



TREE BOARD REGULAR MEETING
November 28, 2023 - 5:00 PM
Community Recreation Center 250 N. 11th Street
Windsor, CO 80550

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration
3. Liaison Reports
 - Town Board Liaison
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes from October 24, 2023

C. BOARD REVIEW/DISCUSSION

1. Calendar Distribution
2. 2023 Recap
3. Planning for 2024

D. COMMUNICATIONS

1. Staff
2. Board

E. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



Tree Board Regular Meeting

October 24, 2023 - 5:00 PM
Community Recreation Center
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. O'CONNOR CALLED THE MEETING TO ORDER AT 5:00 PM

1. Roll Call

Present: Alison O'Connor – Board Chair
John Brown – Vice Chair (absent)
Jim LaShell – Secretary
Sue Bielawski
Christine Ginnity
Jason King
Lucy Thames

Jason Hallett - Town Board Liaison (absent)

Also Present: Ken Kawamura - Town Forester
Tara Fotsch – Deputy Director PRC
Kristy Zulkoski – Administrative Specialist

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

MR. LASHELL MOVED TO APPROVE THE AGENDA AS PRESENTED. MR. BROWN SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Report/Mr. Hallett

- No Report

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from September 26, 2023

MS. BIELAWSKI MOVED TO APPROVE THE SEPTEMBER 26, 2023, MINUTES AS PRESENTED. MS. GINNITY SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. 2024 Budget Update/Tara Fotsch-Deputy Director PRC

- Park Improvement Fund
 - Eastman Park South / Riverwalk Phase II
 - Phase II Total: \$4.6
 - Construction: NISP \$2,050,000, Community Park Fund \$2,550,000
 - Projected Cost in 2023: Budgeted \$\$3,900,000, Actual Bid \$4,712,664, Shortage \$812,664
 - Recommended Path Forward: Increase is inflation driven, remove playground and temporary irrigation, \$873,037 combined, Northern Negotiation
 - Kyger Open Space
 - Carryover Project: \$890,000, \$128,000 from CPW Fishing is Fun Grant, parking lot expansion, additional trails, boat access, fishing piers, wildlife viewing areas
 - Highland Meadows
 - Pickleball courts: \$450,000, replace sand volleyball and basketball court
 - Flood Resiliency Plan \$75,000
 - Poudre Trail Re-Alignment Project \$1,050,000
 - TAP Grant \$544,075, Town match \$257,966
 - \$802,041 to complete project
 - Year three of three project Design
 - 2023/24 construction
- Capital Improvement Fund
 - Community Park Improvements
 - Main Park: Irrigation replacement \$526,250, Sign Replacement Plan \$100,000
 - Chimney Park: Pool feasibility study \$250,000, evaluate the condition of Chimney Park Pool and collect community's preferences, needs and priorities for outdoor swimming, Irrigation Replacement Chimney Park North \$250,000, replace aging infrastructure
 - Eaton House/Carryover Project: \$470,000, renovation of the historic property
 - Eastman Park: \$300,000, skate park improvements, replace wooden structures
 - Boardwalk Park/Windsor History Museums: \$60,000, train depot deck replacement
 - Neighborhood Park Improvements
 - Founders Playground: \$300,000, 21 years old
 - Highland Meadows Dragon repairs: \$25,000
 - Windsor Lake Rip Rap Project: \$350,000 rip rap, north shoreline east of dog park to existing rip rap
 - Non-Potable: \$280,000, add four LG Sonic Units to Windsor Lake to control algae blooms and improve water quality
- Community Recreation Center Expansion Fund

- Community Recreation Center
 - Outdoor fitness + Cross Fit: \$400,000
 - Pool resurfacing and slide repairs: \$315,000
- General Fund
 - Cemetery
 - Accomplishments: Fee increase incorporated in 2023, 39 burials YTD
 - What is changing in 2024: 8% increase - seasonal wage increase
 - Goals: Review Master Plan and produce solutions for columbarium which is nearing capacity
 - Relationship to Strategic Plan: Sustainable Infrastructure – small town feel, quality of life
 - Community Events
 - Accomplishments: Farmer's Market, Movies in the Park, 4th of July Fireworks, upcoming Halloween Carnival, Windsor Wonderland, Volunteer Program – 4,264 volunteer hours = \$146,500 (does not include coaches), 16 volunteer events, 236 community members engaged (one-time commitments), 9 volunteer teams, 104 community members engaged
 - What is Changing in 2024: 23% increase – additional staff for safety at events including onsite ambulance service, fireworks
 - Goals: Create an Emergency Management Plan for all events, evaluate events annually with new program summary
 - Relationship to Strategic Plan: Enhance and expand community and downtown vitality – quality of life, small town feel, support efforts to make Windsor downtown area a cultural center for public art, events, and activities
 - Forestry
 - Accomplishments: Safely removed some large trees and continue to maintain our urban forest, hosted the Arbor Day Celebration at Tozer Elementary School, rejuvenating all the landscape beds in parks and public facilities (over 300), maintained a record number of flowerpots in town (91), saved the Halfway Homestead project \$24,000 by completing the tree demo
 - What is changing in 2024: 22% increase – staff, median maintenance contract
 - Goals: Create a safety program for the use, access and storage of personal protective equipment, improve efficiencies in forestry and horticulture operations, create Level of Service Standards for Division
 - Relationship to Strategic Plan: Sustainable Infrastructure – quality of life, ensure equitable infrastructure in all neighborhoods and areas throughout town
 - Recreation Programs
 - Accomplishments: Worked around inclement weather, highest participation in Camp Windsor, Pickleball resurface project, obtained CAPRA Accreditation for Department
 - What is changing in 2024: 23% increase – NCSO fees
 - Goals: Transition of Field Maintenance staff to Parks, rebuild and train new NCSO staff, successfully obtain sponsors for five day a week Senior Lunch Program, expand Teen programming

- Relationship to Strategic Plan: Vibrant and Healthy Economy – quality of life, fiscal responsibility, small town feel
- Aquatics – Outdoor
 - Accomplishments: 11,632 swimmers at Chimney Park Pool – 260 membership add-on's, 638 total passes, swim lessons through August – 128 private lessons YTD, 1520 group lessons indoor & outdoor, 336 wait listed for swim lessons, Windsor Lake – 2194 boat rentals, 368 annual non-motorized permits, 742 daily non-motorized permits
 - What is changing in 2024: 11% decrease – more accurate staffing requests
 - Goals: Evaluate future use of Chimney Park Pool based on proposed feasibility study, create a management plan for Kyger Reservoir, continue improvements for Windsor Lake management, focus on staff management and development for seasonal and part-time to improve retention
 - Relationship to Strategic Plan: Vibrant and Healthy Economy – quality of life, fiscal responsibility, small town feel
- Open Space & Trails
 - Accomplishments: Open Space evaluation tool created and implemented, created Natural Resource Plan for accreditation, kicked off Asset Management Program, restoration/development of drought hardy areas in Village East and Chimney Park – demonstration areas and communication plans
 - What is changing in 2024: 3% increase
 - Goals: Riverwalk Phase II construction, Open Space Conservation & Trails Development IGA with Timnath and other partners, acquire open space, complete Kyger capital project
 - Relationship to Strategic Plan: Strategic Growth & Sustainable Infrastructure – Establish community separators and preserve open space that ensures Windsor maintains its identity and quality of life, establish pedestrian and bicycle connectivity throughout Windsor, ensure equitable trails and open space in all neighborhoods and area throughout Windsor, maintain and ensure existing infrastructure in all neighborhoods and areas throughout Windsor
- Parks
 - Accomplishments: Boardwalk Park playground replacement, Covenant Park playground replacement, Harmony Ridge Park construction, completed Central Control System for irrigation, implemented Productive Parks for daily parks tasks, kicked off construction of Halfway Homestead Landscape project
 - What is changing in 2024: 12% increase – mowing contract increase and staffing increases
 - Goals: Transition athletic field maintenance to parks operations, continue to create Assessment Management Plans while utilizing Productive Parks, complete local market research for insights and inspiration for the future, analyze equipment needs to determine what purchases are needed to make work more efficient
 - Relationship to Strategic Plan: Sustainable Infrastructure – quality of life, ensure equitable parks in all neighborhoods and areas

throughout Windsor, maintain and ensure existing infrastructure in all neighborhoods are areas throughout Windsor

- Art & Heritage
 - Accomplishments: Windsor Arts Commission – CRC mural, public art piece at Halfway Homestead, mural at Chimney Park Pool, six Art Live events, volunteers – Curator Crew, Museum Education Garden volunteers, HOST, held three volunteer days at Windsor History Museums, Nature Programming which resulted in maxed out classes and wait lists
 - What is changing in 2024: 8% increase – staffing
 - Goals: Enhance outdoor program offerings, work on increasing Cost Recovery for non-community based programs, construction of Halfway Home Designation site, Eaton House construction, begin future programming plans for Eaton House and Dickey Farm site
 - Relationship to Strategic Plan: Vibrant and Healthy Economy – quality of life, implement a Public Art Plan, enhance & expand community and downtown vitality, make Windsor a tourist destination
- Community Recreation Center Expansion Fund
 - Accomplishments: 6755 members – 3933 memberships, 2883 Silver Sneakers/Renew Active memberships, completed all small renovation and upgrade projects, created and implemented CRC Capital Reserve Policy
 - What is changing in 2024: 7% decrease – combination of CRC budgets, facility transfer now being done
 - Goals: Evaluate programs and set a pricing strategy while considering location and market rates, conduct energy audit for future budget recommendation for energy efficiencies, pool diamond brite and slide project, continue to grow membership base – maintain or increase retention rate, implement membership rate increase
 - Relationship to Strategic Plan: Sustainable Infrastructure – community safety, quality of life, fiscal responsibility

2. Decide Theme for 2024 Arbor Day Poster/Poetry Contest

- Themes were suggested, discussed, and voted on to determine the most appropriate theme for the upcoming year

MS. BIELAWSKI MOVED TO APPROVE “A TREE GROWS IN WINDSOR” AS THE 2024 ARBOR DAY POSTER/POETRY CONTEST THEME DETERMINED BY MEMBER VOTE. MS. GINNITY SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Cancel December 26, 2023 Meeting

- The December meeting falls on the week between Christmas and New Years, depending when the meeting falls in relation to Christmas and due to many members of the board not available, this meeting has typically been cancelled

MR. LASHELL MOVED TO CANCEL THE DECEMBER 26, 2023, MEETING. MS. GINNITY SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

D. COMMUNICATIONS

1. Staff

- Mr. Kawamura
 - Thank you to Ms. Bielawski and Mr. Brown for their help at the tree planting events at Main Park and the cemetery, great event, ten trees planted at each site with the additional help of volunteers from HP
 - Volunteer event at Aberdour Park is scheduled for October 28th from 9:00am to noon in order to renovate eight shrub beds, attendees are encouraged to wear a costume for this “spooky” planting
 - Seedling orders – reviewed options and costs, Blue Spruce is less than a dollar, will need to order soon due to limited availability, look at rotation of schools as new schools are being built
 - Tree Sale – ordered about 100 trees, can add on 25 additional if needed, promotion ad will be included in next Activity Guide
 - Spruce ips is on the rise
 - Reviewed 2024 calendar, will be going to print soon, used poems on sidebars, will discuss distribution at November meeting
 - Staff is wrapping up projects and gearing up for the holidays dressing up pots and prepping to string lights downtown
 - Cleared brush and removed trees at Halfway Homestead
 - Started bed renovations at Aberdour Park
 - Negotiating tree removals along Walnut
 - Working on fall tree work and contracts
 - Cleaned up summer annuals after first frost of the season
 - Snow training has begun
 - Irrigation system blowouts
 - Landscape inspections – East Point (2), Great Western Industrial Park, Raindance, Village East, Fossil Creek Ranch, Diamond Valley

2. Board

- Ms. O'Connor
 - Re-applied for position/term on the board
 - Ms. Zulkoski will send out list of term limits for all members

C. ADJOURN

MR. KING MOVED TO ADJOURN. MS. GINNITY SECONDED THE MOTION. MEETING WAS ADJOURNED AT 6:46 PM.

FORESTRY DIVISION

November 28, 2023

I hope you all shared time with family and friends and enjoyed the Thanksgiving Holiday. Congratulations to Alison as she was appointed to another four year term to the Tree Board. We are so happy and excited that she is so willing and committed to this board and all the trees of Windsor. Thank you for your dedication! As we transition to the cold, dark days of winter, we are busy as always. Staff completed setting up lights on the trees and all the pots downtown and they are gorgeous as always! We had a volunteer bed renovation project scheduled but due to temperatures dropping down to single digits and a high of 33 degrees, we had to unfortunately cancel and staff ended up planting and completing the project on our own.

Highlights from September and October are:

- Stump grinding at Halfway House and 300 Walnut
- Complete Aberdour Park bed renovation
- Removed ash tree and relocated bur oak at 300 Walnut
- Fall tree work and contracts
- Harmony Ridge grand opening ribbon cutting
- End of year volunteer appreciation lunch for Treasure Island
- Put Grandview principal on the roof for special event
- 7 landscape inspections (East Point, Great Western Industrial Park (x3), South Hill, Raindance, Village East)

The 2024 Arbor Day Poster calendars are here! We will determine who will take what part of town to distribute the calendars. Then, we will recap all the events that took place this year and see if there are any new events we would like to take on. Finally, we will start the planning process for next year. Remember, we will not meet next month so enjoy your Holidays and time off!

Lots to cover, so let's get started....

Let's Keep Windsor 'Tree-rific!

