TREE BOARD REGULAR MEETING
February 25, 2020 - 5:00 P.M.
Maple Room Community Recreation Center – 250 North 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 by the Board
3. Liaison Reports
    - Town Board Report
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes from January 28, 2020

C. BOARD ACTION

1. Approve Arbor Day Poster Contest Winners

D. BOARD DISCUSSION

1. Arbor Day Planning Update

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

March 24, 2020	Tree Board Meeting
April 28, 2020	Tree Board Meeting
May 26, 2020	Tree Board Meeting

TREE BOARD REGULAR MEETING
January 28, 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 5:01 pm

1. Roll Call

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

Also Present:	Director of PRC	Eric Lucas
	Park Operations Manager	Bob Worthen
	Town Forester	Ken Kawamura
	Administrative Specialist	Kristy Zulkoski

2. Introduction of newly appointed Youth/Student Representative Position - Neva Peltz
   - Senior at WHS, connections with volunteers from Interactive Club and Key Club, planning on studying international relations and minoring in an area of environmental studies, learned about the position at school thought it would be interesting

3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
   - Mr. Monroe: Working with Mary Monroe to put together a pamphlet to answer the question of what trees should people plant that would include desirable trees, what to plant in small yards vs. large yards, what trees to avoid, and planting tips, about 28-30 pamphlet pages in length
   - Moved to Agenda item D2 under 2020-2021 Goals

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

4. Liaison Reports
   Myles Baker/Town Board Liaison:
   - No Report
   - Ms. Wilson- Hosting Social/Happy Hour tomorrow 1/29 for Mr. Baker who is running for Larimer County Commissioner, can provide more details if interested

5. Public Invited to be Heard
   No Report

B. CONSENT CALENDAR

1. Minutes from August 27, 2019
   - Ms. Ball- Clarification on Town Board Report and future roundabouts on CR5
   - Mr. Lucas- Jacoby Road & CR5, Ptarmigan Entrance & CR5, one in between near farmhouse property

Ms. Ball moved to approve the August 27, 2019 minutes as amended. Mr. Pankonin seconded the

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motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. Election of Officers
   - Current positions: Chair- Ms. O'Connor, Co-Chair- Ms. Ball, Secretary- Ms. Bielawski
   - Mr. Pankonin nominates that all current positions held, stay the same

Ms. Wilson moved to elect all current positions held by acclamation. Mr. Pankonin seconded the motion. All members present voted Aye. Motioned carried.

D. BOARD DISCUSSION

1. Arbor Day Planning/Mr. Kawamura-
   - 2020 celebration on April 17th at Skyview Elementary, will meet with school contact to finalize times and program/presentation details, prefer earlier in the day
   - Tree Sale on April 18th from 10:00 am-12:00 pm at new Parks location-Public Service Campus 922 N. 15th Street, trees have been ordered and will be delivered the week of, cost is $65.00/each, posted on Forestry webpage, will submit a marketing ticket to communications, will check all social media outlets, CRC will do all the orders
   - White Spruce seedlings have been ordered for school distribution, Ms. Wilson and Ms. Bielawski will assist with packaging and counting when they arrive
   - Poster and poetry contest, all schools have the information and eager to participate again, entries will be due by February 23rd and ready for voting at February 25th meeting, winners will be acknowledged at Town Board meeting on tentatively April 27th, posters will not be displayed at museum this year due to previously scheduled exhibit, Mr. Calvin will look into displaying at Clearview Library during month of April
   - Shirts- new for winners and Board members, include Theme "Plant Small, Grow Tall"
   - New Mayor will be sworn in on April 13th at Town Board meeting – reading of proclamation by Mayor Melendez on March 23th.

2. Set Goals for 2020-2021
   - Pamphlet for tree selection/planting- printing/production costs $12,000 total budget
     - Mr. Lucas suggested having a digital copy that can be edited and available online, Board would prefer hard copies as well
     - Ms. O'Connor will talk with Larimer and Weld County Extensions for assistance, include their logos
     - Include 8-10 trees for small yards and 8-10 trees for large yards, diagram for planting, include resource page with other links
     - Need to provide better handout list for Sick Tree Day as well
     - Design by Board and final product approved by Town
     - Wanting to be done before planting season
     - Pictures/photographs will need permissions to use, Mr. Kawamura/other resources have pictures on hand
     - Title/name TBD
     - Targeting for June 1st completion
   - Clearview Talks scheduled
     - May 13th Mr. Kawamura and Ms. O'Connor - Emerald Ash Borer
     - Sept. 9th Mr. & Mrs. Monroe - Replacement Trees
   - Tree Symposium last year – possibly every other year goal, focus for 2021
   - Year End Report – presented last night at Town Board meeting by Ms. O'Connor, printed and verbal report, went very well, will present again in January 2020
   - Park Audits – in lieu of meeting, one park a year
     - Chimney Park - August 25, 2020
     - TBD - August 24, 2021
   - Emerald Ash Borer education, if needed.

E. COMMUNICATIONS

1. Communication from Town Staff
   - Mr. Kawamura –
     - November/December Highlights – pruned and removed Silver Poplars at 7th and Eastman Park Drive, removed trees at tree nursery in preparation for detention pond, cleaned and moved storage yard to new site, collected over 800 Christmas trees for recycling and Magical Forest event on March 8th at Eastman Park South, 1 landscape inspection
     - Move to Public Service Campus (922 N.15th Street) starting this week, offices next week, same phone numbers
     - Greeley Tree Care Workshop is Friday, February 21st – please let ken know if interested in attending, Ms. O'Connor and John Ball will be presenting, cost is $30.00, Ms. Wilson will attend
   - Mr. Lucas –
     - Forestry adding staff member - seasonal part-time/year round, 20 hours/week for Treasure Island, $13.93/hour, Mr. Kawamura will notify Ms. O'Connor when position is posted
     - Adopting Public Art Plan by Town Board in February, various public art by neighborhood districts
     - Phase I River Walk Eastman Park project – design bid due February 5th, will create 400 spaces for parking, in/out access for kayak/tubing, cutting back riverbank to create natural seating/viewing, Poudre Trail fast track around Treasure Island
     - Kyger Trail is under construction, hoping for completion by April– master plan for public input
     - Pedestrian bridge at CR13 trailhead/392 to connect to Kyger and High Hops, will create 2/3 loop through Windsor
     - Frank State Wildlife area – seeking to acquire easement, goal is to open for recreation

2. Communications from Chairperson and Board
   - Weld County Bootcamp in conjunction with Water and Sewer Board on April 4th, 11th and 18th, 9-11am, topics include Trees, Turf, Waterwise Garden
   - Trees Peoples and Towns in October, Ms. Ball has reached out, but has not heard back
   - Really like the New pelicans at roundabout
   - Mr. Calvin absent for February meeting and out of town starting April 18th
   - Mr. Pankonin absent in March
   - Sick Tree Day – June 23rd in lieu of regular meeting

F. ADJOURN

Mr. Pankonin moved to adjourn. Ms. Ball seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:15 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation, & Culture

M E M O R A N D U M

Date: February 25, 2020
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Poster Contest Winners
Item #: C.1.

Background / Discussion:

The Windsor Tree Board has been hosting the Arbor Day Poster Contest for twenty years. Winners are selected based on content, creativity and adherence to all rules and guidelines of the contest. Winners will be announced in April and invited to be recognized by the Mayor and Town Board at their meeting on Monday April 27, 2020.

Financial Impact:

Cost of awards to the winners ($10 to $15 per winning entry)

Recommendation:

Move to approve the winners as selected for this year's contest

Attachments:

None

M E M O R A N D U M

Date: February 25, 2020
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Planning Update
Item #: D.1.

Background / Discussion:

The Town of Windsor celebrates Arbor Day on the third Friday of April. Windsor will be celebrating thirty nine consecutive years as Tree City USA as designated by the National Arbor Day Foundation. Festivities include: celebration at Skyview elementary school, poster contest, and a tree sale. This opportunity provides updates from different committees on the progress of the events.

Financial Impact:

We have $1000 allocated for the various events
We have an opportunity for revenue from the tree sale

Recommendation:

Update of progress for the planning of Arbor Day planned for April 17th and 18th, 2020

Attachments:

None

FORESTRY DIVISION

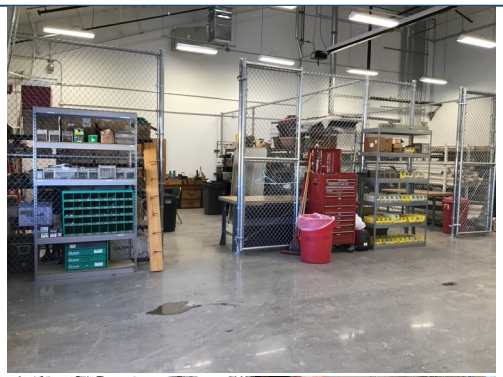
February 25, 2020

It's official….Parks operations including forestry has moved to our new campus located at 922 North 15th Street or known as the Public Services Facility. Staff diligently worked on getting everything moved over and set up and is now fully operational. Please join us on Thursday April 2, 2020 at 5:00 pm for the Grand Opening Ribbon Cutting and Open House.

It has been a snowy season so far and seems we are moving more snow that working on trees! All the holiday light have been removed and now starting the annual pruning rotation at Founders, Brunner, CRC/Police, West and Boardwalk Parks.

Highlights from February are:

- Move and start operations at new facility
- Clean up and remove trees along Kern Ditch from Main Street to Walnut Street to help with water flow
- Winter water trees
- Accepted another roundabout at Crossroads and Covered Bridge Dr
- 3 landscape inspections

This meeting we will be judging posters for the Arbor Day Poster Contest and is one of the most challenging but fun events that we do! Since we all have our favorites lets get started to advocate for the best submission for the cover page of the 2021 Arbor Day Calendar!

Let's Keep Windsor Tree-rific!