



TREE BOARD REGULAR MEETING

November 23, 2021 - 5:00 P.M.

Zoom Meeting

<https://windsorgov.zoom.us/j/86874017286?pwd=a2JuaXJrU3RLSTdSblcwR1MyS1FNUT09>

Meeting ID: 868 7401 7286

Passcode: 693478

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 October 26, 2021

C. BOARD ACTION

1. Cancellation of December 28, 2021 Regular Meeting

D. BOARD DISCUSSION

1. Water Presentation- Leif Lesoing, Water Resource Administrator

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

December 28, 2021

January 25, 2022

February 22, 2022

Tree Board Meeting

Tree Board Meeting

Tree Board Meeting



TREE BOARD REGULAR MEETING

October 26, 2021 - 5:00 P.M.

Join the Zoom Meeting

<https://windsorgov.zoom.us/j/84750467020?pwd=U1NSZ3hXekxZeVdGckxGRXUwcVprdz09>

Meeting ID: 847 5046 7020

Passcode: 612486

MINUTES

A. CALL TO ORDER

Ms. O'Connor called the meeting to order at 5:02pm

1. Roll Call

Board Chair
Vice Chair
Secretary

Alison O'Connor
Sue Bielawski
Jason King
Rebekah Wilson(absent)
Rebecca Morrison
Julie Cline(absent)

Town Board Liaison

Also Present: Town Forester
Parks Operation Manager
Deputy Director PRC
Administrative Specialist

Ken Kawamura
Bob Worthen
Tara Fotsch
Kristy Zulkoski

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

- Per Mr. Kawamura, switch Item C. Board Action with Item D. Board Discussion

Ms. Bielawski moved to approve the agenda as amended. Ms. Morrison seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report

- No Report

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from September 28, 2021

Ms. Bielawski moved to approve the September 28, 2021 Minutes as presented. Ms. Morrison seconded the motion. All members present voted Aye. Motion carried.

C. BOARD DISCUSSION

1. 2022 Budget Update – Ms. Fotsch
 - o Park Improvement Fund

Park Improvement Fund	Neighborhood	Community	Park & Trail	LCOS	Grants	Cash in Lieu	Interest	Fund Bal
Estimated Fund Balance 12/31/2021	\$3,240,262	\$4,700,102	\$8,193,692	(\$0)	\$49,168	\$880,649	\$19,477	\$17,083,349
'22 Neighborhood Park Fees	\$0							
'22 Community Park Fees		\$528,000						
22 Park & Trail Development Fee			\$1,740,000					
'22 LCOS				\$215,097				
22 Grants (NISP)					\$0			
'22 Cash in Lieu of parks								
'22 Interest							\$554	\$2,483,651
'22 projected expenditures								
Harmony Ridge Construction	(\$1,300,000)							
7th Street Pedestrian Bridge			(\$450,000)					
Poudre River West Bank Repair				(\$200,000)				
Jacoby Farms - Dicky's Farm House	(\$110,000)							
Phase II of Riverwalk - Construction		(\$3,475,000)						
Phase III of Riverwalk - Acquisition						(\$500,000)		
Admin Transfer								(\$6,035,000)
Estimated Fund Balance 12/31/2022	\$1,830,262	\$1,753,102	\$9,483,692	\$15,097	\$49,168	\$380,649	\$20,031	\$13,532,000

- Phase II Riverwalk
 - o Land Acquisition \$500,000
 - Protect river corridor / buffer
 - Creation of additional access
 - Private business partnership
 - o Funding
 - Total Phase II: \$3,975,000
 - Land Acquisition \$500,000 – Cash / Fee in Lieu Fund
 - Construction
 - NISP: \$2,000,000
 - Community Park Fund: \$1,475,000
 - o Eastman Park South – Riverwalk Phase II
 - Construction: \$3,475,000
 - Design / Engineering \$500,000
 - Wetland Mitigation (NISP) \$1,500,000
 - Drive / Parking Improvements \$150,000
 - Nature Playground \$325,000
 - River Access Points \$150,000
 - Concrete & Crusher Fine Trails \$350,000
 - Landscape \$500,000
- Neighborhood Parks
 - o Harmony Ridge Park Construction \$1,300,000
 - o Dickey Farm Site Landscape Design \$110,000
- 7th Street Pedestrian Bridge
 - o Original Cost Share \$700,000
 - o Additional Cost Share \$200,000
- Poudre Trail System
 - o River West Bank Repair \$200,000
- Conservation Trust Fund
 - o Windsor Trail System
 - 17th Street Jacoby Road South to Main Street at High Hops \$400,000

- Poudre Trail System
 - Flood Resiliency Plan \$75,000
 - Poudre Trail Re-alignment Project \$544,000 (TAP Grant)
 - ❖ 3 year project
 - ❖ Design only in 2022 (\$100,000 Town Match)
 - ❖ 2023/24 Construction (\$158,041 Town Match)
- Capital Improvement Fund
 - o Windsor Middle School & police Department – Public Infrastructure Improvements
 - Design \$1,200,000
 - CR 15 Street Improvements
 - CR70 Street Improvements
 - 2 Roundabouts
 - Utility Installation
 - Street Lights
 - Landscaping & Irrigation
 - 50% Cost Share with School District
 - o Community Parks Improvements
 - Boardwalk Park Playground Replacement \$400,000
 - Boardwalk Park Safety Study Improvements
 - Eaton House Construction \$250,000
 - Main Park Restroom Replacement \$270,000
 - o Community Parks
 - Open Space Kyger (Grant Match)
 - CPW Grant for \$128,000
 - Non-motorized pedestrian boat ramp \$30,000
 - Fishing Pier Construction (2) \$420,000
 - o Neighborhood Parks
 - Covenant Park Playground Replacement \$300,000
 - o Public Art
 - Windsor Public Arts Commission has been formed
 - Mural (AHC Building) \$10,000
 - Public Art Piece \$65,000
 - Halfway House/Dickey Farm Site (use wood from granary for art piece)
 - o Kyger Reservoir Improvements
 - Rollover – North shore rip rap design and construction \$295,000
 - o Kern Reservoir Improvements
 - Rip rap areas of concern on north shore \$100,000

3. General Fund

- Community Events
 - o Accomplishments
 - Farmer's Market
 - Movies in the Park
 - 4th of July fireworks back at Boardwalk Park
 - Upcoming Halloween Carnival, Windsor Wonderland & Wreaths Across America
 - Town Events – 41
 - Partnered Events – 72 processed applications
 - o What is Changing in 2022
 - 21% increase
 - Reasons: Addition of PTYR employee, insurance, application software
 - o Goals
 - Improve application process and communication amongst departments and with the event coordinators
 - Fee adjustment for 2022 based on proposed insights
 - Offer family-oriented events for the community
 - Enhance internal special events

- o Relationship to Strategic Plan
 - Focus Area: Enhance and expand community and downtown vitality
 - Quality of Life
 - Small Town Feel
 - Support efforts to make the Windsor downtown area a cultural center for public art, events, and activities
- Cemetery
 - o Accomplishments
 - Landscape project to be completed in late October
 - Updated Cemetery Policies & Procedures
 - Wreaths Across America – placed on all Veteran’s graves in December
 - 34 burials YTD, 3 Cremains
 - o What is Changing 2022
 - 19% increase
 - Reasons: Mini excavator rental, new flower pots, IT transfer included
 - o Goals
 - Continue working toward completing phases of the Master Plan
 - Propose fee increase
 - o Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Small Town Feel
 - Quality of Life
- Forestry
 - o Accomplishments
 - Held several educational & promotional events at Treasure Island
 - Hosted virtual Arbor Day Celebration at Skyview School of STEM
 - Cleaned up broken branches from the impressive March snow that dropped nearly 2 feet of snow
 - Cleared unwanted vegetation from Phase I of the Riverwalk Experience
 - o What is Changing in 2022
 - 24% increase
 - Reasons: Transitioning staff from seasonal to PTYR, bed renovations in various parks & facilities
 - o Goals
 - Implement the tree replacement plant to get the Division caught up over the next 3 years
 - Create management plan for roundabouts, medians, and beds in our system
 - o Relationship to the Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Quality of Life
 - Ensure equitable infrastructure in all neighborhoods and areas throughout town
- Recreation Programs
 - o Accomplishments
 - Served 12,780 Senior lunches through September – will continue offering drive up services
 - Youth Sports have grown 5%, maxed out due to limited field and gym space
 - Summer Day camp met capacities weekly with 50 kids (increase from 20 kids in 2020)
 - o What is Changing in 2022
 - 13% decrease
 - Reasons: Removal of specific contractual programs and fees
 - o Goals
 - Develop adaptable pricing approach to maximize participation and revenue generation
 - Generate creative programming that utilizes outdoor spaces to enhance community engagement with their natural environment
 - Roll out Severance Recreation Athletics program in 4 Severance parks
 - o Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Fiscal Responsibility
 - Small Town Feel

- Aquatics – Outdoor
 - o Accomplishments
 - 13,430 Swimmers at Chimney Park Pool
 - Swim Lessons – 327 private lessons YTD, 1,239 group lessons indoor & out, 1,254 waitlisted
 - Windsor Lake – 197 daily motorized permits, 805 annual non-motorized permits, 1,000 daily non-motorized permits
 - o What is Changing in 2022
 - 1% decrease
 - Reasons: Lowering staffing levels
 - o Goals
 - Evaluate future use of Chimney Park Pool based on study results
 - Study and recommend improvements for Windsor Lake Management
 - o Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Fiscal Responsibility
 - Small Town Feel
- Open Space & Trails
 - o Accomplishments
 - Completion of Eastman Park River Experience Phase I
 - Completion of 30% design development for Eastman Park South
 - IGA for NISP and Greeley / Windsor Open Lands Acquisitions
 - Development of Open Space & Trails Strategic Plan (still underway)
 - o What is Changing in 2022
 - 17% increase
 - Reasons: Moved Poudre Trail support dollars to general fund vs CFT
 - o Goals
 - Riverwalk construction Phase II
 - Restoration/development of drought hardy areas in Village East and Chimney Park
 - Open Space Conservation & Trails Development IGA with Timnath and other partners
 - Work towards a future funding initiative for Open Space Conservation in Windsor
 - Completion of #2 Ditch Trail System from River West to Great Western Trail
 - Open Space & Trails Strategic Plan adoption by Spring
 - o Relationship to Strategic Plan
 - Focus Area: 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 areas throughout Windsor
 - Maintain and ensure existing infrastructure in all neighborhoods and areas throughout Windsor
- Parks
 - o Accomplishments
 - Winsor Village playground replacement
 - Harmony Ridge Park Design
 - Onboarded two new Parks Technician and survived the summer with minimal seasonal support
 - Sumer Seasonal supported DDA for 3 months
 - o What is Changing in 2022
 - 14% increase
 - Reasons: Staffing – addition of Parks Supervisor, move seasonal staff to PTYR
 - o Goals
 - Create Level of Service Standards
 - Create turf management plans
 - Create Assessment Management Plans while using Cartegraph
 - o Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Quality of Life

- Ensure equitable parks in all neighborhoods and areas throughout Windsor
 - Maintain and ensure existing infrastructure in all neighborhood and areas throughout Windsor
- Art & Heritage
 - o Accomplishments
 - Obtained multiple grants for Dickey Far House, Halfway House & Eaton House – completed schematic and construction documents for both sites
 - Public Art Commission was created
 - 2,433 visitors YTD to Windsor History Museum
 - 24% increase in general program and public outreach programs
 - o What is Changing in 2022
 - 13% increase
 - Reasons: Addition of PTYR staff and Outdoor Education programming
 - o Goals
 - Support Public Art Commission in first full year
 - Enhance outdoor program offerings
 - Landscape plans for Dickey Farm Site (Jacoby Farm)
 - Eaton House construction
 - Begin future programming plans for Eaton House and Dickey Farm Site
 - o Relationship to Strategic Plan
 - Focus Area: 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 Fund
 - o What is Changing in 2022
 - 2% decrease
 - Reasons: Reduced programming and facility costs
 - o Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - Set benchmarks to determine programming options for the future
 - PRC Strategic Plan – set goals and action steps for next 3 to 5 years
 - o Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Community Safety
 - Quality of Life
 - Fiscal Responsibility
- Community Recreation Center Expansion Fund
 - o Accomplishments
 - 8,340 Members (5,559 memberships, 2,781 Silver Sneakers)
 - Fee increase rolled out in 2021
 - Completed all small renovation and upgrade projects, RTU's still pending due to shipping delays
 - o What is Changing in 2022
 - 4% decrease
 - Reasons: Removal of two full time employees (custodial support), pool chemical increase from 10-35%
 - o Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - Conduct energy audit for future budget recommendation for energy efficiencies
 - Set benchmarks for performance standards
 - Allocate credit card fees toward program fees and registrations
 - o Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Community Safety
 - Quality of Life
 - Fiscal Responsibility

D. BOARD ACTION

1. Decide Theme for 2022 Arbor Day Poster/Poetry Contest
 - o Each member shared their theme idea, discussion was held, voted on this year's theme and decision was made to use the suggested themes, along with some from the past, for future years to come
 - Plant a Tree for You and Me (2022)
 - I Love Trees Because... (2023)
 - Our Trees Need Us (2024)
 - Grow Strong Trees (2025)
 - Trees are Cool (2026)
 - Trees are Terrific...and Energy Wise (2027)
 - Trees are Terrific...From Acorn to Oak (2028)

Mr. King moved to approve the 2022 through 2028 Arbor Day Poster/Poetry Contest Themes. Ms. Morrison seconded the motion. All members presented voted Aye. Motion carried.

- o Calendars are out to print and will be available November 12th
 - 1,200 copies, 25 winners, each will get 6-8 copies
 - Town Staff will deliver to schools
 - Tree Board Members will deliver around Town
 - Ms. O'Connor – Downtown
 - Mr. King – Water Valley retail area, west side near the Summit
 - Ms. Bielawski – Library, Good Samaritan, nursing home
 - Mr. Morrison – Windsor Gardener, Associates in Family Medicine, Safeway area, retail near Windsor Charter Academy

E. COMMUNICATIONS

1. Communications from Town Staff
 - Mr. Kawamura
 - o Virtually attended the International Society of Arboriculture Regional Conference
 - o Treasure Island's vegetable garden produced and volunteers harvested and donated over 3 tons to local food bank-first time breaking 6,000 pounds of produce
 - o Planted 14 replacement trees at Boardwalk Park and Eastman Park
 - o Participated in the fall clean up event where residents dropped off all their trash, leaved and unwanted items for free of charge
 - o Fall clean up on roundabouts
 - o Attended a Snow Rodeo event in preparation for the snow season
 - o Prepared and submitted the 2022 annual plant order
 - o 7 landscape inspections
2. Communications from Chairperson and Board
 - Ms. O'Connor
 - o Thanks for re-doing the playground at Windsor Village Park
 - o Glad that Mr. Kawamura is getting more staffing support as the Town grows

F. ADJOURN

Mr. King moved to adjourn. Ms. Morrison seconded the motion. All members present voted Aye. Motion carried. Meeting was adjourned at 6:02 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation & Culture



MEMORANDUM

Date: November 23, 2021
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Cancel December 28, 2021 Meeting
Item #: C.1.

Background / Discussion:

The December Tree Board meeting falls on the week between Christmas and New Year. Depending when the December meeting falls in relation to Christmas and due to many members of the board not available, this meeting has typically been cancelled.

Financial impact:

None

Recommendation:

Move to cancel the December 28, 2021 meeting

Attachments:

None



MEMORANDUM

Date: November 23, 2021
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Water Development Presentation
Item #: D.2.

Background / Discussion:

Sue brought this topic up at the August meeting and wanted more information for water conservation. Town of Windsor Water Resource Administrator, Leif Lesoing, will give a presentation on general water use and the direction the Town of Windsor is moving towards sustainability.

Financial impact:

None

Recommendation:

For review only

Attachments:

None

FORESTRY DIVISION

November 23, 2021

It's finally starting to act more like fall. We got our first dusting of snow and the last few leaves are barely clinging to the trees. I was fortunate this year to attend the Supervisor's Management School in West Virginia last week and learned how to better myself for the work I do. While there, I networked with groups I don't usually mingle with and was able to step outside my comfort zone and shared so much with each other. I also caught the tail end of the fall colors of the native hardwood forests which I have always wanted to experience! Staff here has been busy gearing up for the Holidays and have started stringing lights downtown and preparing the pots for the festive displays. The fall tree work has been contracted out and will have the American elms pruned at Main Park. Developers are pushing to get in the last of their landscaping and we have been busy keeping up with demands. Overall, we have plenty to do! Here are some highlights accomplished last month:

- Working on pruning trees at the cemetery and Main Park
- Assisted the school district to remove a fallen tree right as school was get out for the day
- Removed and pruned several trees to assist with the installation of the new trail along 17th Street to connect the #2 ditch trail to Highhops
- Planted over 1000 spring bulbs around town
- Fall clean up on roundabouts and shrub beds
- Pulled all the plants from the annual pots around town in preparation for winter displays
- Cleaned up downtown leaves and changed banners
- Cleanup up Treasure Island for the season
- 10 landscape inspections

The Arbor Day Poster Contest Calendars are here! Since we are meeting virtually, please make arrangements with me and I will get them to you so you can distribute them around town. Leif is here with the long awaited water resource presentation and am anxious to hear what he has for us so let's get started!

Let's Keep Windsor 'Tree-rific!

