



TREE BOARD REGULAR MEETING
August 27, 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 July 23, 2019

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Quarterly goal update/set goals for 2020-2021
2. Finalize plans for September educational event

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

September 24, 2019
October 22, 2019
November 26, 2019

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING
July 23, 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 5:07 pm

1. Roll Call

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

Also Present:

Town Forester	Ken Kawamura
Parks Operations Manager	Bob Worthen
Town Board Liaison	Myles Baker (Absent)
Administrative Specialist	Kristy Zulkoski

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

Ms. Bielawski moved to approve the Agenda. Ms. Ball 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 May 28, 2019

Correction with spelling of Pueblo Viejo under Board Discussion

Ms. Ball moved to approve the May 28, 2019 minutes as amended. Mr. Monroe seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Sick Tree Day Recap-

- Suggestions made for getting more modern with mesh/trucker style hats
- Need for carbon copy forms next year since homeowner needs a copy, it is difficult to follow up if needed without, took photos but still not the best option

- Need to update the facts sheets, difficult to navigate with too many subjects
 - Thank you to Ms. Ball for organizing routes and addresses again this year
 - 3 of 6 clients were not home for one group, able to still assess trees that were visible in front or backyards
 - A few clients were surprised from the visit because they were told when they registered that they would get a call to confirm an exact time and they never received one
 - Thoughts on future for clients to fill out google doc in order to submit all info online, submit / talk to IT about adding a link, top of the form could include timeframe / guidelines for visits, send out reminder Monday before or follow up email to client after registering, need for back up process for those not having access to computer / online, can still call front desk
 - Review the idea of entering yards of those who are not home and board members driving their own vehicles with Mr. Lucas for liability / safety issues
 - 51 visits that evening, 63 total after Mr. & Ms. Monroe made additional visits
 - Need to be more selective of who all joins / volunteers for transportation purposes as well as effectiveness, must RSVP, option of having more groups possibly 7-8 headed by board member to hit more homes and longer visits, cap the number for registration / waitlist and limit the additional visits after the event date, provide list of approved arborists for follow up / assistance
 - Issues with tree removal and major pruning well-received and appreciated
 - Thank you to Mr. Worthen and his crew for their support and time
 - 2020 Sick Tree Day on June 23rd
2. Discuss plans for September educational event
- During May meeting discussed to do an educational event / fee based class in lieu of September 24th Tree Board Meeting
 - 6:00-7:00 pm at CRC / Spruce Room, 40 people with tables, charge nominal fee of \$5.00
 - Ms. O'Connor 45 minute presentation on re-cap of trees in Windsor including topics of Emerald Ash Borer and Japanese Beetle and species selection (updated recommended tree list)
 - Mr. Kawamura will submit request for marketing promotion / publication, boosts on social media, posters, flyers, pay at the door, no registration required, discussed possible event names, will send to Jess in Communications, start pushing out promotions 6 weeks prior, request to send Ms. O'Connor and Ms. Ball proof of marketing tools
 - Send e-mail to target those who attended Tree Symposium participants and Sick Tree Day clients, for more info contact Ms. O'Connor
 - Create mailing list which will document number of participants,
 - Mr. Kawamura will provide snacks and water

E. COMMUNICATIONS

1. Communication from Town Staff

- Forestry Highlights
 - Completed landscape renovation at 5th and Main Street
 - Renovated landscape islands downtown
 - Grand opening of two new parks – Windshire and Village East
 - Removed 19 small trees and 3 large trees
 - Pruned 31 trees for clearance
 - Prepping for landscape renovation at Founders Park in New Windsor
 - 6 landscape inspections
 - PReCAB meeting cancelled for July, Mr. Worthen will present in his report about Sick Tree Day

- Large cottonwood tree branch fell on Main Street in front of Dairy Queen, another tree at a residence was served a notice twice, must remove by Aug 7th, tree near Mayor's property at 3rd & Garden will be removed at some point

2. Communications from Chairperson and Board

- Theme for Arbor Day calendars – Plant Small, Grow Tall
 - Highlight Top 12 Trees, Ms. O'Connor will email board for 3-5 suggestions, compile a list, Mr. Kawamura can vet and confirm location within Windsor

F. ADJOURN

Ms. Ball moved to adjourn. Mr. Calvin seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:07 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation, & Culture



MEMORANDUM

Date: August 27, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Monthly Project Report
Item #: D.1. Quarterly Goal Update

Background / Discussion:

Update for goals set for 2018 through 2019. It was decided there would be four outreach programs at the library, four coffee with the Tree Board, two fee based classes and two park audits. So far, all programs have been successfully completed except for the coffee with the Tree Board which was scratched due to lack of participation. The second fee based program is schedule for next month and will begin to finalize the logistics in next couple weeks.

Financial impact:

N/A

Recommendation:

For review only

Attachments:

None



MEMORANDUM

Date: August 27, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Monthly Project Report
Item #: D.2. Educational Event Planning

Background / Discussion:

The second fee based program is schedule to replace next month's Board meeting on September 24, 2019 from 6:00pm to 7:00pm. We will begin to finalize the logistics in the next couple weeks.

Financial impact:

N/A

Recommendation:

For review only

Attachments:

None

FORESTRY DIVISION

August 27, 2019

July was very hot not only here but setting records across the country. Not only was staff busy trying to keep cool, we had our hand full trying to keep all the trees and plants irrigated! We had all the irrigation on the Main Street beds redone and also upgraded the irrigation on the gazebo at Main Park and the beds at Chimney Park Pool. We maintained the roundabout on Hwy 257 by the cemetery and inspected the new roundabout installed at 7th and New Liberty. We clearance pruned around all crosswalks in anticipation for the beginning of the school year to make them as safe as possible for all the students returning to school. In addition to all this work, there was a microburst that hit town on August 15th and staff was out immediately following the event removing branches off streets to keep access open. Then for the next couple of days cleaning up and inspecting trees for further damages.

Highlights from July/August are:

- Microburst clean up
- Renovate irrigation system on Main Street and Gazebo
- Spray downtown honeylocust for spider mites
- Removed 9 trees
- Pruned 38 trees for clearance
- Cleaned up all roundabouts
- Working on renovation at Founders Park in New Windsor
- 8 landscape inspections

We will start the meeting with the quarterly update then work to finalize the education event that will take place next month. Based on these agenda items we should be able to wrap up within the allotted timeframe.

Let's Keep Windsor Tree-rific!

