compete with the school districts west of us, but trying to get caught up, also looking at transportation to buy more buses and hire more drivers
    - Meeting in April with school district, fire district and Town Board – need to figure out how to work together and what to do for all the entities
    - Thank you for allowing the artwork at the Art & Heritage Center, all of the students were so excited
    - Last Thursday at Orchard Hill Elementary, Mayor Cline and Mayor Fries came to an honor choir for all the elementary schools, it was awesome and amazing

#### 4. Public Invited to be Heard

- Christine Merideth, Tyson Merideth, Finn Merideth – 512 Palisade Mountain Drive, Windsor, CO 80550
  - Have been advocating for the past six years and reached out to Town Board and staff concerning better care of Windsor West Park which is approximately twenty years old, have received different responses – it gets a lot of vandalism or there is not a lot of use in that park
  - Perspective is that families with the means, will travel to other parks to use those better facilities rather than using what's in the neighborhood
  - There are a lot of kids in the neighborhood, see it as a place where they can come together and be known and where families can connect
  - Finding needles in the wood chips, empty alcohol bottles under trees,

- and even human feces
- General maintenance is not happening - lots of vandalism, incredible rust under the plastic coating, chains are broken for the climbing structures, duct tape to hold pieces together, slide is held by silicone
- Other parks that have heavier use, have been replaced earlier, but our neighborhood and kids deserve a place where they can be safe and should not miss out on opportunities just because of where they live
- Have received a lot of community response who are in support of this initiative
- Appreciates how the community gets to vote on their favorite design
- Brittany Sandoval, Everson Sandoval – 622 Parkview Mountain Drive, Windsor, CO 80550
  - It does speak to the community and that population surrounding the park especially, would be ideal to have space for lower income families to gather and build relationships among the children
  - Heard that Windsor has specific rules for revitalizing each park after a certain amount of years, inquired if that was true
- Drenda Thoen – 10 Aspen Lane, Windsor, CO 80550
  - Started the email chain after seeing a post on NextDoor
  - Has walked through the park and there are wasted spaces and unsafe equipment
  - Appreciate the wonderful reply from Ms. Fotsch and Mayor Cline
  - Was unaware that the park was on the plan for replacement since there isn't communication about it
- Finn and Everson shared their drawings which include ideas for a treehouse that has a slide and ladders since there are a lot of great big trees and a splashpad since there is a lot of shade



- Ms. Fotsch
  - Standard for all playground replacement is every 20 - 25 years, very fortunate that the Town Board supports this, unlike our neighbors in

the City of Ft. Collins who didn't have a plan in place and then had to go to the voters two years ago to ask for an additional sales tax in order to replace their playgrounds which were 30 – 40 years old in their system

- Staff are CPSI (Certified Playground Safety Inspector) certified, which is a very difficult test to pass, full-time Park Technicians inspect on a monthly basis every playground, duct tape is a concern which was not seen during the last visit
- Windsor West is on the replacement plan for 2027, Park Improvement Fund is only for new park builds, other replacements are funded from the Capital Improvement Fund which all Town divisions compete for (police vehicles and new roads), thankfully, Town Board has been very supportive of Parks & Recreation and the replacement process once a playground nears its end of life, Mr. Symsack and Mayor Cline have been copied on a few emails and definitely heard you all and are supportive, still have to go through the process to ask for 2027 funds, once approved, public meetings will be held, bring in consultants, will gather community input and feedback, vote on favorite design, would love to stay connected and interact with your community
- The mulch will go away and be replaced with a poured in place surface
- Police Department switched to district policing model, dedicated officers strictly patrolling that area, please contact if issues
- Ms. Bouchard thanked those who attended the meeting and took it upon themselves to advocate for their community, it takes strong people to do so and it is appreciated

## B. CONSENT CALENDAR

### 1. Minutes from February 3, 2026

**MR. MASK MOVED TO APPROVE THE FEBRUARY 3, 2026 MINUTES AS PRESENTED. MR. NAGL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

## C. BOARD REVIEW/DISCUSSION

### 1. Board Elections

- Current positions held
  - Chair – Ms. Bouchard
  - Co-Chair – Mr. Mask

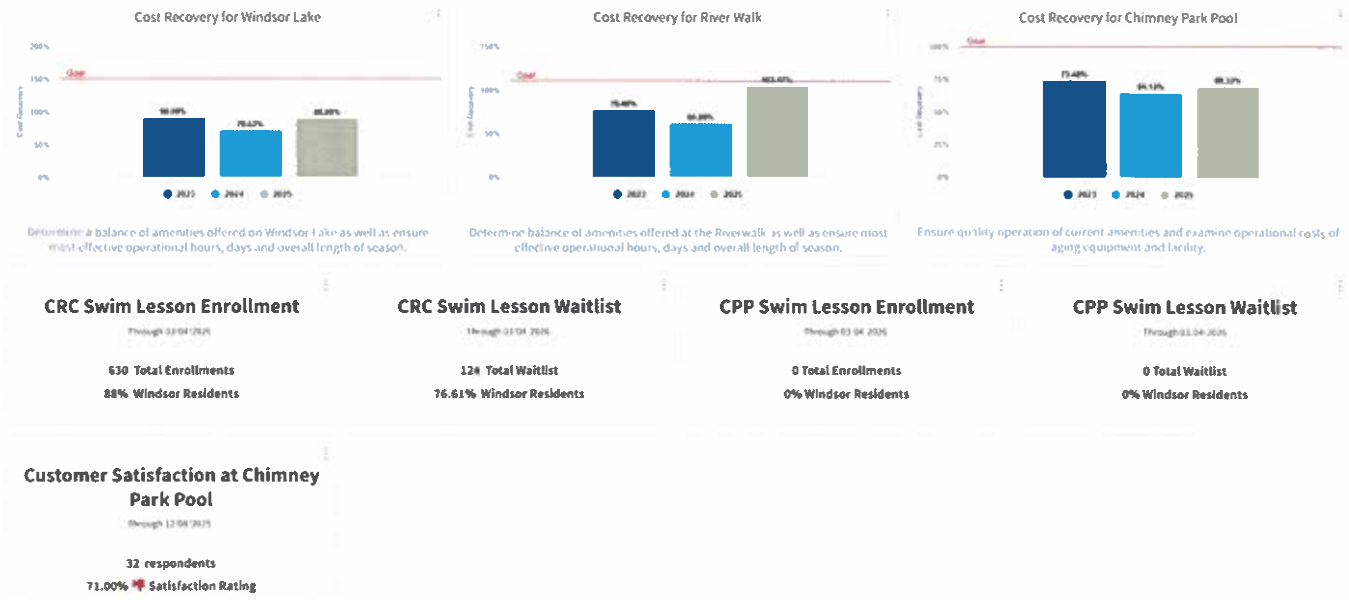
**MR. MASK MOVED TO NOMINATE MS. BOUCHARD AS CHAIR. MR. NAGL SECONDED THE MOTION. MS. BOUCHARD ACCEPTED THE NOMINATION. ALL MEMBERS PRESENT VOTED AYE. MOTIONED CARRIED.**

**MS. BOUCHARD MOVED TO NOMINATE MR. LIGHFOOT AS CO-CHAIR. MR. GIFFIN SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTIONED CARRIED.**

### 2. Review 2025 KPI's

- Aquatics
  - Shifted some operational hours for Windsor Lake, but will continue to review for the upcoming season

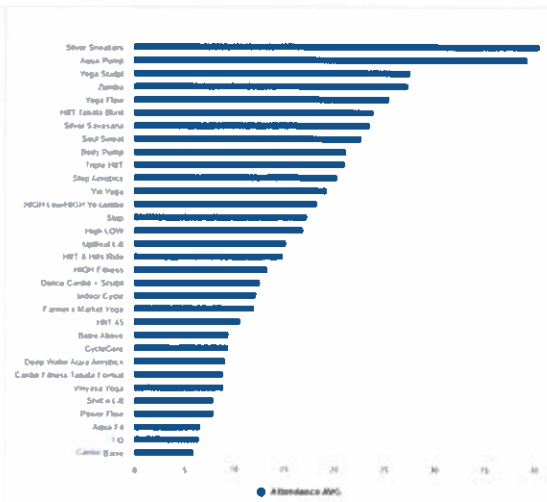
- Cost recovery for River Walk – great turnout after adjusting tube rental prices and offering \$2 Tuesdays
- Cost recovery is currently based on seasonal/part-time staff dedicated to that program and any direct costs, the goal is to figure out full-time staff and salaries with benefits to accurately show a true cost recovery
- Chimney Park Pool opened a little later due to the new lining of the pool, had to adjust a session of swim lessons, new slides have been ordered and are currently in production, hope is to demo in next few weeks, goal is to install before opening in May
- Worked on cleaning up swim lesson waitlists, no data yet for Chimney Park Pool since it is not open yet
- Working on getting better user feedback at Chimney Park Pool



- CRC
  - Now offer two Silver Sneakers classes back to back to meet the demand
  - Class chart also helps staff determine which ones to keep doing, adjust or maybe eliminate based on attendance
  - Membership Coordinator personally reaches out to see why members are leaving the CRC and keeps track and logs those comments
  - Rental chart compares to those that are internal PRC programs that consume the bulk of the room rentals, rentals are pretty slim since the expansion and stopped the big promo push because of the competition with own our programming, rental costs vary depending on room
  - Mr. Mask inquired where aquatics is in the rec center and what's the cost recovery
    - The satisfaction survey encompasses it, but is not included since it is difficult to determine what specific monies are going to
    - Asked the architects to design the future building similar to the current center, so possible aquatics expansion could happen, dropped the idea at the school meeting for additional laps lanes



Ensure accurate membership numbers are portrayed when determining patterns year-over-year. Utilize this information in making strategic marketing decisions.



Attendance is tracked to determine group fitness to include and get more participation.

### Member Retention

Through 02-28-2025

- 98.59% Member Retention over 30 days**  
A retention rate of 95% over 30 days is our target
- 86.52% Member Retention of 1 year**  
A retention rate of 80% over 1 year is our target

### Customer Satisfaction at the Community Recreation Center

Through 12-05-2024

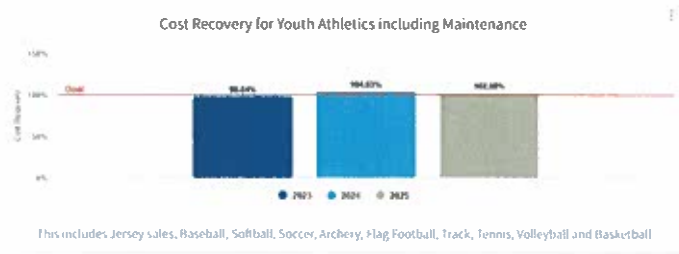
- 302 respondents
- 96% Satisfaction Rating

Determine satisfaction of patron's staff interactions, cleanliness of facility as well as patron's utilization times/frequency and portions of the facility being utilized most.

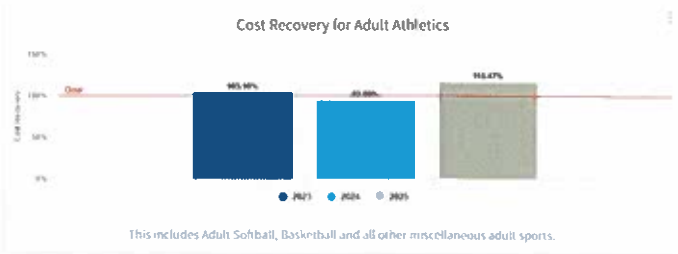


Use to determine appropriate amount of internal usage compared to revenue generating rental hours. Identifies any excess hours that are not being utilized and could be potential revenue.

- Athletics
  - Cost recovery does include the maintenance – prepping a ballfield, painting or chalking, includes all youth athletics, goal is 85%
  - Really worked hard to get Adult Athletic numbers up, able to get sponsors to help offset costs
  - Discussing possible incentives and discounts for filling out end of season surveys
  - Resident and Weld RE4 registered participants not showing accurate data
  - Not turning away youth athletics if registered by the deadline



This includes Jersey sales, Baseball, Softball, Soccer, Archery, Flag Football, Track, Tennis, Volleyball and Basketball



This includes Adult Softball, Basketball and all other miscellaneous adult sports.

### Athletics Survey Return Rate

Through 07-24-2025

**11.31%**

We will have a goal of 10% return rate to determine if there needs to be an incentive to complete surveys.

### Resident and Weld RE4 registered participants

Through

**0.0%**

To ensure we are serving the Windor population we have a goal of 80% registered participants are either residents or reside in the Weld RE4 school district.

### Youth Athletics Turn Away Rate

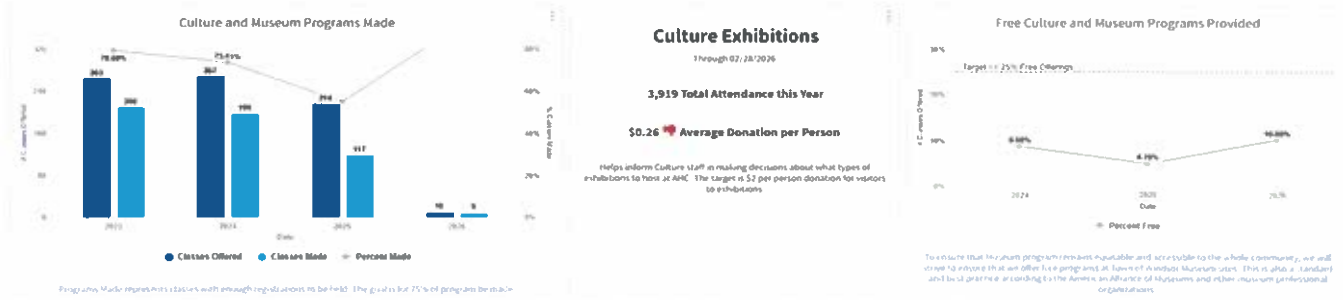
Through

**0.00%**

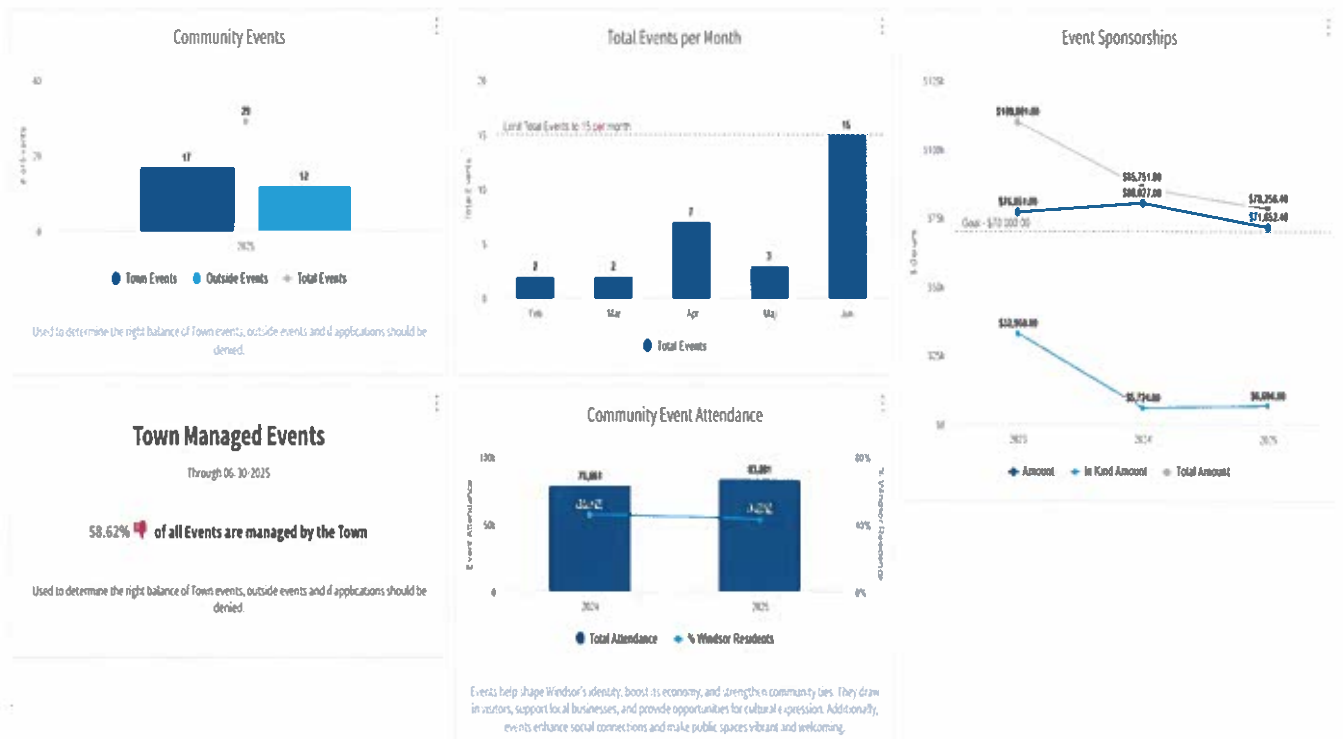
**0 Served - 0 Turned Away**

Due to a variety of reasons, field/court space, coaches, late registration, young athletes are sometimes turned away. Our goal is to keep the turn away rate less than 5%.

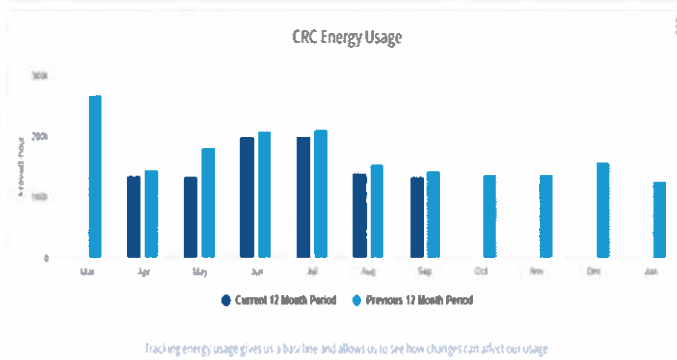
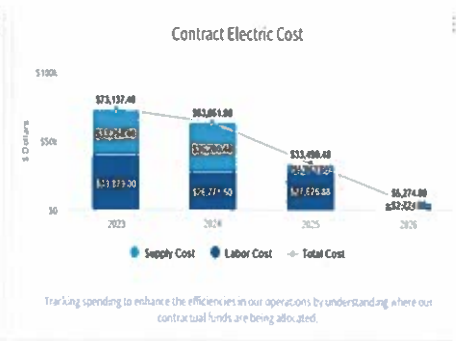
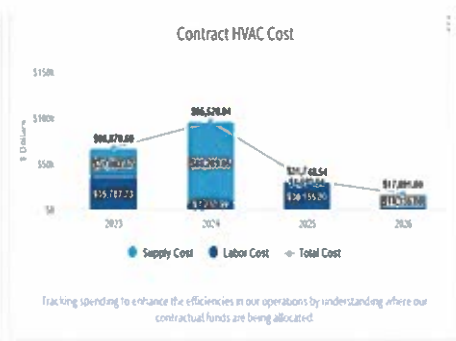
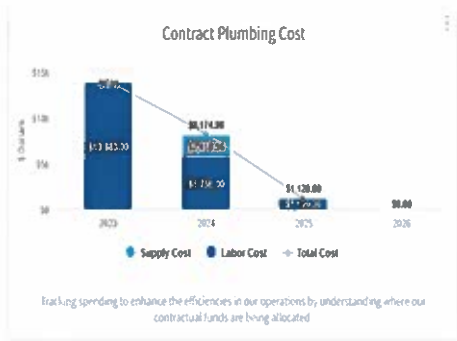
- Culture Exhibitions
  - Saw a drastic dip this last year, scaled back programming, but still did not see the numbers, struggling with how to get the word out, need to get creative with marketing, promotion for new PRC app, mindset shift to possibly more outreach rather than fee-based
  - June meeting at Depot with the new exhibit for its 50<sup>th</sup> Anniversary



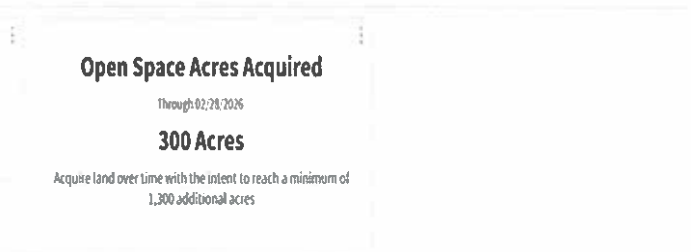
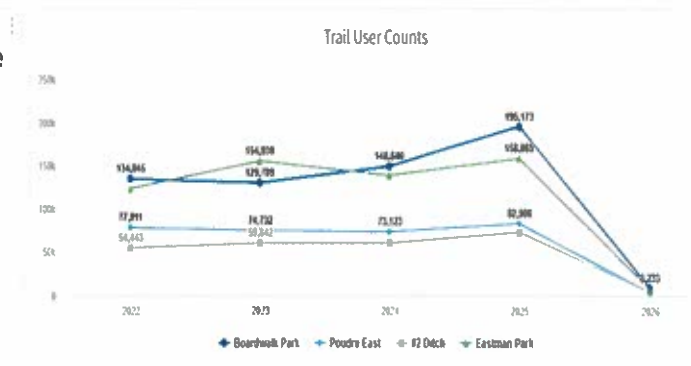
- Community Events
  - Numbers are not accurate, will get in there to update
  - Typically host about 50 Town events and 30 - 40 partnered events, tried to limit since it is too taxing on staff and the impact they have on the parks system
  - 2023 sponsorship so high due to \$60,000 check for Fourth of July insurance because it rained although the show still went on
  - Use of Placer AI Software to track attendance



- Facilities
  - Huge kudos to the hiring of recent Facilities staff who have done a lot of in-house work and lessened the need and costs for outside contractors

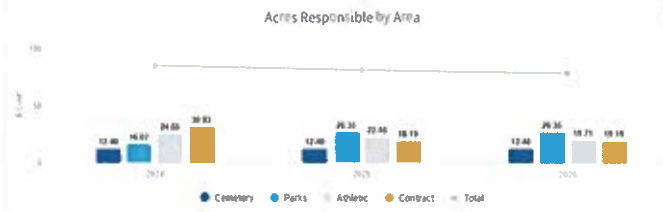
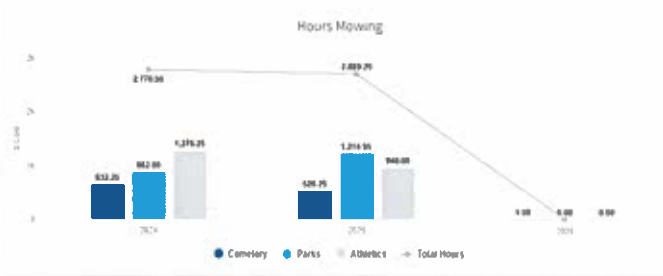
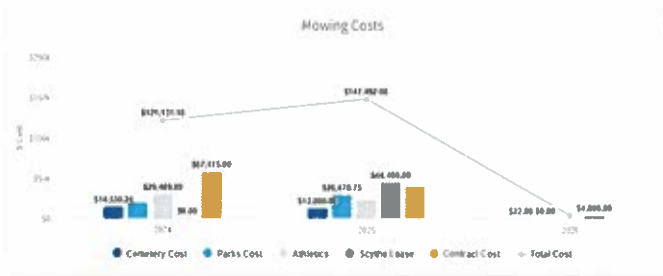
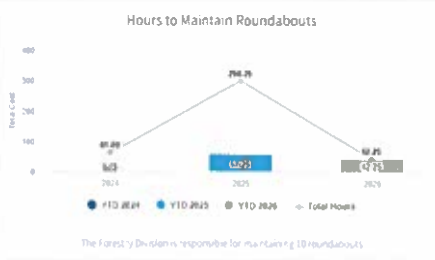
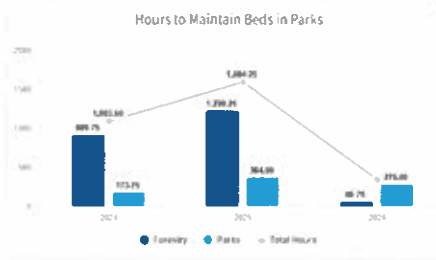
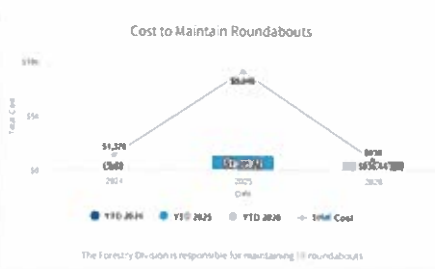
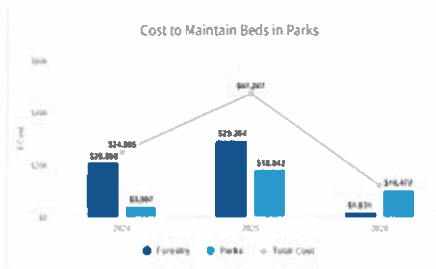


- Open Space

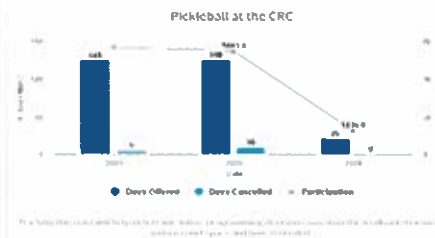
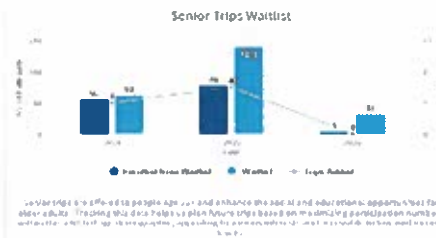
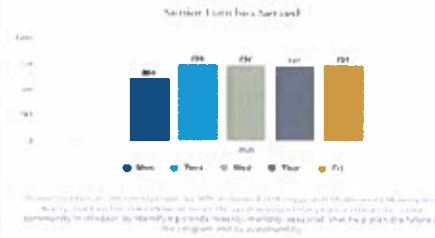
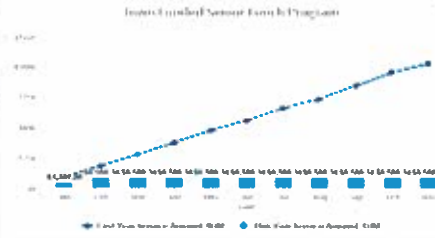


- Parks

- Productive Parks software used for tracking specific work time for all staff
- Irrigation at Main Park was redone and pump house maintenance
- QR codes at park shelters to gain feedback about cleanliness and satisfaction of use



- Seniors
  - 74 trips, changed to two week registration window for Windsor residents only, then non-residents
  - Senior Lunch program – serve over 22,000 meals annually, County cut back to two days a week, Town Board helps fund other three days



- Volunteers
  - Impact Report for next meeting



- Mr. Nagl inquired about the demographics and what does Windsor look like in the next ten years, will cost of living push people east
  - Ms. Fotsch - Working through the contract for the Strategic Plan right now which will layout our plan for the next ten years and estimate our pace and growth patterns, Town is doing a study on affordable housing such as a loan/down payment assistance program or similar for local service workers
  - Ms. Trusler - School district has a demographer, will send the data if available, both age ends are growing, by 2030 WHS will be maxed out
  - Mr. Symsack – Recently saw a U.S. map by county and age range, Weld County has the highest percentage under the age of 18 in the entire front range, need for affordable housing research

### 3. PReCAB Amazing Race Activity

- Board Members answered and discussed each of the following questions/prompts
  - What Does Community Mean to Me?
    - Fun
    - Belonging
    - Comfort
    - Included
    - Engaged
    - Inclusive
    - 3<sup>rd</sup> Places
    - Communication
    - Unplugged
  - What I Love About Windsor PRC
    - Staff
    - Strategic Planning
    - Transparency
    - Forward Thinking
    - Research Driven
    - All Ages
    - Evolving
    - Involved
    - Community

- Affordable
- Art
- Program Under Pressure – come up with as many programs that aren't currently offered
  - Entomologists Group
  - Gaming Options/E-Sports
  - Teen Night – Late night access
  - Fishing
  - Summer Scavenger Hunt/Park Passport Program
  - Lacross
  - Youth Park Ranger Program
  - Cooking for Kids
  - Paper Planes
  - Table Tennis
- Route the Trail – which future section of trail you would like to see be built
  - Crossroads Blvd. to Hwy. 257 – crosswalk/tunnel
  - Westwood Bridge
  - Windsor Lake bypass
  - Great Western Trail to Poudre Trail
- Budget Balance – the Town Manager just notified you to cut \$200,000 from the community events budget (made up budget numbers)
  - Cut 5% from each
  - Cut community engagement
  - Cut fireworks
  - No cuts to staff!

## D. COMMUNICATIONS

### 1. Staff

- Ms. Fotsch
  - Offer made to Jody Baker for the Assistant Director position, coming from Broken Arrow, OK, he will start on March 23<sup>rd</sup> and will oversee Parks, Operations and Recreation, very excited to get him on board, he will attend the April meeting
  - CMGC RFP for contractor for North Campus to wrap up the rest of the documents so ballfields, parking lot and concessions can get built, grant money will determine the destination playground, will not break ground until August – working around the eagles
- Mr. Willis
  - Great Outdoors Colorado would like to see a stronger community element, especially community funding, looking for corporate partners and giving, we need to build our case in order to be competitive for the grant as this is the weakest section of our application, great leads with Great Western and Philips 66
    - Ms. Trusler suggested looking to REA and Share Bright
  - Harmony Road & CR 15 intersection – need to dig down really deep to put in a retaining wall and put sidewalk up top, will move the signal pole, road will be closed again for 2-3 days
  - Town Board allocated funding for Transportation Master Plan this year, will take about 18 months to go through the process, will include a Trails Master Plan update, request for qualified firms, award in May,

- public process to gain feedback, encourage people to get involved
- Ms. Martin
  - Large board installed on side of building as part of art piece, on-street sign will be installed in the next couple weeks, both complete within the next couple of months
  - Two slides both with run-outs at Chimney Park Pool, excited since there hasn't been a whole lot of changes there
  - Big updates during Shutdown Week – new carpet, paint and resurfacing of the track, working on getting those contractors secured
  - Gearing up for summer hiring, summer positions for seasonals have been posted
  - Job Fair on March 12<sup>th</sup> at the CRC, able to fill out applications while there, HR will be there to assist

2. Board

- Mr. Nagl
  - Request to have any presentation materials/data available in the meeting packet prior to the meeting, benefit to review and have questions prepared for the meeting
- Ms. Bouchard
  - Interested in seeing the analytics on Windsor West Park – its history, usage and maintenance/servicing tracking
    - Productive Parks used for all park data

E. ADJOURN

**MS. TRUSLER MOVED TO ADJOURN. MR. NAGL SECONDED THE MOTION.  
MEETING WAS ADJOURNED AT 8:04 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist

  
\_\_\_\_\_  
Name/Board Chair

\_\_\_\_\_  
Date 5/6/26