



Rifle Parks & Recreation

Advisory Board

REGULAR MEETING AGENDA

March 9, 2026

5:30 PM

202 Railroad Avenue, Rifle, CO 81650

6:00 PM - Workshop Meeting

Discussion and Review

5:30 PM - Regular Meeting

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment** *(Maximum time permitted for Public Comment is 3 minutes per person)
*(Reserved for general comments or items on the agenda that are not a public hearing)
- 4. Consent Agenda**
 - 4.a.** Consider the Minutes of the February 9, 2026, Regular Meeting
 - 4.b.** Consider the Minutes of the February 23, 2026, Special Meeting
- 5. Presentation**
 - 5.a.** Update/Discussion of the Fieldhouse/Activity Center Operations Plan
- 6. Regular Agenda**
- 7. Administrative Reports**
- 8. Adjournment**

ACCESSIBILITY STATEMENT

The City of Rifle values full inclusion and access for all of our facilities, programs, activities and services. We are pleased to provide meaningful accommodations to comply with the Americans with Disabilities Act (ADA) and reasonably provide translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services. To request special assistance, call Parks & Recreation Director Austin Rickstrew at 970-665-6578 or email our ADA Team at ADAteam@riflenco.org. Please allow 48 hours for your requests to be met.

La Ciudad de Rifle valora la plena inclusión y acceso para todas nuestras instalaciones, programas, actividades y servicios. Nos complace proporcionar alojamientos significativos para cumplir con la Ley de Estados Unidos con Discapacidades (ADA) y proporcionar razonablemente traducciones, interpretaciones, modificaciones, adaptaciones, formatos alternativos, ayudas auxiliares y servicios. Para solicitar asistencia especial, llame al Director de Parques y Recreación Austin Rickstrew al 970-665-6478 o envíe un correo electrónico a el equipo ADA a ADATeam@riflco.org. Por favor, permita 48 horas para que se atiendan sus solicitudes.



Agenda Item #4.a.

Agenda Item Name:

Consider the Minutes of the February 9, 2026, Regular Meeting

Presenter:

Sarah Stubbs, Parks and Recreation Administrative Assistant

Item Description:

Consider the minutes of the February 9, 2026, Regular Meeting

Recommended Action:

Move to approve the minutes of the February 9, 2026, Regular Meeting

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Consider the minutes of the February 9, 2026, regular meeting.

Notification Requirements:

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. DRAFT PRAB Meeting 02.09.2026

**Rifle Parks & Recreation Board
Regular Meeting Minutes
February 09, 2026**

The meeting was called to order at 5:30pm by Annie MacGregor.

Roll Call

<u>Members Present</u>	<u>YES</u>	<u>NO</u>
Ken Blatter	X	
Kirsten Clancy	X	
Aaron Cumming	X	
John Douglas	X	
Annie MacGregor	X	
Betsey Seymour	X	
Ari Philipson	X	

Staff Present: Austin Rickstrew, Matt Rowe, Kyle Mills, Sarah Stubbs

Public Comment

Consent Agenda

- Consider the minutes of the January 12, 2026, PRAB meeting. Ken made the motion to accept the minutes, seconded by Betsey Seymour. All approved.

Presentation

5.a. South Rifle Open Space Master Plan – DHM Design

- A detailed presentation was given by DHM Design on the South Rifle Open Space Master Plan.
- The focus was on goals, planning process, community engagement, and proposed park/open space improvements in South Rifle.
- Board members discussed potential implementation and next steps.

5.b. Deerfield Park Restoration – Climate Smart Communities Initiative – Middle Colorado Watershed Council

- Kate Collins provided an update on the Deerfield Park Restoration Project.
- This presentation covered restoration work, environmental benefits, funding/partnerships, and timeline.
- The board discussed ecological improvements, community impact, and next steps for implementation.

5.c. 2025 Parks and Recreation Social Media Report

- Kyle Mills presented the 2025 Social Media Report, summarizing engagement metrics, outreach performance, program promotion efforts, and communication strategies.
- Discussion included growth in community engagement, effectiveness of digital outreach, and opportunities to expand communication efforts in 2026.

Regular Agenda

6.a. Review 2026 Alternate Board Member Applications

- The Board reviewed applications for the 2026 Alternate Parks and Recreation Advisory Board Member position.
- It was discussed that interviews would be held in the workshop on Monday, February 23rd.

Adjournment: There being no further business, the meeting was adjourned by Annie at 7:00 pm.

DRAFT



Agenda Item #4.b.

Agenda Item Name:

Consider the Minutes of the February 23, 2026, Special Meeting

Presenter:

Sarah Stubbs, Parks and Recreation Administrative Assistant

Item Description:

Consider the Minutes of the February 23, 2026, Special Meeting

Recommended Action:

Move to approve the minutes of the February 23, 2026, special meeting.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Consider the Minutes of the February 23, 2026, Special Meeting

Notification Requirements:

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. PRAB Meeting 02.23.2026

**Rifle Parks & Recreation Board
Regular Meeting Minutes
February 23, 2026**

The meeting was called to order at 7:38pm by Annie MacGregor.

Roll Call

<u>Members Present</u>	<u>YES</u>	<u>NO</u>
Ken Blatter		X
Kirsten Clancy	X	
Aaron Cumming	X	
John Douglas	X	
Annie MacGregor	X	
Betsey Seymour	X	
Ari Philipson	X	

Staff Present: Austin Rickstrew, Matt Rowe, Keith Gray

Public Comment

- John commented about putting an archery range in the South Rifle Property. Noted that the only range in Rifle was a private range, and the one in South Canyon is public, but is packed constantly. Austin replied that we could bring that up with the South Rifle Property consultants.
- Ari mentioned the action park at Metro Park and the chance to rebuild it or make it more beneficial to bike riders.

Regular Agenda

a. Consider Recommendation to Appoint an Alternate Board Member

- Kirsten mentioned a concern about the second applicant and the time he could bring to the board since he is already busy with other boards and businesses.
- Annie mentioned the second applicant could be helpful with marketing and with his background. His knowledge would provide useful feedback. She also mentioned that the first applicant would bring a connection with youth since she is connected to the school district.
- Ari mentioned that the first applicant being a part of the RE-2 school district is a huge advantage and would bring inside knowledge from their perspective.
- Kirsten mentioned that the applicant who isn't already on many boards would be beneficial and the perspective they would bring.
- John motioned to appoint Marisa Skajewski; Kirsten seconded this motion. Motion passed unanimously.

Adjournment: There being no further business, the meeting was adjourned by Annie at 7:40 pm.



Agenda Item #5.a.

Agenda Item Name:

Update/Discussion of the Fieldhouse/Activity Center Operations Plan

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Staff will provide an update on the Field House/Activity Center operations plan.

Recommended Action:

No action, discussion only.

Fiscal Impact:

The proposed Field House Activity Center with aquatics is projected to generate approximately \$1,126,539 in annual operating revenue, primarily from memberships (\$805,121), daily admissions (\$155,955), and programs (\$123,242), with additional revenue from rentals and other sources. Annual operating expenses are estimated at approximately \$1,874,359, with the largest costs associated with personnel (\$883,591), supplies (\$133,000), and services such as utilities, insurance, and maintenance (\$857,767). Based on these projections, the facility is expected to operate with an annual subsidy of approximately \$747,820 in the first year, with projected annual deficits ranging from \$599,350 to \$629,350 over the five-year projection period. Most full-time staffing will be absorbed by existing Recreation Department staff, with three additional full-time positions required to support facility operations.

Operational Impact:

The Field House Activity Center will expand the Recreation Department's operational responsibilities to include management of a larger multi-use recreation facility with aquatic amenities. While most full-time administrative and program oversight positions will be absorbed by existing Recreation Department staff, the facility will require the addition of three new full-time positions (two Pool Managers and one Maintenance Worker) along with a significant number of part-time staff to support daily operations, programming, guest services, and aquatics supervision. The department will also assume responsibility for increased facility operations, including extended hours of service, program and league coordination, aquatic operations, maintenance, and customer service functions. These expanded responsibilities will require additional staffing coordination, scheduling, and operational oversight to support the projected level of facility use and programming.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

The City of Rifle initiated a feasibility and operations analysis to evaluate the potential development of a Field House Activity Center with aquatics and to better understand the community's recreation needs. As part of the process, the consultant reviewed comparable recreation facilities in similar communities, evaluated proposed operational hours, analyzed potential membership and program pricing, and developed projected revenue and expense models. The study also examined staffing structures and operational requirements associated with both recreation and aquatic amenities. The information from this feasibility and operations analysis provides the City with a data-driven understanding of the potential financial and operational impacts of constructing and operating the proposed Field House Activity Center, helping guide future decision-making regarding the project.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. Rifle Ops Plan Draft Review 3.4.26 To Use

RIFLE ACTIVITY CENTER OPERATIONS PLAN – WITH AQUATICS

DRAFT
3-4-26



OPERATIONAL HOURS

Rifle Activity Center				
	Open	Close	Daily Hours	Week
Mon- Fri	5:30 AM	8:00 PM	14.50	72.50
Sat	9:00 AM	8:00 PM	11.00	11.00
Sun	10:00 AM	7:00 PM	9.00	9.00



PROPOSED RATES AND FEES

MEMBERSHIPS/ADMISSIONS	Resident	Non-Resident (+ 28%)
Youth/Senior - Monthly Membership	\$30.00	\$38.40
Adult - Monthly Membership	\$40.00	\$51.20
Senior - Monthly Membership	\$30.00	\$38.40
Annual (12 Month) Membership		
Youth/Senior - Annual Membership	\$310.00	\$396.80
Adult - Annual Membership	\$425.00	\$544.00
Annual (12 Month) AutoPay Membership		
Daily Admission Youth (3-18)/Senior	\$10.00	\$12.80
Daily Admission Adult (19-59)	\$12.00	\$15.36
RENTALS		
Gymnasium	\$45.00	\$57.60
Meeting Room	\$30.00	\$38.40
Indoor Playground	\$70.00	\$89.60
Indoor Pool	\$250.00	\$320.00

Grand Valley (Battlement Mesa) – For Comparison Purposes

<u>Youth Month 2025</u>	Grand Valley Recreation Center	17/under	Daily	01/01-12/31	12am-12am	582	\$22
<u>Adult Month 2025</u>	Grand Valley Recreation Center	18/up	Daily	01/01-12/31	12am-12am	1375	\$30
<u>Adult Annual 2025</u>	Grand Valley Recreation Center	18/up	Daily	01/01-12/31	12am-12am	135	\$300
<u>Adult Day Pass</u>	Grand Valley Recreation Center	18/up	Daily	09/01-12/31	12am-12am	9	\$15

Annual (12 Month) Membership

Rate Type	Youth & Senior	Adult	Military
Resident Member Rates	\$317	\$458	\$317
Additional Resident Member*	\$107	\$227	\$107
Non-Resident Member Rates	\$396	\$573	\$396
Additional Non-Resident Member*	\$134	\$284	\$134
Corporate Member Rates		\$416	
Additional Corporate Member	\$96	\$208	\$96

*Additional Member rates require the purchase of a Primary Membership at the full Adult rate.

Annual (12 Month) AutoPay Membership

Rate Type	Youth & Senior	Primary	Military
Resident Member Rates	\$32	\$45	\$32
Additional Resident Member*	\$14	\$27	\$14
Non-Resident Member Rates	\$40	\$57	\$40
Additional Non-Resident Member*	\$17	\$34	\$17
Corporate Member Rates		\$41	
Additional Corporate Member	\$12	\$24	\$12

*Additional Member rates require the purchase of a Primary Membership at the full Adult rate.

Meeker Rates – For Comparison Purposes

Fees at the Meeker Recreation Center grant access to the fitness room, pool, lounge, and locker rooms.

Regular Fees & Memberships

Day Pass

- Children (2 and Under): FREE
- Children (3-12): \$4/day
- Youth (13-17): \$5/day
- Adults (18-61): \$7/day
- Active Adults (62+) \$5/day

Military Discount: 50% off (applies to day passes only)

Monthly Pass

- Children (2 and Under): FREE
- Children (3-12): \$18/month
- Youth (13-17): \$27/month
- Adults (18-61): \$45/month
- Active Adults (62+): \$27/month
- Family (two adults and up to four children under 18): \$75/month
 - Memberships for additional children are \$7/month
- Dual (any two persons regardless of age): \$60/month

Annual Membership

- Children (2 and Under): FREE
- Children (3-12): \$115/year
- Youth (13-17): \$175/year
- Adults (18-61): \$280/year
- Active Adults (62+): \$175/year
- Family (two adults and up to four children under 18): \$550/year
 - Memberships for additional children are \$45/year
- Dual (any two persons regardless of age): \$375/year



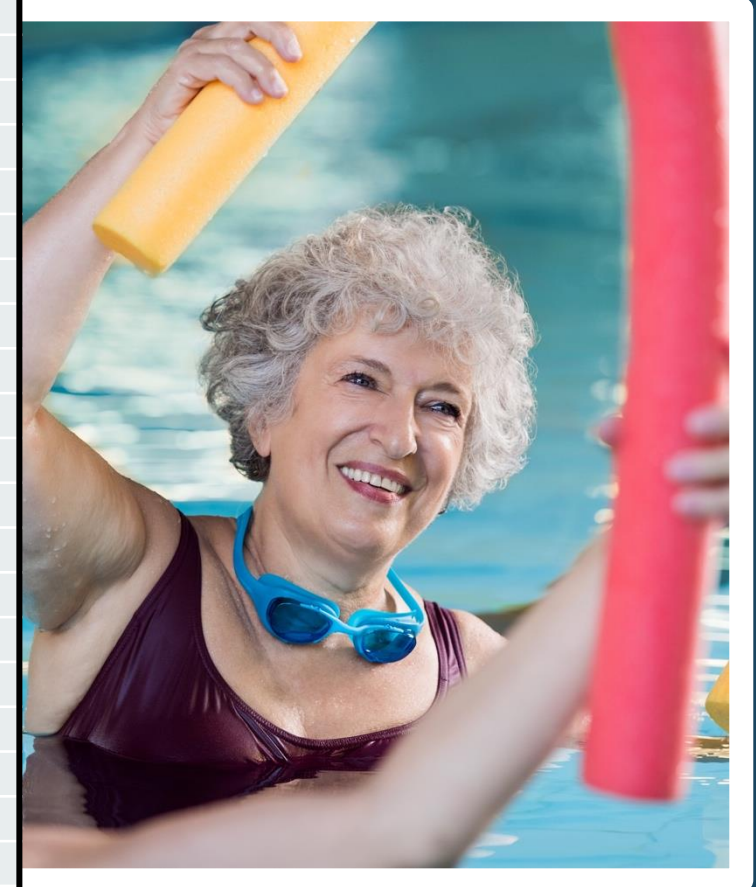
FULL-TIME STAFFING WITH AQUATICS

Position	Position Base Salary	Positions	Ind Position W/Benefits	Total Base Salaries	Total Benefits	Total (w/Benefits)
Recreation Center Manager		0	\$0	\$0	\$0	\$0
Guest Services Coordinator		0	\$0	\$0	\$0	\$0
Recreation Programs Coordinator		0	\$0	\$0	\$0	\$0
Recreation Programs Coordinator		0	\$114,533	\$0	\$0	\$0
Pool Manager(s)	\$60,000	2	\$81,000	\$120,000	\$42,000	\$162,000
Maintenance Worker	\$65,000	1	\$87,750	\$65,000	\$22,750	\$87,750
Lead Guest Services		0	\$0	\$0	\$0	\$0
	Total(s)	3		\$185,000	\$64,750	\$249,750

Note: all full-time positions, except for two Pool Managers and one Maintenance Worker, will be absorbed by existing Recreation Department staff.

PART-TIME STAFFING WITH AQUATICS

Part-Time	Rate	Hours	Weeks	Total	Total by Position
Recreation Supervisor- School Year	\$18.50	79.50	39	\$57,359	
Recreation Supervisor - Summer	\$18.50	99.50	9	\$16,567	
Recreation Supervisor - Holidays	\$18.50	92.50	4	\$6,845	\$80,771
PT Lead Guest Services - School Year	\$17.50	99.50	39	\$67,909	
PT Lead Guest Services - Summer	\$17.50	99.50	9	\$15,671	
PT Lead Guest Services - Holidays	\$17.50	99.50	4	\$6,965	\$90,545
Guest Services Specialist - School Year	\$16.00	124.00	39	\$77,376	
Guest Services Specialist- Summer	\$16.00	180.00	9	\$25,920	
Guest Services Specialist - Holidays	\$16.00	180.00	4	\$11,520	\$114,816
Pool Manager- School year	\$17.50	59.50	39	\$40,609	
Pool Manager- Summer	\$17.50	59.50	9	\$9,371	
Pool Manager- Holiday	\$17.50	57.25	4	\$4,008	\$53,988
Lifeguards School Year	\$16.50	239.00	39	\$153,797	
Lifeguards - Summer	\$16.50	189.50	9	\$28,141	
Lifeguards - Holiday	\$16.50	239.00	4	\$15,774	\$197,711
	Total	1,897.75		\$537,831	
			Program Staff	\$50,295	
			Total	\$588,126	
	PT Benefits %	8.50%		\$45,716	
	Total Part time Labor Expense			\$633,841	



EXPENSE PROJECTIONS W AQUATICS

Building Square Footage: ~~36,079~~ 57,491

Assumptions:

- Utility estimates based upon \$5 per sq. foot costing estimate.
- Bank charges estimated at 3% of revenue
- Recreation software estimated at 1.5% of revenue

Considerations:

- Utilities - Addition of pool substantially increases utility expenses.
- Staffing - Addition of pool substantially increases staffing needs



EXPENSE PROJECTIONS

Personnel	
Full time	185,000
Part Time - Operations	537,831
Part time - Program	50,295
Benefits	110,466
Total Personnel	\$883,591
Supplies	
Supplies: Operations - Office, Fitness Mat'ls, etc.	12,000
Supplies: Chemicals	60,000
Supplies: Janitorial	10,000
Supplies Program	9,000
Supplies: Safety	5,000
Maintenance & Repair Supplies	10,000
Uniforms	12,000
Printing/postage	2,500
Vending / Grab & Go	5,000
Miscellaneous Operating Supplies	6,000
Fuel/Mileage	1,500
Total Supplies	\$133,000

Services	
Utilities (gas, electric)	287,455
Water/Sewer	75,000
Trash	6,000
Insurance (property & liability)	43,118
Communications (phone)	3,000
Contract services (Elevator, HVAC, Music Licen, Misc)	12,000
Custodial Services	60,000
Fitness Equipment Lease (or Purchase?)	
Equipment Maintenance (inc Hardwood Floors \$8k each)	40,000
Alarm/Security Systems	7,500
Minor Equipment (inc Rentals)	7,500
Advertising	8,000
Travel & Training	6,000
Background Checks	1,000
Employee Relations	2,500
Membership Dues/Subscriptions	2,000
Bank charges & Credit Card Fees	33,796
Admin & IT Support (licenses & charges; software)	31,000
Recreation Software	16,898
Cost Allocation	105,000
Capital Replacement/Improvement Funding	100,000
Miscellaneous	10,000
Total Services	\$857,767
Total Operating Expense 1,874,359	

FIVE YEAR PROJECTIONS – WITH AQUATICS

	Operating Revenue				
Membership	805,121	861,480	904,554	931,690	959,641
Daily Admissions	155,955	166,872	175,216	180,472	185,887
Program - Classes, Leagues, etc.	123,242	131,869	138,462	142,616	146,895
Rentals - Gym, Classroom & Indoor Playground	33,720	36,080	37,884	39,021	40,192
Other - Fundraising, Vending, Concessions, etc.	8,500	9,095	9,550	9,836	10,131
Total Operating Revenue	\$1,126,539	\$1,205,396	\$1,265,666	\$1,303,636	\$1,342,745
	Operating Expense				
Personnel	883,591	901,263	928,301	956,150	984,835
Supplies	133,000	135,660	139,730	143,922	148,239
Services	857,767	767,823	790,858	814,583	839,021
Total Operating Expense	1,874,359	1,804,746	1,858,888	1,914,655	1,972,095
Operating Surplus/Deficit	(\$747,820)	(\$599,350)	(\$593,222)	(\$611,019)	(\$629,350)

FIVE YEAR PROJECTIONS – **WITHOUT** AQUATICS

CONSOLIDATED PRO FORMA					
Project Name: Rifle Activity Center				Bldng Sq Ft:	36,079
	Year 1	Year 2	Year 3	Year 4	Year 5
Operating Revenue					
Membership	323,266	339,429	356,401	367,093	378,105
Daily Admissions	56,824	59,665	62,648	64,528	66,463
Program - Classes, Leagues, etc.	67,462	70,835	74,377	76,608	78,906
Rentals - Gym, Classroom & Indoor Playground	25,320	26,586	27,915	28,753	29,615
Other - Fundraising, Vending, Concessions, etc.	8,500	8,925	9,371	9,652	9,942
Total Operating Revenue	481,371	505,440	530,712	546,633	563,032
Operating Expense					
Personnel	429,523	438,114	451,257	464,795	478,739
Services	57,500	58,650	60,410	62,222	64,088
Supplies	432,458	441,107	454,340	467,971	482,010
Total Operating Expense	919,481	937,871	966,007	994,987	1,024,837
Operating Surplus/Deficit	(\$438,110)	(\$432,431)	(\$435,295)	(\$448,354)	(\$461,804)



QUESTIONS/DISCUSSION