



## TREE BOARD REGULAR MEETING

November 24, 2020 - 5:00 P.M.

### Zoom Meeting

Please click the link below to join:

<https://windsorgov.zoom.us/j/91523060563?pwd=ekhpcGJWSk12dVpzVVFPNnp1eXpNdz09>

Meeting ID: 915 2306 0563

Passcode: 919333

888 788 0099 US Toll-free or 877 853 5247 US Toll-free

## MINUTES

### A. CALL TO ORDER

Alison O'Connor called the meeting to order at 5:02 pm

#### 1. Roll Call

Alison O'Connor  
Sue Bielawski  
Rebekah Wilson  
John Pankonin(absent)  
Jason King  
Julie Cline(absent)

Town Board Liaison

Also Present: Town Forester  
Parks Operations Manager  
Administrative Specialist

Ken Kawamura  
Bob Worthen  
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 as presented. Mr. King seconded the motion. All members present voted Aye. Motion carried.**

#### 3. Liaison Reports

Town Board Report/Julie Cline

- No Report

#### 4. Public Invited to be Heard

- Nick Evers
  - From Pittsburg, Pennsylvania, moved to Denver 3 years ago
  - Student at Oregon State University (online) - attending to fulfill final assignment requirement for Urban Forestry Management class to sit in on Tree Board meeting, observe and report findings, Final will be to create a mock-up of an Urban Forestry Master Plan
  - Works for City of Denver in the Forestry Division, reviews plan for construction & tree protection

### B. CONSENT CALENDAR

#### 1. Minutes from October 27, 2020

**Ms. Bielawski moved to approve the October 27, 2020 Minutes as presented. Mr. King seconded the motion. All members present voted Aye. Motion carried.**

### C. BOARD ACTION

#### 1. Cancellation of December 22, 2020 Regular Meeting

**Ms. Bielawski moved to cancel the December 22, 2020 Regular Meeting. Mr. King seconded the motion. All members present voted Aye. Motion carried.**

## **D. BOARD DISCUSSION**

### **1. Update Poster/Poetry Winner Recognition**

- Due to COVID, discussion was held on not having the recognition at the Town Chambers, but rather invite the Mayor to the CRC and have the presentation in the large gym
- Restrictions recently became tighter again, County and Town are at Level Red with 10% capacity
- Forestry staff have been in contact with schools to see the best way to distribute to winners, certificates have been completed, all prizes are bagged up and ready to go, no t-shirts this year
- Elementary schools are still currently in person and middle school is on a hybrid schedule, can drop off bags with the front office and staff will get them to students, high school is only online right now, bags can be dropped off at Administrative Building and they will get to students, 37 total winners including 12 in middle school, possibly 1-2 that were in 8<sup>th</sup> grade, but now in high school
- 2-3 winners are no longer enrolled in the district, no way to track due to confidentiality
- Will include calendars in prize bags once completed, Megan is currently making edits and swapping some photos in order to update, Ms. O'Connor and Mr. Kawamura did review to verify holidays, will include National and Colorado Arbor Days, but will not include school district or Town events/meetings, once the new draft is available it will be sent out for final proofing

### **2. Logistics for 2021 Poster/Poetry Contest & Arbor Day**

- Vote for next year's theme
  - Trees are the Roots of Life (3 votes)
  - Trees are cool
  - Celebrate Trees in our Town
  - Trees Matter
  - Trees are for Everyone

**Mr. King moved to have Trees are the Roots of Life as the theme for the 2021 Poster/Poetry Contest. Ms. Wilson seconded the motion. All members present voted Aye. Motion carried.**

- Without knowing what things will look like at that time, Ms. O'Connor is still willing to create a short video in order to introduce the contest/theme/guidelines for teachers to share with their students
- Will have to figure out how to get the posters that have been submitted, may have to consider sending in photos instead of hardcopies, although hardcopy is preferred, needs to be simple and easy on school staff regardless, will continue to brainstorm possible drop off locations for poster submissions, if needed (CRC, Town Hall, Clearview Library)
- Ms. Bielawski inquired about previous discussions about students having the option of submitting a photograph instead of a drawing
  - Ms. O'Connor – not opposed to it for the future and it's a great idea, but didn't think that this was the year to launch something new, too many logistics at this point with not knowing what things will look like at that time, how the photos would be submitted, how they would be used, would almost need to be a year-long launch in order to receive photos of trees throughout the seasons and not just from January to February

## **E. COMMUNICATIONS**

### **1. Communications from Town Staff**

- Mr. Kawamura
  - Blake has been putting up lights all along Main Street downtown, expanding from 3<sup>rd</sup>-6<sup>th</sup> Streets, local businesses are providing additional power sources, lights will be turned on this weekend
  - Windsor Wonderland is December 5<sup>th</sup> at Boardwalk Park, pictures with Santa by registration only
  - Lynn has been working on the large pots around town, prepping and decorating them for the holiday season, completed her Spring order for plantings/annuals for the summer
  - Working on awarding the fall tree contract to Fort Collins Tree Care, 7 Siberian Elms are slated for removal, will be completed by the end of the year
  - 50 trees ordered for annual Tree Sale, can order online at the beginning of the year, no contact pick up or delivery will be available, if needed
- Mr. Worthen
  - Praise to Mr. Kawamura and the entire staff with how they have persevered and handled these challenging times, great work from Lynn on her Spring order and pots

### **2. Communications from Chairperson and Board**

- Ms. O'Connor
  - Thank you to all Board Members for their hard work and commitment
  - An appropriate recognition will take place to honor and celebrate Bill Monroe and Wendy Ball for their decades of service on the Board
  - Adam Ivans/Town Board Liaison passed away last Friday, discussed with Mr. Kawamura on how to honor him within the calendar: "For Ivan Adams"
  - Next Regular Meeting will be January 26, 2021

## **F. ADJOURN**

**Mr. King moved to adjourn. Ms. Wilson seconded the motion. All members present voted Aye. Motion carried. Meeting was adjourned at 5:48 pm**

Submitted by:

Kristy Zulkoski, Administrative Specialist  
Parks, Recreation & Culture