



TREE BOARD REGULAR MEETING
July 23, 2019 - 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 May 28, 2019

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Sick Tree Day Recap
2. Discuss plans for September educational event

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

August 27, 2019
September 24, 2019
October 22, 2019

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING

May 28, 2019- 5:00 P.M.

Maple Room Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

Minutes

A. CALL TO ORDER

Chair Alison O'Connor called the meeting to order at 5:03 pm

1. Roll Call

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

Also Present:

Town Forester
Administrative Specialist

Ken Kawamura
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. Pankonin moved to approve the Agenda. Ms. Bielawski seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Myles Baker/Town Board Liaison:
No Report

4. Public Invited to be Heard

No Report

B. CONSENT CALENDAR

1. Minutes from March 26, 2019

Ms. Ball moved to approve the March 26, 2019 minutes as submitted. Mr. Pankonin seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Sick Tree Day

- Tuesday, June 25th (in place of Regular Board Meeting)
- Mr. Kawamura sent save the dates out to Master Gardeners, CSU, other extension agents, will email list to Ms. O'Connor
- Laura Wagner from Casper, WY, along with two other staff members, will be joining the Board

- Ms. O'Connor will send out save the date reminders to Board members for attendance confirmation
- 2-3 registrations to date
- Start pushing all available social media posts / advertising (Facebook, Nextdoor, Instagram, Twitter, restroom signage, PRC website, Rec Center TVs), will submit request to communications on Wednesday, May 29th, providing date, time, specific details, open to 50 spots, clients will contact Rec Center in order to register, look into front desk staff transferring registration to new form, registration will close on Thursday, June 20th
- Mr. & Mrs. Monroe are available to meet with waitlisted clients, if needed
- Board members will meet at the Parks Shop at 4:30pm, other attendees/guests need to arrive by 4:45pm, departure at 5:00pm, 5 groups/vehicles, Ms. Ball will create route for visits
- Ms. O'Connor and Ms. Bielawski will update information totes / fact sheets for clients, will create topic list and email to Mr. Kawamura to print off
- Mr. Kawamura will order 10-15 additional Sick Tree Day hats
- Clipboards, pens, water, bug spray, sun screen, phone with GPS, Tree Team Buckets-hand trowel and screwdriver for each group
- Dinner at Pueblo Vejo 7:30-8:00pm, 30-40 people, Ms. Bielawski will call to make reservation, will call day of with final count

2. Educational Opportunities Update

- Quarterly Goal Update
 - Outreach Clearview Library
 - 4 out of 4 completed
 - June Coffee with Board
 - 1 out of the 4 completed
 - The event was attended by 2 participants
 - This event has been cancelled
 - Park Audits
 - 2 out of 2 completed
 - Fee Based Class
 - Goal is to complete 2 classes
 - Tree Symposium at CRC : February 23, 2019, 9am- noon, 52 attendees with very positive feedback
 - Need to come up with one event to complete goal
 - Plan new event for 2019
- Planning for planting in 2020
 - Tuesday, September 24, 2019 at 6:00 pm (in place of Regular Board Meeting)
 - Mr. Kawamura - reserve 2 rooms / Evergreen, Activity Guide deadline, tables with chairs, 40 people goal

E. COMMUNICATIONS

1. Communication from town Staff

- Mr. Kawamura:
 - April PReCAB – Smoking / vaping in parks, museum acquisitions
 - Cottonwood tree on 3rd and Garden - working on getting it removed, still in process with property owners
 - Forestry April Highlights – successful Arbor Day celebration at Tozer and Mountain View, sold 63 trees at the Tree Sale, moved 5 trees at Windsor Highlands Park for new flag football field, winter water, grind 9 stumps in parks, hired Lynn Morales /

Horticulture Technician, installed a new memorial garden / dedicated bench for Sandy Brug at Art & Heritage Center, 8 landscape inspections

2. Communications from Chairperson and Board

- Ms. Bielawski:
 - Wanted to recognize Evie & Walter Eskridge from Severance who created the murals for Arbor Day poster exhibit at Art & Heritage Center
- Ms. O-Connor:
 - Calendar for next year is ready to go, all pictures are downloaded, will send infrastructure to Megan, recycled the current garden / tree tips for last 2 years, brainstorm on future educational component to include (featured trees, tree tour, 7 trees to replace your Ash), only 5 poems, enlarge area / space for days, alternate poem and tree tips

F. ADJOURN

Ms. Bielawski moved to adjourn. Mr. Pankonin seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 5:56 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation, & Culture



MEMORANDUM

Date: July 23, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Sick Tree Day Recap
Item #: D.1.

Background / Discussion:

This year's Sick Tree Day Event was another very successful and well received event. This is one of the most popular event for homeowners and had 51 participants. Bill and Mary Monroe visited another 11 post event calls and fielded an additional 8 phone calls! With all the new homes and residents moving to Windsor, the most common ailments were related to new plantings such as improper planting, watering, species and site selection. It was hard pressed to find a tree larger than 5 inches in diameter.

Financial Impact:

\$518.00 for dinner cost

Recommendation:

For discussion only

Attachments:

None



MEMORANDUM

Date: July 23, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re:
Item #: D.2. Discussion of September Education Event

Background / Discussion:

At the May meeting it was determined the board would host an educational class at the community recreation center on September 24, 2019 at 6:00pm in place of the scheduled September tree board meeting. The purpose of this discussion is to lay out specific details in preparation for this event.

Financial impact:

Depending on specifics of the project

Recommendation:

For discussion only

Attachments:

None

FORESTRY DIVISION

July 24, 2019

The last couple of months have been very busy for staff trying to stay up with clearance pruning and maintaining flower beds around town. There were two walnut trees that have died and inspected for Thousand Cankers and had to be removed. Horticulture staff has been busy renovating beds and replacing dead plant material.

Highlights from May and June are:

- Successful Sick Tree Day Event visited 51 households
- Completed landscape renovation at 5th and Main Street
- Renovated landscape islands downtown
- Grand opening of 2 new parks (Windshire and Village East)
- Removed 19 small trees 3 large trees
- Pruned 31 trees for clearance
- Cleaned up all roundabouts
- Prepping for landscape renovation at Founders Park in New Windsor
- 6 landscape inspections

We will start the meeting with a recap of the Sick Tree Day event then discuss plans for the upcoming educational event planned for September 24th. Based on these agenda items we should be able to wrap up this meeting fairly quickly.

Let's Keep Windsor Tree-rific!

