



TREE BOARD REGULAR MEETING

November 24, 2020 - 5:00 P.M.

Zoom Meeting

Please click the link below to join:

<https://windsorgov.zoom.us/j/91523060563?pwd=ekhpcGJWSk12dVpzVVFPNnp1eXpNdz09>

Meeting ID: 915 2306 0563

Passcode: 919333

888 788 0099 US Toll-free or 877 853 5247 US Toll-free

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 27, 2020

C. BOARD ACTION

1. Cancellation of December 22, 2020 Regular Meeting

D. BOARD DISCUSSION

1. Update Poster/Poetry Winner Recognition
2. Logistics for 2021 Poster/Poetry Contest & Arbor Day

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

January 26, 2021
February 23, 2021

Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING
OCTOBER 27, 2020 - 5:00 P.M.
PINE ROOM COMMUNITY RECREATION CENTER – 250 North 11th Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

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

1. Roll Call

Alison O'Connor
Sue Bielawski
Rebekah Wilson(absent)
John Pankonin(absent)
Jason King
Julie Cline

Town Board Liaison

Also Present: Town Forester
Deputy Director PRC
Administrative Specialist

Ken Kawamura
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

Mr. King moved to approve the Agenda as presented. Ms. Bielawski seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Report – Julie Cline

- On Monday, the Town Board approved a Resolution regarding the purchase of the Stromberger farm located along HWY 392 near the intersection of CR21
 - The land is comprised of approximately 140 acres, water rights are also included in the purchase, staff is conducting due diligence to include an environmental assessment of the property and water rights investigations, asking price is \$3.95 million
 - Possible extension for facilities/future rec center, opportunity to partner with FFA to provide community garden area with 3 active wells for irrigation, provides great community buffer
 - Continue to lease and farm for the next 16 months
 - Will bring back to Town Board for approval in December, could close as early as January
- Mayor Rennemeyer is ready to meet winners of Arbor Day Poster/Poetry Contest, possibly schedule for a meeting in December
- Eastman Park Riverwalk off of the Poudre River Phase I, parking improvements, viewing platform near soccer fields, put in for river near dog park, ability to canoe or kayak a one mile stretch to take out near bridge at 7th Street

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from July 28, 2020

- Correct spelling of Japanese Beetles under Communications from Chairperson and Board

Ms. Bielawski moved to approve the July 28, 2020 minutes as amended. Mr. King seconded the motion. All members presented voted Aye. Motioned carried.

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Update and plans to move forward

- Arbor Day calendar discussion among Ms. Fotsch, Ms. O'Connor, and Ms. Ball
 - Funds are not available in the budget this year, although Lexie Spykstra/Event Coordinator & Sponsorships is currently working with a potential sponsor, which could include the calendar, as well as, possible trailer wrap with logo at Treasure Island, around \$3,000 in funding, if this falls through will look for other options like local nurseries or tree care companies
 - Megan would need about 3 weeks for printing, go with basic calendar due to prep time, include just major holidays, Arbor Day, tree tips, and letter from the Ms. O'Connor which can include Board vacancies and need for volunteers, get quote for 1,200 copies, confirm timeframe, and send to Mrs. Fotsch, Ms. Bielawski will edit for all correct holiday dates
- Recognition of Poster/Poetry Winners
 - Need to address current COVID restrictions, limited to 25% capacity including Board Members at Town Hall, could have at the Rec Center in large gym and video, set times for each school to limit numbers in attendance, provides more flexibility than at a Town Board meeting in terms of a date and ability to be done in conjunction with calendar distribution
 - Prizes packages have already been purchased and are ready to go, did not order T-Shirts, could drop off at schools if recognition with Mayor does not happen, would like to do sooner than later
 - Still wanting students to participate in contest, Tree Board could provide video link promoting the contest, will need to relate to communications team, launch in January
 - Recycle a previous theme if needed
- Current Board Member Status
 - Bill Monroe (Mary) and Wendy Ball, terms were up in September, neither will re-apply for appointment
 - Ms. Zulkoski reached out to Ms. O'Connor about term limits and she then notified them, both were upset that the Town did not reach out personally, especially after so many years of service – Ms. Ball 32 years, Mr. Monroe 16 years
 - Plans to recognize
 - Create Monroe Grove and Ball Grove
 - Arbor Day celebration with plantings at their neighborhood park
 - Plaque/Nature Photo with name plate and dates of service
 - Budget through Board Development per Ms. Fotsch to cover tree and photo dedication
 - Media/Press Release recognizing their longevity with the Town to be highlighted on Town social media platforms, Greeley outlets, My Windsor Now publication
 - Two Board positions vacant along with Student Rep position
 - Future Term Limits
 - Ms. Bielawski and Mr. Pankonin – 2021
 - Ms. Wilson – 2022
 - Ms. O'Connor – 2023
 - Mr. King – 2024

2. 2021 Budget Update/Ms. Fotsch

- Park Improvement Fund
 - Funded by building permits
 - Eastman Park South/Riverwalk – construction this week, but on hold due to snow storm
 - Phase I Recap
 - Construction Fall/Winter 2020-21
 - \$1.6 million
 - Parking Improvements (160) spaces
 - 2 river put in/take out points
 - 120 ft river overlook

- Phase II
 - Design of South side Improvement: \$200,000
 - Land Acquisition \$500,000 – protect river corridor/buffer, creation of additional access, private business partnership
 - Construction Fall/Winter 2021-22
 - \$3,200,000 – Design/Engineering \$480,000, Wetland Mitigation \$900,000, Drive/Parking Improvements \$200,000, Trails, Classroom & Nature Playground \$220,000, 2 River Access Points \$100,000, Bridge \$600,000, Overlook Expansion \$700,000, In Channel Improvements \$100,000, Treasure Island Garden Expansion \$300,000
 - Funding total for Phase II \$3,700,000 – Land acquisition \$500,000, cash/ fee in lieu fund, balance is \$735,000
 - Construction – NISP \$1,000,000, Community Park Fund \$2,200,000, balance \$3.1 million
 - Neighborhood Parks
 - Harmony Ridge Park Design \$100,000
 - Windsor Village Playground Replacement \$300,000
 - Jacoby Farm \$10,000
- Conservation Trust Fund
 - Windsor Trail System
 - Trail & Bridge Construction at CR17 \$500,000 – adjustments for Thornton Pipeline
 - 17th Street Jacoby Road South to Main Street at High Hops \$100,000
 - Poudre Trail System
 - Flood Resiliency Plan \$75,000
 - Trail Repairs at Water Valley \$45,000
 - West Bank Repair Design and Permitting \$35,000
 - Kodak Watchable Wildlife Area
 - Archery Range Expansion \$130,000 – grant funding of \$100,000 received
 - Trails & Open Space Master Plan \$50,000
- Capital Improvement Fund
 - Cemetery Restoration/Improvements
 - Landscaping between Highways 392 and 257 \$100,000
 - Community Park Improvements
 - Chimney Park – Pool Replacement/Expansion Study \$50,000
 - Eastman Park – Acquisition of Sewage Grinder Pump \$70,000
- CRC Expansion Fund
 - Community Recreation Center Improvements
 - Roof Top Unit Replacement (x2) \$140,000
 - Kitchen Floor Replacement \$30,000
 - Locker Replacement in Current Locker Room \$75,000
 - Miscellaneous Items \$41,000 – Evergreen baseboard replacements, entrance carpet replacement, activity pool play structure, pool caulking, locker bench replacements
- Community Events
 - Accomplishments
 - Socially Distanced Farmer's Market
 - Movies in the Park
 - 4th of July Fireworks
 - Family Game Nights in the Park
 - Monthly Food Truck Rally
 - Upcoming Halloween Carnival & Windsor Wonderland
 - Partnered Events – Modified Harvest Festival & Windsor Half Marathon
 - Changes in 2021
 - 3% Increase
 - Reasons – Fireworks, Sound, Bands for Summer Concert Series
 - Goals

- Improve application and communication among departments
 - Offer family-oriented events for the community
 - Partner with outside groups to bring events and participants to our community
 - Relationship to Strategic Plan
 - Focus Area: 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
- Cemetery
 - Accomplishments
 - Wreaths Across America project – coming in December, wreaths will be placed on all Veteran’s graves
 - 27 Burials – 12 cremains
 - Changes in 2021
 - 4% Increase
 - Reasons – Inter Fund Transfers/Fleet
 - Goals
 - Update Cemetery Policies and Guidelines
 - Continue working toward completing phases of the Master Plan
 - Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Small Town Feel
 - Quality of Life
- Forestry
 - Accomplishments
 - Bed renovation at Highland Meadows completed
 - Treasure Island Seasonal hired to assist for the Summer months
 - New shade structure installed along with work trailer purchased for Treasure Island
 - Utilized repurposed team members from the Recreation Center to get Spring plantings completed
 - Changes in 2021
 - 6% Decrease
 - Reasons – Reduced Operating Costs
 - Goals
 - Create and implement a tree replacement plan to get the Division caught up over the next 3 years
 - Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Quality of Life
 - Ensure equitable infrastructure in all neighborhoods and areas throughout town
- Recreation Programs
 - Accomplishments
 - Repurposed programming staff to assist with April Election
 - Served 13,354 Senior lunches through September – will continue offering drive up service through the winter, up 56% from 2019
 - Offered successful Outdoor Youth Volleyball League – maintained indoor numbers
 - 26% decrease in Youth Baseball and Softball due to COVID and delay in season
 - Changes in 2021
 - 4% Increase
 - Reasons – Inter Fund Transfers/IT and Fleet
 - Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - PRC Strategic Plan – set goals and action steps for next 3 to 5 years
 - Relationship to Strategic Plan

- Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Fiscal Responsibility
 - Small Town Feel
- Aquatics – Outdoor
 - Accomplishments
 - 4,632 swimmers at Chimney Park Pool with a modified schedule
 - Swim Lessons are back up and running at the CRC with limited numbers
 - Windsor Lake – 99% increase in Daily Motorized Permits, 104% increase in Annual Non-Motorized Permits, 144% in Daily Non-Motorized Permits
 - Changes in 2021
 - 4% Increase
 - Reasons – Inter Fund Transfers/Fleet
 - Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - Free Swim Lesson Program for all 3rd Graders in Windsor town limits
 - Evaluate future use of Chimney Park Pool
 - Study and recommend improvements for Windsor Lake Management
 - Relationship to Strategic Plan
 - Focus Area: Vibrant and Healthy Economy
 - Quality of Life
 - Fiscal Responsibility
 - Small Town Feel
- Open Space & Trails
 - Accomplishments
 - Riverwalk Phase I Project kicked off
 - Kyger Trail Ribbon Cutting
 - Highway 392 Trail connecting to Kyger and Colorado Blvd.
 - Record Breaking Trail Usage – 650,000 users, 44% increase from last year
 - Changes in 2021
 - 16% Decrease
 - Reasons – Full Time position moved from 2020 to 2021, no seasonal, reduced contract services
 - Goals
 - Riverwalk construction Phase I and design & construction for Phase II
 - Highway 392 Trail
 - Colorado Blvd. bridge and trail connection
 - Trails & Open Space Master Plan in 2021
 - 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
 - Accomplishments
 - Utilized repurposed staff during beginning phase of COVID to maintain parks, saving money in the contractual budget
 - Completed irrigation audit along with improvements based on recommendations
 - Successful in obtaining DOW Archery Grant for construction of project in late 2020-21
 - Changes in 2021
 - 2\$ Increase

- Reasons – Staffing, Inter Fund Transfers/Fleet
 - Goals
 - Minimize use of contracts and bring more operations in house while collaborating with the Public Works team
 - Enhance marketing to promote shelter rentals
 - Create Level of Service Standards
 - 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 neighborhoods and areas throughout Windsor
- Art & Heritage
 - Accomplishments
 - Cataloged and moved nearly 40,000 items to the new Museums Collections Facility at the Public Services Campus
 - Successful in obtaining a grant for an archeological dig at the Jacoby Farm to find out more history of the trail and Halfway House
 - Successful local historic designation of Halfway House and the Dickey Farm House
 - Held first open house along with a virtual option for the Unsettled Exhibition at the Art & Heritage Center
 - Changes in 2021
 - 10% Decrease
 - Reasons – Creamery Building project was cut in 2020, so programming costs are not needed
 - Goals
 - Create Public Art Commission and implement more public art in Windsor
 - Enhance programming at the Art & Heritage Center
 - Schematic and design documents for the historical Halfway House and Dickey Farm House
 - Design and construction documents for Eaton House at Boardwalk Park
 - 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
 - Changes in 2021
 - 10% Decrease
 - Reasons – Reduced programming and facility costs
 - Goals
 - Evaluate programs and set pricing strategy while considering location and market rates
 - PRC Strategic Plan – set goals and action steps for next 3 to 5 years
 - Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Community Safety
 - Quality of Life
 - Fiscal Responsibility
- Community Recreation Expansion Fund
 - Accomplishments
 - 6,728 members – 5,657 memberships, 1,071 Silver Sneakers/Renew Active
 - 2020 Cancellations – 1,091 COVID related
 - Gained 477 new memberships since July
 - Offered Middle School Hybrid Program and other alternative programs during COVID
 - Changes in 2021
 - 2% Increase

- Reasons – Inter Fund Transfers/IT
- Goals
 - Evaluate programs and set a pricing strategy while considering location and market rates
 - Propose fee increase for memberships – 4 year mark
 - Staff will be examining all aspects of business operations – E-prep/Performance Based Budgeting
 - PRC Strategic Plan Recommendations
- Relationship to Strategic Plan
 - Focus Area: Sustainable Infrastructure
 - Community Safety
 - Quality of Life
 - Fiscal Responsibility
- Ms. O'Connor inquired if the decrease in the Forestry budget affects the Tree Board budget?
 - Ms. Fotsch – No changes to Tree Board budget, simply looked trends from previous years and adjusted new budget amounts based on overall Forestry spending
- Budget presentation can be emailed to members

E. COMMUNICATIONS

1. Communications from the Town Staff
 - Mr. Kawamura – Nothing in addition to the Forestry Update that was included in the packet.
2. Communications from Chairperson and Board
 - Ms. O'Connor – Inquired about the status of the Treasure Island transition
 - Mr. Kawamura – Has been working with Bill and Jeanine, due to it involving a lot of work and time, they would like to slowly transition out of their role, will continue to volunteer, but only one or two days a week, the Town will be working on getting other volunteers, along with the Seasonal position, to assist in maintenance next year.
 - Ms. Bielawski inquired about the budget for Treasure Island?
 - There is not a specific line item in the budget, but they have been given \$1,000 to buy tools and plants as needed, this year \$15,000 was budgeted to upgrade irrigation system and \$5,000 for the shade structure, will start to budget more as Town takes over management of the grounds, wanting to combine the garden with the Riverwalk plans for outdoor education/classrooms
 - Recruitment for the two vacant Board positions, in addition to a Youth Representative, spread the word
 - Continue brainstorming about Poster/Poetry winner recognition, day/evening time for CRC gym reservation, confirm Mayor's schedule
 - Next meeting November 24th - week of Thanksgiving
 - Can decide on December 22nd meeting during November meeting

F. ADJOURN

Ms. Bielawski moved to adjourn. Mr. King seconded the motion. All members present voted Aye. Motioned carried. Meeting was adjourned at 6:24pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation & Culture



MEMORANDUM

Date: November 24, 2020
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Cancel December 22, 2020 Meeting
Item #: C.1.

Background / Discussion:

The December Tree Board meeting falls on the week of Christmas. Depending in 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 22, 2020 meeting

Attachments:

None



MEMORANDUM

Date: November 24, 2020
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Update Poster/Poetry Winner Recognition
Item #: D.1.

Background / Discussion:

At the October meeting there were discussions for how to recognize winners from the 2020 contest due to cancellation of Arbor Day this past April. There was mention of inviting the Mayor to present awards but because of the surge of COVID-19 infections and CDC guidelines this will not be possible. Staff has been working with the administration of Weld RE-4 and can drop off prizes at the administration building for distribution.

Financial Impact:

None

Recommendation:

For Discussion Only

Attachments:

None



MEMORANDUM

Date: November 24, 2020
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Logistics for 2021 Poster/Poetry Contest & Arbor Day
Item #: D.2.

Background / Discussion:

This topic will focus on how the board plans to move forward with the 2021 poster/poetry contest and Arbor Day with the potential of schools going to remote learning. Please come with innovative ideas on how to best educate Windsor's youth on the importance of trees in our community.

Financial Impact:

N/A

Recommendation:

For Discussion Only

Attachments:

None