



TREE BOARD REGULAR MEETING

JULY 28, 2020 - 5:00 P.M.

Zoom Meeting

Please click the link below to join the webinar:

<https://windsorgov.zoom.us/j/91189766592?pwd=UTc0ZIRQaVdsUkNJTWFZaFhFL3NhUT09>

Passcode: 787810

Or Telephone:

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 911 8976 6592

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 by the Board
3. Liaison Reports
 - Town Board Report
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes from February 25, 2020
2. Minutes from May 12, 2020

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Catch up and plans to move forward

E. COMMUNICATIONS

1. Communications from Town Staff
2. Communications from Chairperson and Board

F. ADJOURN

FUTURE MEETINGS

August 25, 2020
September 22, 2020
October 27, 2020

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING
February 25, 2020- 5:00 P.M.
Maple Room Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Alison O'Connor called the meeting to order at 6:09 pm

1. Roll Call

Alison O'Connor
Wendy Ball
Sue Bielawski
Bill Monroe (absent)
Rebekah Wilson
John Pankonin
DJ Calvin (absent)
Neva Peltz
Ken Kawamura

Also Present: Town Forester

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

Mr. Pankonin moved to approve the Agenda and amended. Ms. Ball seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Myles Baker/Town Board Liaison:
No Report

4. Public Invited to be Heard

No Report

B. CONSENT CALENDAR

1. Minutes from January 28, 2020

Mr. Pankonin moved to approve the January 28, 2020 minutes as presented. Ms. Wilson seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. Approve Arbor Day Poster Contest Winners

Ms. Bielawski moved to approve the 2020 Arbor Day Poster winners as selected by the Tree Board. Ms. Ball seconded the motion. All members present voted Aye. Motioned carried.

D. BOARD DISCUSSION

1. Arbor Day Planning

- Mayor Melendez will do the Arbor Day Proclamation at the Town Board meeting on April 13th at 7:00 pm
- Ms. Bielawski and Ms. Wilson will be in attendance and report out on behalf of the Tree Board if called upon (Tree Sale, Celebration at Skyview, 39th year as Tree City USA)
- April 17th at Skyview Elementary 1:45-2:30 pm, Junior Tree Board Pledge, Smoky the Bear (pick up on the 16th), CO State Forest Rep, will plant tree on site
- Presentation of winners to Town Board on April 27th at 7:00 pm

- Will follow up with Mr. Calvin about displaying at the library
- New shirts, dark blue with white print, will contact Paul about logo
- Tree Sale at Public Services Campus 922 N. 15th Street, will be publicized, need to check on access to gates for public pick up
- Seedlings will arrive the week of April 13th, Ms. Wilson and Ms. Bielawski will assist in packaging and sorting, for Skyview's 500 students and 60 staff

E. COMMUNICATIONS

1. Communication from Town Staff

Mr. Kawamura –

- Parks now working out of Public Services Campus, housed with Operations, Fleet, Public Works, IT and HR, open house/grand opening on April 2nd from 5:00-7:00 pm
- Eric Lucas new Director of Public Services, will oversee PRC and Public Works, Director of PRC position TBD
- March Tree Board meeting at Public Services Campus, followed by quick tour of facility
- Horticulture position, seasonal for Treasure Island, hire by April 1st, \$13.92/hour
- Election on April 7th, Mr. Baker terms out, but in office until April 27th

2. Communications from Chairperson and Board

- Mr. Pankonin will be gone in March
- Trees, People & Town Conference on June 16th & 17th in Brookings, SD, Ms. Bielawski would like to attend, look into cost of registration which Ms. O'Connor suggested to be paid by Tree Board funds

F. ADJOURN

Mr. Ball moved to adjourn. Mr. Pankonin seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:33 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation, & Culture



JOINT PARKS, RECREATION & CULTURE & TREE BOARD ADVISORY BOARD

MEETING

May 12, 2020 5:00pm

Zoom Meeting

Please click the link below to join the webinar:

<https://windsorgov.zoom.us/j/97104786313?pwd=NjhjSWM5b1dsbkVseHNkOTJlbS9GZz09>

Password: 171096

Minutes

A. CALL TO ORDER

Mr. Mask called the meeting to order at 5:05 PM

1. Roll Call

The following PReCAB members were present:

Weld RE-4 School Board Liaison
Town Board Liaison

Nick Mask
Matt Morgan
David Sandlin(absent)
Patrick Lightfoot
Michael Nagl
Shawna Hendricks
Ethan Hahn(absent)
Chris Perkins
Victor Tallon

The following Tree Board Members were present:

Alison O'Connor
Wendy Ball(absent)
Sue Bielawski
John Pankonin(absent)
Rebekah Wilson
Bill Monroe(absent)
DJ Calvin(absent)
Neva Peltz(absent)

Also Present:

Director of Public Service
Acting Deputy Director of PRC
Operations & Facilities Manager
Open Space & Trails Manager
Park Operations Manager
Town Forester
Administrative Specialist PRC

Eric Lucas
Tara Fotsch
Kendra Martin
Wade Willis
Bob Worthen
Ken Kawamura
Kristy Zulkoski

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

Mr. Morgan moved to approve the Agenda as presented. Mr. Nagl seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Mr. Tallon / Town Board Liaison:

- Expressed gratitude for everyone's hard work, especially PRC Department, for their willingness to change positions, keep up with demands and make sure all is still moving along

Mr. Perkins / Weld RE-4 School District:

- Finishing the school year with remote learning

- Graduation will be a virtual ceremony, has been scheduled
- Budget is unknown at this time, the State has not been meeting and there have been no updates, likely not going to be good, planning out scenarios with about 5-10% reduction of dollars, however, have been hearing that numbers could be upwards to about 30% reduction for funding for schools, the State has about \$3.3 billion short-come for funding which will greatly impact future distributions, until the General Assembly meets again, the district is still waiting
- District continues to distribute free meals to kids, more than 70,000 served to date
- No recommendations for the fall as of yet, hoping for more updates in July, told to plan for the worst and hope for the best, with more information to come
- Due to the current situation and financial/economic impact of COVID and oil and gas, the District will not move forward with the upcoming bond initiatives this fall

4. Public Invited to be Heard

- No report

B. BOARD REVIEW / DISCUSSION

1. COVID-19 Update (Ms. Fotsch/Mr. Lucas)

- General Updates
 - Playgrounds, tennis courts, shelters, swim beach and facilities remain closed for the month of May
 - Trails and park spaces remain open and are heavily used
 - Spring sports were cancelled while the beginning of summer sports are still on a delayed start
 - Barriers have been installed at the CRC, Windsor Lake, and Chimney Park Pool for the anticipated openings
 - 10 Part Time recreation employees were furloughed and 32 were repurposed in the Parks Division
 - Special Events though June have been cancelled
 - Farmer's Market anticipated opening late June
 - Currently on a hiring freeze for all Full Time and Seasonal positions
 - Budget cuts – Capital and General Fund
- Division Updates
 - Parks
 - Spring maintenance and start-ups are in full swing – aeration, irrigation start-ups, fertilizing, spring bed clean up and much more
 - Mowing contract has been put on hold and Part Time staff have been repurposed and became part of a mow crew
 - Staff are preparing all parks and the cemetery for Memorial Day weekend
 - Forestry
 - The flowers for the pots and beds have arrived and will be planted this week around town
 - Planted trees in Town Board grove for outgoing members
 - Cancelled Arbor Day celebrations
 - Held Tree Sale – sold and delivered 49 trees in the community
 - Risk tree assessments have been completed
 - Treasure Island is starting up with their plantings
 - Roundabout spring clean-up is wrapping up
 - Open Space & Trails
 - Kyger Trail project continues to make strong progress, with opening anticipated the week of May 20th

- Mr. Willis and Mr. Ian McCargar/Town Attorney continue to review Frank State record documents - many of the documents that Parks and Wildlife provided make reference to other documents that we are requesting for review, considering the easement was originally dedicated in 1967, it's no surprise that modifications with different land owners would have occurred, Mr. Willis and Mr. McCargar meet weekly to review documents and keep the project moving forward
- Held kick off meeting for Colorado Boulevard and #2 Ditch Trail Project – the trail improvements will be interwoven with the 392 and Colorado intersection improvements, fortunately, able to award the design development of both projects with a single design engineering firm
- Trail usage has skyrocketed and the EcoCounter numbers at the #2 Ditch Trail, Boardwalk Park, Eastman Park and Poudre East prove it
- Recreation
 - Athletics Team has spent the past month assisting with the prep and maintenance of the 3 athletic complexes, due to the cancellations, it has allowed for many projects to be completed
 - Staff are working on preparing for the tentative opening of Summer Day Camp post Memorial Day
 - Programmers are working on smaller scaled park programs to hopefully roll out in June
 - CARA Sports for the summer have been cancelled, if restrictions are lifted we will run our own in-house programs without competitions
 - Over 600 meals a week have been served since mid March, lunch sponsors include Heidi Washburn/State Farm, Oak Valley Homes, and On Target Roofing
- Community Recreation Center
 - Teams completed a Shut Down Week cleaning of the CRC this past month – wood floors have been refinished, pools drained, cleaned and filled, carpets cleaned, walls painted
 - One on one personal training began last week with 33 sessions being held
 - CRC users survey has been sent out
- Culture
 - The Collections move will be in on May 20th to the new facility
 - Out first virtual Make & Take program begins next week
 - Jacoby Farm clean up has begun, staff and teams of Part Time employees have begun this big project of cleaning up the site
- Budget Updates
 - Reduced CIP by \$11,564,606
 - Infrastructure - \$2,677,281
 - Quality of Life - \$5,031,000
 - Small Town Feel - \$1,342,000
 - Economic Sustainability & Vibrancy - \$170,000
 - Safety - \$2,345,325
- Health of Capital Fund Balances after Reduction of Expenses

Fund	2020 Fund Balance Compliance Requirement	2021 Budgeted Fund Balance	2021 Estimate Fund Balance
Park Improvement Fund (A-22)	\$870,164	\$8,435,369	\$11,957,321
Conservation Fund (A-25)	\$113,000	\$1,550,047	\$1,874,046
Capital Improvement Fund (A-39)	\$7,227,195	\$8,550,126	\$7,227,523
Water Fund (A-39 thru A-44)	\$6,810,716	\$20,010,500	\$25,286,663
Sewer Fund (A-45 thru A-49)	\$1,778,862	\$13,420,735	\$16,899,970
Storm Drainage Fund (A-50 thru A-52)	\$917,125	\$3,694,735	\$3,865,421

- Reduced General Fund by \$8,253,092
 - Surplus from 2019: \$2,458,727

- Surplus from 2020: \$3,187,424
- Hiring Freeze: \$657,650
- Identified Non-Essential Department Expenditures: \$1,417,637
 - Staff & Board Development: \$221,349
 - Recycling Center: \$99,546
 - Stripping & Thermal Marking: \$205,000
- Parks: (\$41,037)
- Forestry: (\$43,010)
- Cemetery: (\$9,450)
- Open Space & Trails: (\$70,515)
- Recreation: (\$5,262)
- Aquatics: (\$11,990)
- Community Events: (\$15,900)
- Art & Heritage: (\$4,154)
- CRC: (\$5,277)
- CRCX: (\$210,916)
- Health of Operating Fund Balances after Reduction of Expenses

Fund	2020 Fund Balance Compliance Requirement	2021 Budgeted Fund Balance	2021 Estimate Fund Balance
General Fund (A-20)	\$4,550,996	\$16,022,726	\$15,256,977
Community/Rec Center Fund (A-38)	\$626,109	\$346,393	\$86,500
CRC Expansion Fund (A-66)	\$ 1,739,715	\$10,885,193	\$9,074,320

- Staff Shout Outs
 - The Parks Crew has maintained the Parks and restrooms for the past two months by doing extra sanitizing, cleaning of restrooms and trash runs that have multiplied due to heavy use, they have beyond proven themselves as essential employees
 - Since March 17th, Ms. Martin was asked to handle everything related to the Recreation and Culture teams and facilities, she has not only met the challenge, but has exceed expectations by creating work flow schedules, tasks lists, and reporting functions for all employees, worked with staff to update website, transfer work to applicable staff, proof documents to be mailed to members, led budget reduction recommendation efforts from Rec, Culture, CRC, CRCX, and Facilities, provided sound council for PS Director of a variety of topics, attended every Senior Lunch service 5 days a week, shifted custodial priorities to cover public works staff so that open buildings can maintain cleaning standards
 - Many employees under the direction of Mr. Eckhardt and Ms. Martin have made senior lunches happen every day, deliveries are made right to the cars while staff mask up with smiles underneath to make sure our community members continue to receive well-balanced meals, five days a week
 - Ms. Zimdahl, Ms. Spykstra, Mr. Anderson and Mr. Sandin volunteered to assist with counting the election ballots to ensure that the election still went on, they dedicated over a week to assisting the Town Clerk
 - Autumn Chub and Jayna St. John (two lifeguards from the CRC) reached out and volunteered to work anywhere, they were then tasked with becoming part of the mow crew and they are killing it, their enthusiasm and character have been an appreciated addition
 - The CRC Facilities Team jumped in when needed and were willing to go anywhere, they have filled in at other facilities while they were short handed and trained other Division's Teams to do services that typically have been contracted out, they have deep cleaned and done contractor's jobs to save the Town money

C. COMMUNICATION

1. Staff

Mr. Lucas

- Diamond Valley/Future Legends update – last night Town Board approved Business Improvement District allowing them to create their own taxing district including a new parcel that was just purchased on the property, get funding and financing going, announced that they now have a private investor will now sell bonds soon, June 1st deadline to complete fields with lights, lights will not happen, expecting an extension until August 1st, staff has proposed that this will be the last extension on the Town's end, working on solidifying operations agreement and Town's use of site, footing for the stadium has been approved, expecting footers are in ground in June for use next spring
- No June Meeting for PReCAB, will meet in July either by Zoom or in-person

2. Board

Ms. O'Connor / Tree Board Chair

- Cancellation of Arbor Day – Tree Board, along with Mr. Kawamura, still plan on honoring the winners of poster contest, working out the details
- Sick Tree Day – June 23rd, if restrictions allow, takes the place of regularly scheduled meeting

E. ADJOURN

Mr. Morgan moved to adjourn the meeting. Mr. Lightfoot seconded the motion. All members present voted Aye. Motion carried. The meeting was adjourned at 5:58 P.M.

CERTIFICATION:

Approved by the Windsor Parks, Recreation & Culture Advisory Board on the _____ day of

_____, 20____

Nick Mask/Board Chair

Parks, Recreation & Culture Advisory Board

Submitted by: Kristy Zulkoski, PR&C Administrative Specialist



MEMORANDUM

Date: July 28, 2020
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Update and Plans to Move Forward
Item #: D.1.

Background / Discussion:

The last formal, in person Tree Board meeting was almost half a year ago on February 25, 2020 due to social distancing guidelines brought on by the unprecedented Coronavirus epidemic restriction placed shortly thereafter. Since then there was a virtual joint meeting with Parks Recreation and Culture Advisory Board on May 12, 2020 and the Sick Tree Day Event on June 23, 2020. During this agenda item, staff will update the board on events and tasks since the last meetings. Then make plans on how to move forward and work on goals set last year for this current year.

Financial Impact:

None

Recommendation:

For Discussion Only

Attachments:

None

FORESTRY DIVISION

July 28, 2020

COVID-19...Do I need to say more? These last few months has been unprecedented on all accounts. With the safer at home order declared by the governor, people have been taking advantage of the town's parks and open spaces and have seen significantly above average use. Forestry has been declared as an essential service so staff has been working diligently to provide the exceptional recreational experiences that residents expect and deserve.

Highlights to date are:

- Successful Sick Tree Day where we visited 29 households maintaining social distancing. Most diagnosis were abiotic causes from extreme weather conditions from fall 2019 and spring 2020. Wrapped up with an informative picnic dinner at Main Park where we all shared information from the different routes
- Working at Treasure Island upgrading irrigation system, built a shade structure and brought in a storage trailer
- Cleanup broken branches and several down trees from strong wind storm in June
- Removed several trees from parks due to decline from extreme weather
- Pruning street trees for clearance over streets, sidewalks and signs
- Renovated beds at Windsor Highlands Park
- Maintaining annual pots on Main Street, Community Recreation Center, Art & Heritage Center, Chimney Park Pool and Cemetery
- Cleaned up shrub beds along Main Street, Chimney Park Pool, Main Park Gazebo, Town Hall and all town maintained roundabouts
- Supplemental watering of trees

In these trying and difficult times it is more important then ever to take care of each other and give back if you are able. Let's do our part to build our community and show the country why we are the national leaders in everything we do!

Let's Keep Windsor Tree-rific!

