



## TREE BOARD REGULAR MEETING

January 25, 2022 - 5:00 P.M.

Zoom Meeting

Please click the link below to join:

<https://windsorgov.zoom.us/j/81794714629?pwd=WWc5QWovdWp3Uk9kZWZscG9jeUljUT09>

Meeting ID: 817 9471 4629

Passcode: 263090

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### 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. Election of Officers

#### **D. BOARD DISCUSSION**

1. Arbor Day 2022 Planning

#### **E. COMMUNICATIONS**

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

#### **F. ADJOURN**

#### **FUTURE MEETINGS**

February 22, 2022  
March 22, 2022  
April 26, 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
- 7<sup>th</sup> 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
    - 17<sup>th</sup> 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
    - 4<sup>th</sup> 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 12<sup>th</sup>
  - 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



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## MEMORANDUM

**Date:** January 25, 2022  
**To:** Tree Board  
**From:** Ken Kawamura, Town Forester  
**Re:** Election of Officers  
**Item #:** C.1.

**Background / Discussion:**

Board officers shall serve for a term of one year and shall be elected annually at the January meeting of the Board

**Financial Impact:**

N/A

**Recommendation:**

Move to nominate \_\_\_\_\_ as Chair. (Second and vote)  
Move to nominate \_\_\_\_\_ as Vice-Chair (Second and vote)  
Move to nominate \_\_\_\_\_ as Secretary (Second and vote)

**Attachments:**

None



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## MEMORANDUM

**Date:** January 25, 2022  
**To:** Tree Board  
**From:** Ken Kawamura, Town Forester  
**Re:** Arbor Day Planning  
**Item #:** D.1.

**Background / Discussion:**

Due to the uptick from the highly contagious new variant of COVID-19, in person meetings and gatherings are limited. This year the host schools are Grandview Elementary and Windsor Charter Academy. I have sent notifications to both schools and am waiting confirmation. Last year we participated in the first virtual celebration that was very successful. This discussion will be focused on how are we going to plan for Arbor Day scheduled for April 15, 2022.

Tree Sale is still planned to take place as usual and have in person pick up at 922 North 15<sup>th</sup> Street on Saturday April 16, 2022 from 10:00am to noon.

We will judge posters at next month's meeting.

**Financial Impact:**

We have \$1000 allocated for the various events

**Recommendation:**

For discussion

**Attachments:**

None

# FORESTRY DIVISION

January 25, 2022

Looks like winter has not overlooked us after all! We finally got our first few snow storms and staff has been busy clearing snow at all town facilities and assisting the streets division plowing snow from roads to ensure all users have safe passage through town. We all participated in the end of year performance reviews along with setting goal for the upcoming year. We assisted to complete the alley access downtown on the 400 block where improvements were made to include accessibility to the north side of Main Street and have a nice landscaped area where visitors can rest and take a moment to enjoy downtown. Blake has been busy keeping up with the pruning rotations at Main Park where we recruited help from contractors. Lynn has been busy cleaning out beds, putting Treasure Island to rest and on top of all her regular duties have completed and passed her testing and is now a certified Qualified Supervisor for pesticide application from the Colorado Department of Agriculture. In addition, she attained her flagger certification....Way to go Lynn! Here are some other highlights accomplished in the last couple of months:

- Continued pruning of trees at the cemetery and Main Park
- Order additional annual flower pots for the cemetery, Boardwalk Park and the 3rd and Main Street intersection
- Collected 897 Christmas trees so far for recycling and Magical Forest Event
- Winter water trees and other plants
- Clean up roundabouts
- 9 landscape inspections

We have not met since October because the December meeting was cancelled and did not have a quorum for the November meeting. We will start this meeting with the annual election of officers. Arbor Day is just around the corner and our host schools are Grandview Elementary and Windsor Charter Academy. We will discuss options and how to move forward with our celebrations. So without further delay, let's get started.

Let's Keep Windsor Tree-rific!

