



TREE BOARD REGULAR MEETING

October 24, 2023 - 5:00 PM
Community Recreation Center
Maple Room
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 (September 26, 2023)

C. BOARD REVIEW/DISCUSSION

1. 2024 Budget Update (Tara)
2. Decide Theme for 2024 Arbor Day Poster/Poetry Contest (Alison)
3. Cancel December 26, 2023 Meeting

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
September 26, 2023 - 5:00 PM
Harmony Ridge Park
5005 Harmony Ridge Parkway, Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MR. LASHELL CALLED THE MEETING TO ORDER AT 5:05 PM

1. Roll Call

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

Jason Hallett - Town Board Liaison

Also Present: Ken Kawamura - Town Forester
Kristy Zulkoski – Administrative Specialist

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

MS. BIELAWSKI MOVED TO APPROVE THE AGENDA AS PRESENTED. MS. THAMES SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Report/Mr. Hallett

- Discussion on Prop 123 for Windsor Housing Authority, there is a grant to obtain and trying to figure out how to support it, no major pros or cons, special meeting next Wednesday to help push it through, hoping this will help with the start of Jacoby Meadows 65+ low-income housing project
- Continuing to review various ordinances

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from May 23, 2023

MS. BIELAWSKI MOVED TO APPROVED THE MAY 23, 2023, MINUTES AS PRESENTED. MS. GINNITY SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Park Audit – Harmony Ridge

- Newest park, not officially open to the public yet, irrigation was installed and is working, but does have water supply yet due to agreements with HOA/metro district, has been an issue for many years for the subdivision landscape, lost many trees, complaints from homeowners, not the responsibility of the town, plantings occurred around the second week of August and have been hand-watered, should have irrigation water available tomorrow
- Mr. Kawamura was able to be involved in the inspection process and will stay on top of maintenance/expectations
- 65 total trees from Fossil Creek Nursery, originally only four species designated by designer, but adjusted by Mr. Kawamura to include sixteen different species based on best growing options, soil density/quality, tolerance and diversity
- All of the trees are too dry, many are showing signs of drought stress, all trees will need winter water
- Approximately 30% of the trees are planted too deep
- One Blue Spruce has been planted at an angle
- Three trees have deep slashes/significant damage
- Approximately 80% of the trees have mulch placed against the trunk
- Approximately 25% of the tree rings are inadequately built
- Approximately 10% of the trees have been planted too close together
- Many of the trees still have tags that need to be removed

2. Volunteer Tree Planting at Public Services and Main Park

- Similar to the tree planting event at Village East
- Friday, October 13th 9:00 am - Noon at Public Services campus, HP will have volunteers to assist – Town Fall Clean Up Days going on at same location 9:00 am - 3:00 pm which staff will be helping with
- Saturday, October 14th 9:00 am - Noon at Main Park
- Tree Board Members serve as leaders for groups to provide general instructions, handling, planting process – Mr. LaShell, Ms. Bielawski, Ms. O'Connor, Ms. Thames(maybe), will check with Mr. Brown
- Suggestion by Ms. Bielawski to handout literature on how to properly plant

D. COMMUNICATIONS

1. Staff

- Mr. Kawamura
 - Attended ISA International Conference in Albuquerque, NM
 - Rocky Mountain Chapter hosted
 - Awesome opportunity

- Learned a lot about regional tree species and basic care/maintenance
- Continue to work on rotation pruning
- Renovated Brunner Park shrub beds with help from volunteers
- Treasure Island has donated tons of vegetables to the food bank
- Removed dead cottonwood at new police station site
- Removed a cottonwood to make room for new parking lot at Boardwalk Park
- Working on Harmony Ridge tree plantings
- Assisted with Harvest Festival
- Three landscape inspections (Windsor Commons, South Gate, Great Western)

2. Board

- Ms. Ginnity
 - Windsor-Severance Food Pantry - Cans Around the Community Food Drive, collecting non-perishable foods and donations, Saturday, October 21st at Chimney Park between the swimming pool and baseball field, hoping different community groups will engage in friendly competition to see who collects the most
- Ms. Bielawski
 - Inquired about seedlings for Arbor Day distribution other than Blue Spruce, possibly something different and better suited for smaller yards
 - Mr. Kawamura will look into other options based on species and price, order placed in January, will discuss further at October meeting

C. ADJOURN

MS. THAMES MOVED TO ADJOURN. MR. LASHELL SECONDED THE MOTION. MEETING WAS ADJOURNED AT 6:11 PM.



MEMORANDUM

Date: October 24, 2023
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Update 2024 Budget
Item #: C.1.

Background / Discussion:

- The Deputy Director of Parks Recreation & Culture will provide an update to the proposed 2024 budget

Financial Impact:

Proposed for 2024

Recommendation:

For Discussion Only

Attachments:

None



MEMORANDUM

Date: October 24, 2023
To: Tree Board
From: Ken Kawamura, Town Forester
Re: 2024 Arbor Day Poster/Poetry Contest Theme
Item #: C.2.

Background / Discussion:

The Windsor Tree Board Arbor Day Poster/Poetry Contest theme will be discussed and determine the most appropriate theme for the upcoming year.

Financial impact:

Cost of awards/prizes for winning entries

Recommendation:

Move to approve the theme for the poster/poetry contest as discussed

Attachments:

None



MEMORANDUM

Date: October 24, 2023
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Cancel December 26, 2023 Meeting
Item #: C.3.

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 26, 2023 meeting

Attachments:

None

FORESTRY DIVISION

October 24, 2023

I hope you all enjoyed the annular eclipse aka the Ring of Fire...what a site! We were working with volunteers at Main Park planting ten trees and took a break to watch this spectacular display! We also worked with volunteers from HP to plant an additional ten trees at the cemetery. There will be one more event at Aberdour Park in which we will renovate eight shrub beds. If you want to help lead groups, please join us Saturday October 28th and come in costume as this will be a “spooky” planting! Staff is wrapping up projects and gearing up for the holidays by dressing up pots and prepping to string lights to beautify downtown.

Highlights from September and October are:

- Cleared brush and removed trees at Halfway House
- Started renovations at Aberdour Park beds
- Negotiating tree removals along Walnut
- Working on fall tree work and contracts
- Back to back volunteer tree plantings at Main Park and Cemetery
- Cleaned up summer annuals after first frost of the season
- Snow training
- Start blowing out irrigations systems
- 7 landscape inspections (East Point (2x), Great Western Industrial Park, Raindance, Village East, Fossil Creek Ranch, Diamond Valley)

We will kick off this meeting with the proposed 2024 budget presented by Deputy Director of PRC, Tara. We will then discuss and determine the theme for the 2024 Arbor Day Poster/Poetry Contest. There were lots of great ideas previously brought forward and this is your opportunity to promote your favorite one. Finally, we will vote to cancel the December meeting which falls the day after Christmas.

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

Let's Keep Windsor Tree-rific!

