



TREE BOARD REGULAR MEETING
OCTOBER 27, 2020 - 5:00 P.M.
PINE 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 28, 2020

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Update and plans to move forward
2. 2021 budget update (Tara)

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

November 24, 2020
December 22, 2020
January 26, 2020

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING

JULY 28, 2020 - 5:00 P.M.

Zoom Meeting

Please click the link below to join the webinar:

<https://windsorgov.zoom.us/j/91189766592?pwd=UTc0ZlRQaVdsUkNJTWFZaFhFL3NhUT09>

Passcode: 787810

Or Telephone:

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 911 8976 6592

MINUTES

A. CALL TO ORDER

Alison O'Connor called the meeting to order at 5:00 pm

1. Roll Call

Alison O'Connor
Wendy Ball
Sue Bielawski
Bill Monroe
Rebekah Wilson
John Pankonin
DJ Calvin
Neva Peltz
Julie Cline

Town Board Liaison

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. Calvin moved to approve the Agenda as presented. Ms. Wilson seconded the motion. All members present voted Aye. Motioned carried.

3. Liaison Report

Town Board Liaison – Julie Cline (newly appointed)

- No Report at this time, but excited to be a part of the Tree Board

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from February 25, 2020
2. Minutes from May 12, 2020

Ms. Wilson moved to approve the February 25, 2020 and May 12, 2020 minutes as presented. Mr. Calvin seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Catch up and plans to move forward

- Ms. Peltz

- Graduated from WHS as class valedictorian and will be attending Cornell in the fall, interested in Government with a focus on International Relations

- The Tree Board members send their congratulations, gratitude for serving on the Board

and wish her all the best

- Mr. Calvin
 - Moving to Arizona in late August due to job opportunity for Hayden Outdoors
- Ms. Bielawski
 - Noticed on Arbor Day calendar that dates for many holidays were incorrect, will need to edit and proof better next year
- Ms. O'Connor
 - A positive to this year is the nursery / greenhouse industry as a whole has been doing very well so far with record sales due to people staying at home and gardening, those working in horticulture have been receiving numerous calls about home gardening questions and diagnostic inquiries, dry weather in winter and cold snap in the fall and again in April causing issues
- Mr. Kawamura
 - 29 households were visited on Sick Tree Day, 20 volunteers, most issues were with dead or declining trees due to weather, over 50% of the calls were from the Windshire subdivision attributed to newer builds and landscaping
 - Upgraded irrigation system which is now all automated at Treasure Island, new shelter and storage shed added
 - Severe windstorm that happened in June caused major clean up of clearing fallen trees / branches that were on sidewalks and streets
 - Blake McGrew working on clearings of sidewalks and streets for pedestrians and motorists
 - Renovated beds and roundabout at Windsor Highlands Park thanks to Lynn Morales who did the design and install
 - Removed over 100 declining trees from around town due to extreme weather, most were about 4-5" in caliber
 - Goals for 2020 season
 - Create pamphlets for June (postponed)
 - Clearview Library Series which occurs once a month on the second Wednesday at 12:30 pm has continued virtually and with amazing attendance, Ken and Alison are scheduled to speak on September 9th via Zoom on the topic of Replacement Trees for Ash or Options for Shade Trees, will send out email reminder
 - Planned on doing Tree Symposium every other year, next one scheduled for 2021, may have to table due to budget cuts
 - Park audit in lieu of regular meeting next month on the 25th at Chimney Park, attendance is optional as info will be shared
- Arbor Day Contest
 - Poster and poetry winners were selected and prizes were ready to go, unable to celebrate or recognize due to COVID, waiting for final decision from schools to see what their schedules and restrictions will look like for the fall, will discuss further at October meeting on how to celebrate those who won and distribute prizes
 - Due to budget, next year's calendar will be cut, will need to get creative on how to move forward with future contest for kids if there is no calendar, had discussions in the past about looking into getting sponsors for each month in order to support the costs (roughly \$3,500)
 - 2021 Forestry budget has been submitted but not yet approved, hope to give final details at next board meeting, \$40,000 cut
- Treasure Island
 - Irrigation being extended, \$15,000 allocated to the project
 - Master Plan currently being completed

E. COMMUNICATIONS

1. Communications from Town Staff

- Mr. Kawamura
 - No personnel cuts or furloughs during this time, some PRC staff was temporarily repurposed to assist with Forestry and Parks

2. Communications from Chairperson and Board

- Ms. O'Connor

- Weed control and broken sprinklers
 - Contact on-call 970.674.5407 or front desk at Rec Center
- Emerald Ash Borer – now that it has been found in Fort Collins and Loveland, inquired about any plans to enact the EAB Plan
 - Early find just north outside of city limits of Fort Collins, officials deemed city as infested and has moved forward with their guidelines, also found southwest of Berthoud, but wood was moved to Loveland, Greeley has started treating
 - No treatment currently started in town, but senses are heightened and aware, couple of trees assessed and took samples, but came back negative, under 10% Ash within town are 8-10 inches in diameter, issue will be replanting after removal, it will be important to make a plan for treatment in the near future
 - Have to take any calls seriously, and if in town limits, Mr. Kawamura will go out and assess
- Japanese Beetles – tree and lawn pest, not found in Windsor, but keep an eye out
- Mr. Pankonin
 - 21 mature Ash trees, 12-14 inch diameter, most planted in 1997, interested in treatment
 - Both knees will be replaced at the end of September, will notify Board of official date

F. ADJOURN

Mr. Pankonin moved to adjourn. Ms. Bielawski seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 5:53 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation & Culture



MEMORANDUM

Date: October 27, 2020
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Plans to move forward for 2021
Item #: D.1.

Background / Discussion:

At the July meeting there were discussion on moving forward due to changes in operations and the way business is conducted due to coronavirus. This discussion will focus on:

- Status of 2021 calendar
- How to celebrate Arbor Day Poster/Poetry Contest winners from last February
- Current board member status

Financial Impact:

None

Recommendation:

For Discussion Only

Attachments:

None



MEMORANDUM

Date: October 27, 2020
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Update 2021 Budget
Item #: D.2.

Background / Discussion:

- The Deputy Director of Parks Recreation & Culture will provide an update to the proposed 2021 budget

Financial Impact:

Proposed for 2021

Recommendation:

For Discussion Only

Attachments:

None

FORESTRY DIVISION

October 27, 2020

Summer is officially over and it appears we went from summer to winter and bypassed fall! With measurable snow totals and single digit temperatures predicted this past weekend, staff has changed gears and are ready to go into snow mode. Forestry staff has been busy planting 22 trees around town and getting ready to install Holiday lights downtown. We are also getting ready to send out the fall tree work contract to be completed by end of year. Horticulture staff has been busy planning for next year's annual plantings in addition to decorating pots for winter. We are also developing a plan for Treasure Island as we transition to manage this site.

Highlights to date are:

- Participated in Fall Clean up Days
- Replanted/repurposed the banana plants that were used in the annual pots downtown to make indoor flower pots at the Public Services building and at the CRC
- Treasure Island Demonstration Garden was recognized and added to the American Public Garden Association
- Started trimming trees at Boardwalk Park and West Park for pruning cycle
- Planted 18 trees at the community recreation center/police station and 4 street trees
- Start planning of the spring annual plantings and the Arbor Day Tree Sale
- Performed 13 landscape inspections for new developments and re-inspections
- Supplemental watering of newly planted trees

This time of year as we start to move to winter work projects, it's a great time to plan for the upcoming season. The Town budget will be adopted in the next couple of months and hopefully things will start to get a little more "normal" for 2021. We'll continue our planning and Tara will give an update on the budget process. So let's get going!

Let's Keep Windsor Tree-rific!

