



Parks Recreation & Culture Regular Meeting

May 5, 2026 - 6:00 PM
Community Recreation Center
250 N.11th Street, Windsor, CO 80550

MINUTES

A. MS. BOUCHARD CALLED THE MEETING TO ORDER AT 5:59 PM

1. Roll Call

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

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

Also Present: Tara Fotsch – Director
Jody Baker – Assistant Director
Craig Ellingson – Parks Operations Manager
Kendra Martin – Operations Manager
Bobby Warner – Recreation Manager
Wade Willis – Open Space & Trails Manager
Kristy Zulkoski – Administrative Specialist

Rick Klimek – Town Board

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

MR. LEACH 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/Rick Klimek in attendance for Ken Symsack
 - Strategic retreat was held last week
 - Parks, Recreation & Culture department was prominently featured and is clearly a priority for the two-year plan
 - Key themes included partnerships, community events, open space, ADA compliance, trails, bike infrastructure, fishing, sports fields, and a destination park concept
 - A facilitator is scheduled to assist in June

- Future Facility presentation on May 18th, survey going out to community, no plan for land acquisition
- Conversations held about Walmart
- Proposed Global AI Data Center – Weld County has the say, until land is annexed and a proposal is dropped to build it, Windsor has no say at this time, it was sold by private person, REA will provide the power with no further infrastructure, closed loop water system
- Weld RE-4 School District/Mark Leach
 - Busy with the end of semester and end of school coming up
 - Discussion on redistricting boundaries to balance board member populations, shrink Ray Ruth’s district and put some of those people across in Jenny and Karen’s districts
 - Grant funding being pursued by Communications Department for website and social media for community engagement
 - Approved renewal of the employee benefits package through CEBT
 - Summer maintenance projects
 - Asphalt and HVAC work at several elementary schools
 - ADA restroom improvements at Severance High School resulting from an audit - \$125,000
 - Windsor High School greenhouse project
 - Student-driven press box improvement project supported by contractor donations and materials
 - Updated graduation requirements
 - Approval of the 2026–2027 meeting schedule with an earlier 5:30 PM start time
 - The district remains the lowest-funded in Colorado, an MLO ballot initiative was discussed, but is unlikely to move forward given current economic conditions
 - The district is in meet-and-confer with Windsor Severance Education Association
 - Work Session on Windsor Middle School rebranding of its Wizard logo by a parent/student committee, updated designs expected to be released to the public soon
 - Spring plays put on both high schools
 - District track meet for 5th Graders was held, very fun watching the competition
 - Graduation on May 24th for both Windsor and Severance
 - Snow Day tomorrow

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

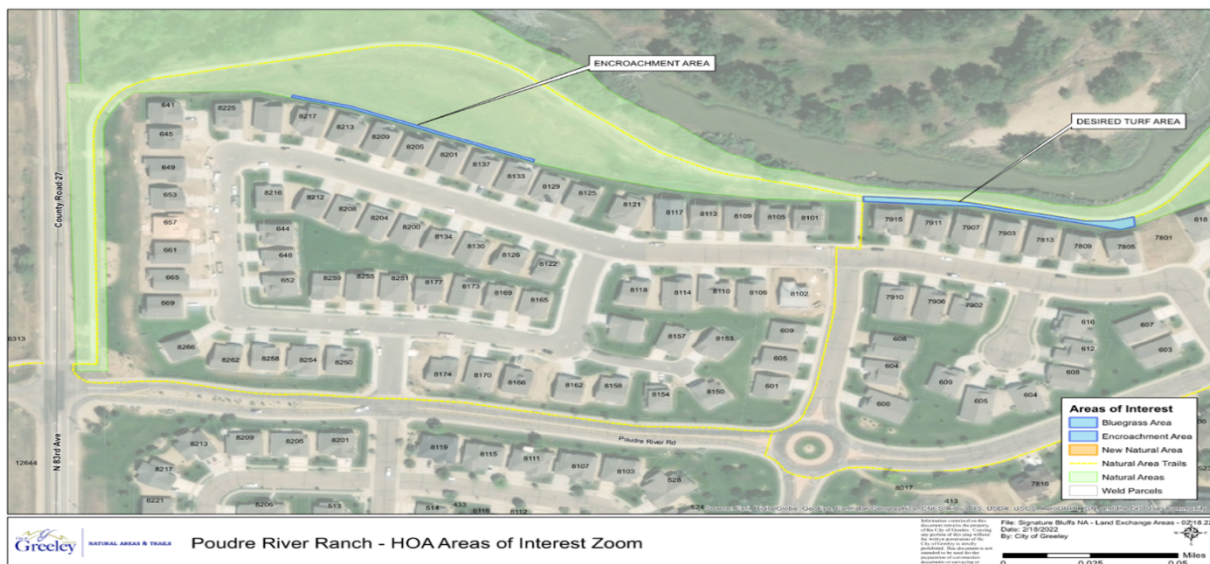
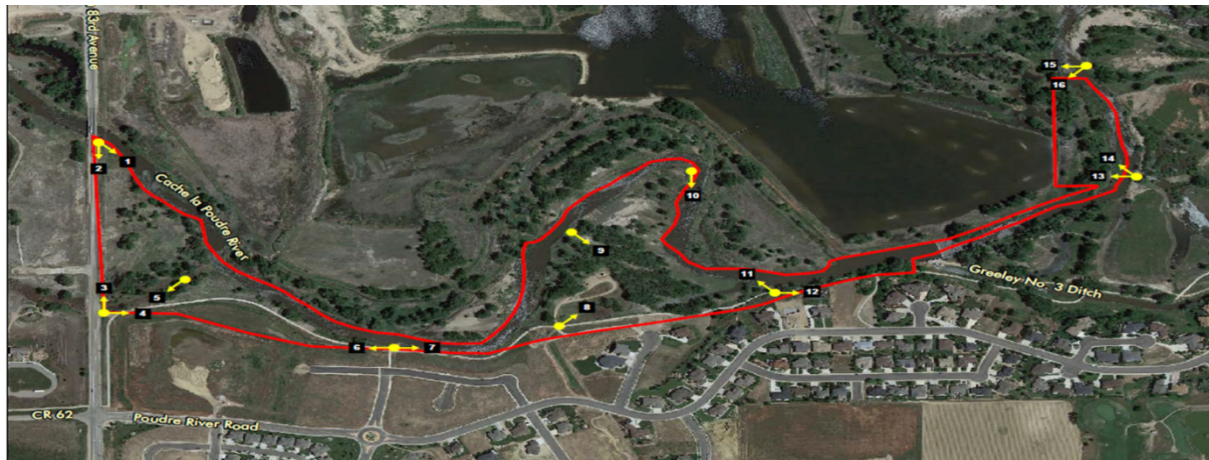
1. Minutes from March 3, 2026

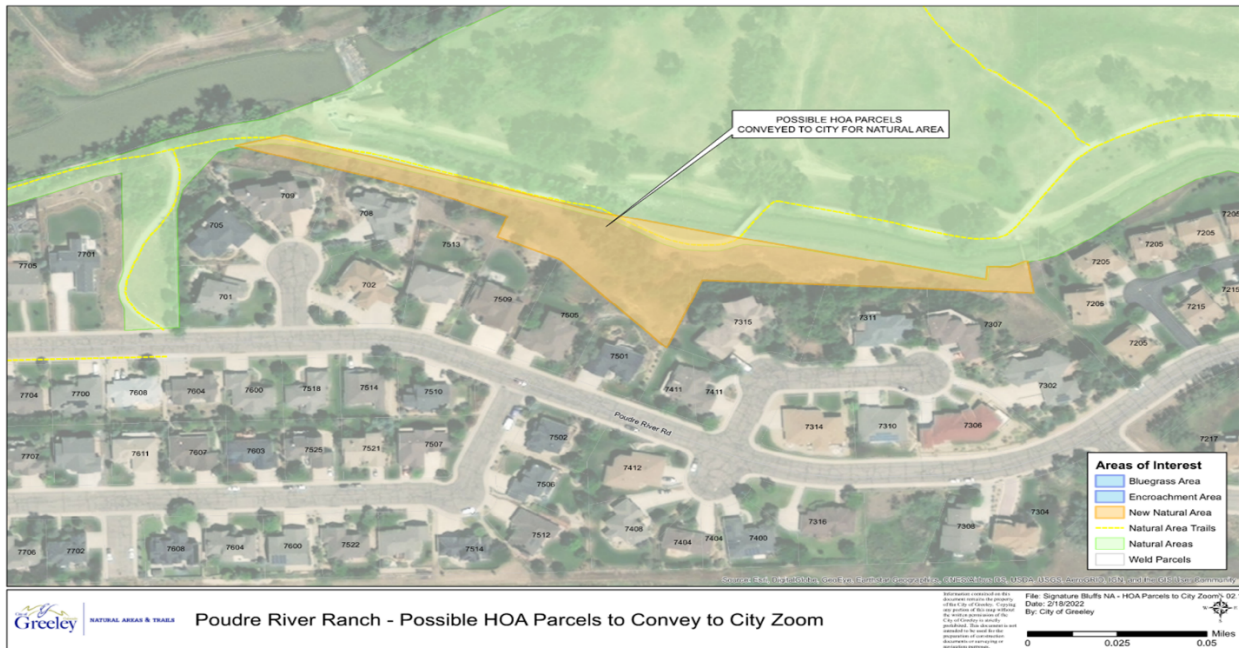
MR. GIFFIN MOVED TO APPROVE THE MARCH 3, 2026 MINUTES AS PRESENTED. MS. LABUS SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Signature Bluffs Conservation Easement Amendment/Wade Willis

- Originally established in 2016 in partnership with Larimer County under a Great Outdoors Colorado-funded project along the Poudre River Trail corridor
- Townhome owner had inadvertently encroached into the easement by constructing a concrete patio
- Irrigation runoff from adjacent properties created a drainage problem in an area required by the easement to maintain only natural vegetation
- The purpose of the proposed amendment is to address a violation of the conservation easement and provide a positive benefit to the Conservation Values of the Natural Area property by incorporating the following items:
 - The inclusion of an additional 1.86 acres, to be acquired by the City of Greeley, to be encumbered by the conservation easement
 - Requirement for Grantor to develop a "Landscape Plan", to be approved by the Grantees (Town of Windsor and Larimer County), that outlines management practices within the "Landscape Area" and "Encroachment Area"
 - Strict prohibition on the expansion of the "Landscape Area" and "Encroachment Area"
 - In addition to approval by the Town of Windsor and Larimer County, the conservation easement amendment will require approval by Great Outdoors Colorado



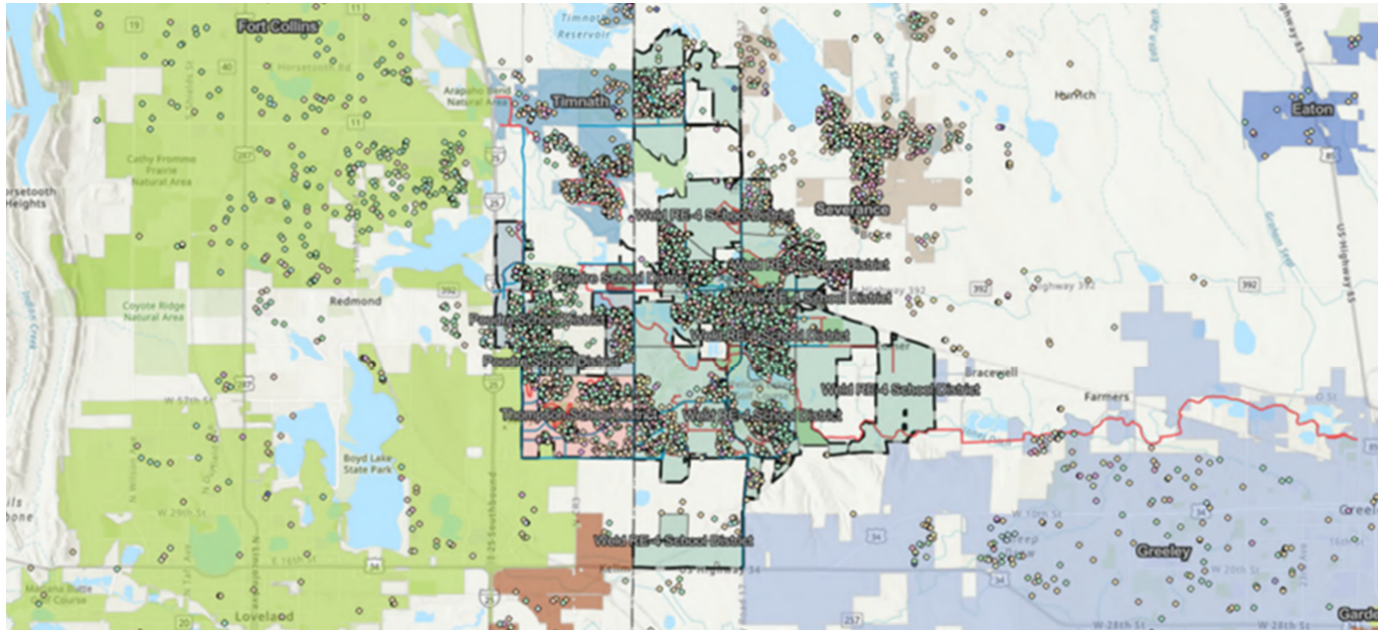


- Ms. Bouchard inquired if there is a cost to the Town for maintaining the additional 1.86 acres and who is responsible for decision making of what goes in there
 - All maintenance done by the City of Greeley or the HOA
 - Will need to go to the property once a year and identify that they have held true to the conservation values of the property
 - Larimer County and the Town of Windsor, partners as the easement holders, would approve whatever is done, but has to hold to the original conditions of why that was established as a conversation easement, protect and preserve
- Ms. Labus inquired about the original reason for the ammendment and if it was a building permit issue
 - Property boundaries get overlooked all the time, with this being an easement, there was no hard line or fence boundary, Larimer County and the Town of Windsor have made a request to get fence posts installed corner to corner along the boundary
 - No future concerns for this property, technology can help identify infridgments
- Ms. Bouchard inquired why Larimer County is a partner when the property is located in Weld County
 - Typically Great Outdoors Colorado requires a licensed conservation easement holder to hold conservation easements, at the time, Windsor was not licensed and Larimer County was a willing partner, but didn't want to hold the burden as a whole, but assist Windsor, the Town is now currently licensed

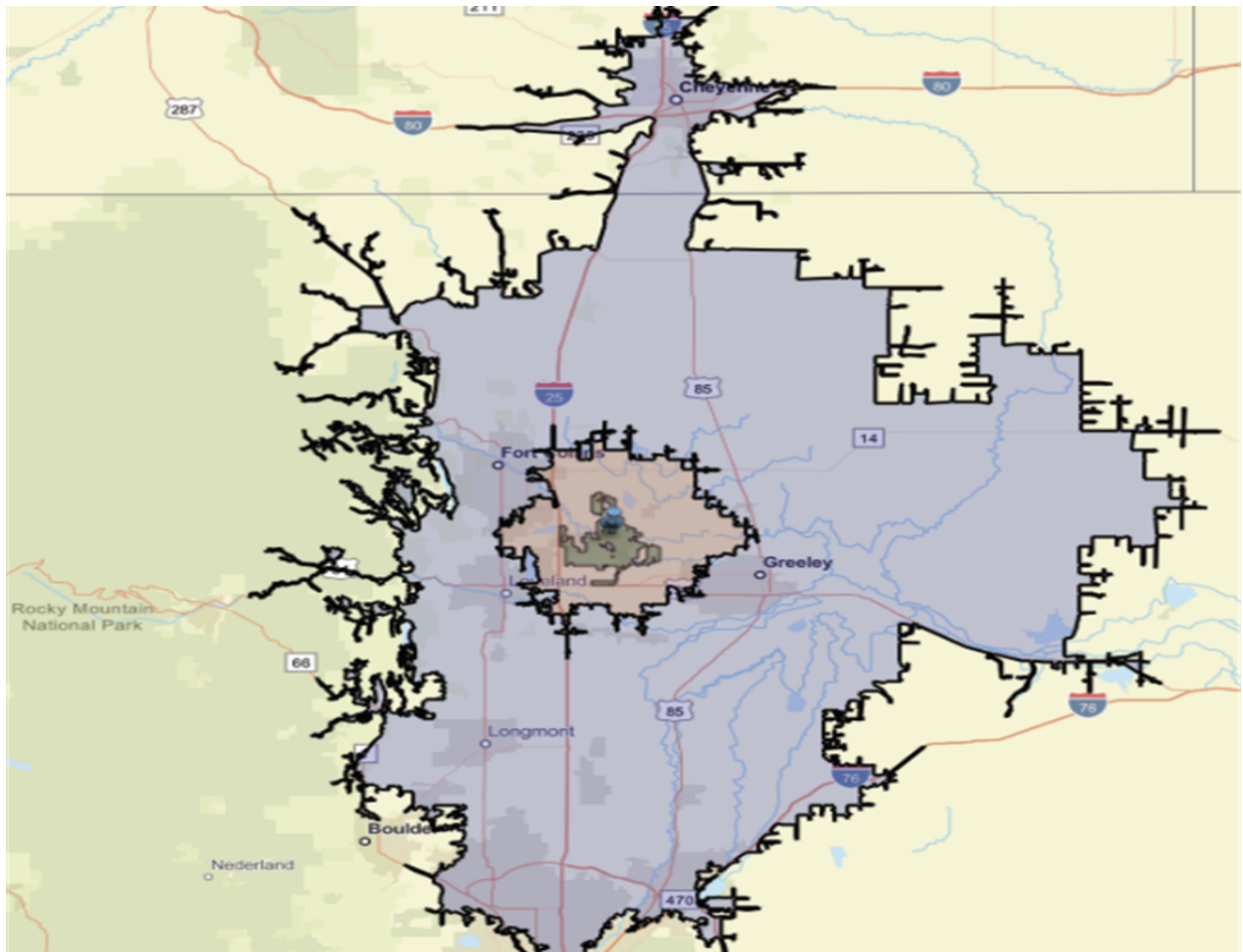
MR. LEACH MOVED TO RECOMMEND THE SIGNATURE BLUFFS CONSERVATION EASEMENT AMENDMENT TO TOWN BOARD. MR. LIGHTFOOT SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

2. Future Facility Study Update/Tara Fotsch

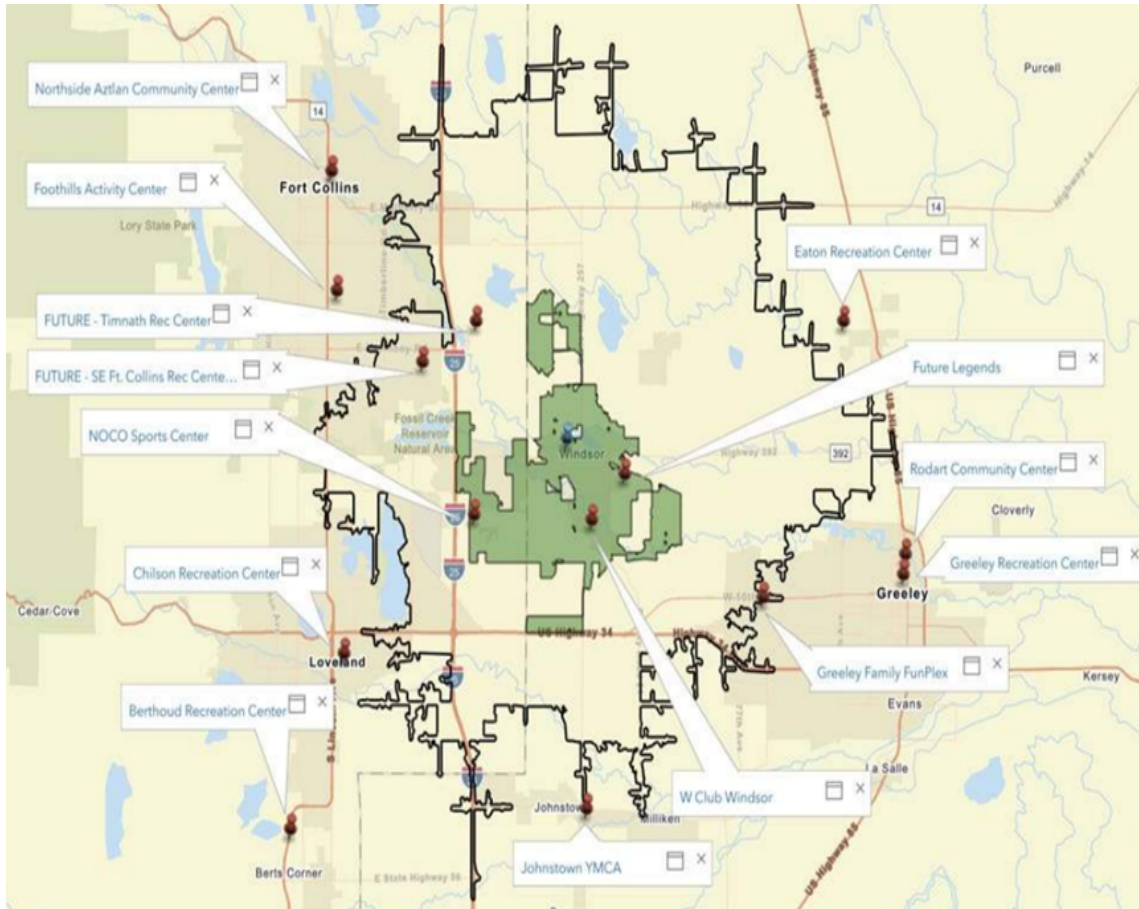
- Preview – RDG will be presenting the full package to Town Board on May 18th
- Initiated about one and half years ago directed by Town Board to assess whether a new recreation facility could serve regional needs and act as an economic driver
- The Town of Severance was incorporated into the study as a potential partner
 - Contribute \$25 million toward capital costs for a 75/25 split and 25% of ongoing operating deficits
- Why a new facility?
 - Existing facility at functional capacity
 - Regional asset
 - Hardest amenities to access reported by residents:
 - Body Pump, Pickleball, swim lessons, weights, open gym, lap lanes, yoga, camps, Silver Sneakers and youth sports
- Visitation Data – by the numbers
 - Current members – 6600
 - Memberships lost – 1909
 - New members – 2635
 - Outside rentals – 227
 - Department & Town rentals – 5151
 - Birthday Parties – 430
 - Kids in Summer Day Camp – 1452
 - Pickleball players – 5406
 - Senior lunches served – 20,353
 - Users – 431,138
- Our Study Process
 - The feasibility study followed a structured, multi-phase approach combining community voice, technical analysis, and financial modeling
 - Engagement – public events, survey, steering committee
 - Programming – staff-led program priorities and analysis
 - Conceptual Design – recommended facility concept and floorplan
 - Site Evaluation – location options and preferred zone
 - Cost Estimating – conceptual-level construction cost model
 - The engagement finding directly informed location studies, program priorities, and financial analysis – ensuring the study reflects real community needs
 - Project Team
 - Windsor & Severance Staff
 - RDG Planning and Design
 - Martin/Martin Consulting Engineers
 - Ballard King & Associates
 - FCI Constructors
 - Engagement Methods
 - Public community events
 - Online community survey (1307 responses)
 - Steering committee process
 - Staff programming workshops
- Current CRC Members



- Service Areas
 - Windsor & Severance (Immediate)
 - 20-minute drive (Primary)
 - 6-minute drive (Regional)



- Child watch & party rooms
- Locker rooms & support
- Detail
 - 4 courts/8 volleyball/12 pickleball
 - Indoor elevated track
 - Unique active amenity
 - 2 studios
 - Full fitness floor
 - Dedicated zones
 - Senior-specific programming area
 - Flexible event space
 - Family support spaces
 - Full support facilities
- Site Selection & Analysis



- Capital & Operation Costs

Fees	
Membership	1,101,850
Daily Admissions	89,250
Program (Leagues, Classes, etc.)	394,275
Rentals: Gym	43,968
Rentals: MPR – Parties & Events	65,280
Rentals: MPR - Other (Meetings, etc.)	35,880
Other - Vending, Grab n Go	24,000
Tenant Space Lease	18,000
<i>Sub-Total</i>	\$ 1,772,503
Total Annual Revenue Estimate	\$1,772,503

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenue	\$ 1,772,503.00	\$ 1,896,578.00	\$ 1,991,407.00	\$ 2,051,149.00	\$ 2,112,684.00
Expenses	\$ 2,152,008.00	\$ 2,172,528.00	\$ 2,234,704.00	\$ 2,298,745.00	\$ 2,364,708.00
	\$ (379,505.00)	\$ (275,950.00)	\$ (243,297.00)	\$ (247,596.00)	\$ (252,024.00)
Cost Recovery % inc. CIP	82%	87%	89%	89%	89%
Capital (cumulative)	\$ 100,000.00	\$ 200,000.00	\$ 300,000.00	\$ 400,000.00	\$ 500,000.00

Personnel (New Positions)	
Full-time	495,000
Part-time (Operations)	196,616
Part-time (Programs)	77,770
Benefits	189,962
Sub-Total	\$959,348
Supplies	
Supplies: Operations - Office, Fitness Materials etc.	34,732
Supplies: Chemicals	7,500
Supplies: Janitorial	20,000
Supplies Program	20,000
Supplies: Safety	4,000
Maintenance & Repair Supplies	20,000
Uniforms	17,500
Printing/Postage	2,500
Vending / Grab & Go	12,000
Miscellaneous Operating Supplies	10,000
Fuel/Mileage	1,500
Sub-Total	\$149,732
Services	
Utilities (gas, electric)	370,263
Water/Sewer	
Trash	
Insurance (property & liability)	92,566
Communications (phone)	12,500
Contract services (Elevator, HoK, Music License, Misc.)	15,000
Custodial Services	80,000
Fitness Equipment Replacement	100,000
Equipment Maintenance (inc. Hardwood Floors \$8k each)	52,000
Alarm/Security Systems	7,500
Minor Equipment (inc. Rentals)	10,000
Advertising	20,000
Travel & Training	10,000
Background Checks	1,500
Employee Relations	2,500
Membership Dues/Subscriptions	2,000
Bank Charges & Credit Card Fees	52,099
IT Transfer/Recreation Software	100,000
Capital Replacement/Improvement Funding	100,000
Miscellaneous	15,000
Sub-Total	\$1,042,927
Total Operating Expense Estimate with CIP Annual Replacement Fund (\$100k)	\$2,152,008

- 124,368 square feet (current rec center is 88,000 square feet)
- \$116,536,892 – 2028 construction costs (excludes site acquisition cost)
- With partnership sales tax ask - .55%
- Windsor only sales tax ask - .8%
- Next Steps
 - Continue coordination between Town of Windsor & Town of Severance to memorialize partnership opportunities, governance structure and shared funding strategies
 - Refine site selection
 - Refine capital and operating models
 - Advance program validation & conceptual design
 - Develop funding & implementation strategy
 - Continue community & stakeholder engagement – Magellan Strategies Polling
 - Schools District will be going for LMO and Fire District will be coming to the table with a ballot initiative
- Mr. Lighfoot inquired the confidence level of the Town of Severance and a partnership with Windsor

- They are very confident they can bring the \$25M to the table for the capital, biggest fear is bringing the 25% for the loss, looking at a quality of life tax which would be a property tax to help pay the subsidy, but any extra dollars would go into a park & trail type fund

D. COMMUNICATIONS

1. Staff

- Ms. Fotsch
 - Introduced Jody Baker/Assistant Director, came to us from Broken Arrow, Oklahoma, excited to have him here, he is already creating policies and making things happen
 - Wrapping up North Campus design, working on destination play area, survey is out about an all-wheel park with the help from American Ramp Company for the design, if grant is awarded, Phase I will include the three ballfields, parking lot, concessions/restrooms, partnership with the school district for bond dollars, hoping to push dirt in October
 - Wrapping up the Feasibility Study
 - Will shadow Safe Routes to School, received the kindest letter from Hollister Lake PE Teacher
 - June meeting will be at the Train Depot – 50th Anniversary, preview new exhibits
 - July meeting – Safe Routes to School presentation
 - August meeting – Annual Budget Tour
 - October meeting – Cemetery Tour
- Mr. Ellingson
 - Successful Arbor Day activities by Forestry/Tree Board in April, included three school celebrations and tree plantings, Tree Sale sold 68 trees to residents, poster contest recognition with Town Board last Monday
 - Chimney Park turf project wrapping up, lights have been installed for fields and the parking lot, working on application for athletic space dark sky international certifications, Field #3 turf was completed a week and half ago, Field #2 to be completed on Friday, weather permitting, full programming happening again in next couple of weeks
 - Eastman Park playground – three concepts for public engagement at the rec center and online, 2,000 votes awarded to Altitude Rec, placed the order for equipment, 10-12 weeks for equipment come in, 3-5 weeks for installation, a few color changes were made and added some shade structures
 - RFP out for Historic Museum Landscape plan, bids are due on May 22nd, select a contractor and begin construction after Labor Day
 - Met with numerous people around town about water resource needs and potential drought management, asked to cut water to parks by 50%, does not include athletic spaces or higher programming areas, non-potable is limited
- Ms. Martin
 - Wrapping up summer hiring and starting training
 - CRC updates in August during Shut Down Week – paint, carpet, replace the track, dividers in Evergreen, bathroom tiles
 - Press release on Monday about no motorized boating this year due to low water levels, capacity is so much smaller than non-

- motorized, others nearby doing the same, will determine other amenities as time goes on, LG Sonics have been deployed for algae maintenance
 - Decommissioned the old slide at Chimney Park Pool, manufacturing delays for new slides, delivery mid-June, hoping to open to public in early July
- Mr. Warner
 - Safe Routes to School Program has been very successful and has received great feedback, went to multiple schools to teach bike safety and proper riding, 10-12 kids per session that didn't know how to ride a bike, introduced tandem trike for those who cannot ride physically, future presentation to PReCAB
 - Attended Career Day with Mr. Willis at Grandview last Friday, a lot of fun, but exhausting after 5 presentations
 - First practice took place under the lights at Chimney Park Field #3 and high school games on Aaron Cook
 - Sites for practices are limited, creative scheduling and movement due to growth and less fields or offline due to water, more teams than in the past, twelve-year old softball needs a coach
 - One more week of soccer and volleyball
 - Camp Windsor starts in less than a month, sold out in twelve minutes, even with adding spots, exploring the option for future registration to include two weeks for residents only, then open to non-residents (25% currently) if spots are available
 - Senior programming expanded and additional offerings, they really enjoy the rec center and the trips, two drivers are needed for lunch deliveries and trips
- Mr. Willis
 - CR 15 Trail construction is paused until June 1st, didn't want to conflict with Colorado Blvd. (County Road 13) shutdown
 - Scott Romme/Executive Director of the Poudre Trail will be presenting at the May 11th Town Board Work Session at 6:00 pm, conversation on how the Poudre River Trail Corridor Board benefits the Town, will determine whether the Town will continue to be involved with the IGA
 - Eastman Wetland Experience – watering during the day until it is established due to it being a federally mandated
 - Grand Opening of the Poudre River Trail is on June 13th at 9:00 am at Timnath Community Park

2. Board

- Ms. Labus inquired about the pelican sculptures replacement
 - Ms. Fotsch – currently reviewing new options, they were a donation and the Town has spent thousands of dollars on securing them, but wind damage caused the removal, the developer who donated them offered to assist with funding a permanent installation with an engineer and stamped plan, currently being stored at Public Services, no money this year in the Art Commission budget

E. ADJOURN

**MR. LEACH MOVED TO ADJOURN. MR. GIFFIN SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 7:31 PM**

Submitted by: Kristy Zulkoski/Administrative Specialist