



TREE BOARD REGULAR MEETING
November 26, 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 August 27, 2019

C. BOARD ACTION

1. Vote to cancel December 24, 2019 meeting
2. Determine Theme for 2020 Arbor Day Poster Contest

D. BOARD DISCUSSION

1. Distribution of 2020 Arbor Day Poster Calendars
2. Set Goals for 2020-2021

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

December 24, 2019
January 28, 2020
February 25, 2020

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING

August 27, 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 5:04 pm

1. Roll Call

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

Also Present:

Town Forester
Town Board Liaison
Administrative Specialist

Ken Kawamura
Myles Baker
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:

- Harvest Festival this weekend, parade on Monday
- Finishing 2 Roundabouts at New Liberty & 7th and New Liberty & CR13, future roundabouts at Parmigan entrance & 392 and at Jacoby Road & 62 1/2
- Public Art donation from Martin Lind – Pelicans New Liberty & 7th roundabout
- CR 5 widening / adding lanes – waiting on CDOT
- Meeting last night with CDOT about moving truck/commercial traffic through Main Street, wanting to divert 257/392 traffic through industrial area, collecting data from pinging cell phones
- CRC shutdown week last week
- 621 building permits so far, on pace to beat the record of 690
- Discussion from Martin Lind about more commercial growth in future Brands area
- Mash Lab restaurant expansion
- Mill / Tavern opening in October, Italian restaurant and brewery to follow
- Mr. Baker and Mayor are term limited in April

4. Public Invited to be Heard

No Report

B. CONSENT CALENDAR

1. Minutes from July 23, 2019

Ms. Ball moved to approve the July 23, 2019 minutes as presented. Ms. Wilson seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Quarterly goal update/set goals for 2020-2021
 - Met all goals for 2018-2019 with success
 - Four out-reach programs at the library
 - Coffee with the Tree Board pulled due to low attendance first time
 - Two fee-based classes (spring - completed & fall – scheduled for Sept.)
 - Two Park audits
 - Arbor Day / Calendar events
 - Mr. Wilson suggested aligning goals more with Town Board goals
 - Reviewed the Tree Board Mission statement
 - Future Goals / Events Discussion
 - Sponsored library events with Larimer County
 - Spring Workshop ½ day fee based class
 - Arbor Day / Calendar
 - Sick Tree Day
 - Fall evening drop in and learn seminars
 - Park Audit / Urban Forest Assessment - one a year
 - Inform Town Board of future issues of Emerald Ash Borer, Japanese Beetle, Water conservation, as needed, and based on time of year / diversity of Windsor's community
 - Year-end recap report from Tree Board / Forestry, could present at Town Board meeting or just add into meeting packet for January 13th or 27th
 - Ms. Wilson inquired about being Tree City USA and all of the new buildings coming in – Mr. Kawamura reported that requirements are being met
 - Tree Board Membership - Ms. O'Connor applied for new term, has not heard confirmation yet
2. Finalize plans for September educational event
 - September 24th 6:00-7:00 pm “What’s Sap with Windsor Trees: Sick Tree Day Recap” (in lieu of September’s Regular Meeting)
 - Spruce Room at CRC \$5 cash only at the door, no pre-registration, will need change box
 - Marketing - Posters (capitalize Windsor, add cash only) website, all affiliated social media outlets
 - Mr. Kawamura will send pdf poster to board members to share with neighborhood/HOAs
 - Ms. O'Connor will present and prepare handouts, include Larimer and Weld County extension resources
 - Provide coffee & tea / chocolates
 - Door Prizes - 2 Sick Tree Day Hats, certificate for landscape consultation with Ms. O'Connor and Mr. Kawamura
 - Table and chairs - classroom set up
 - Mr. Kawamura will check with front desk about credit cards for payment just in case

E. COMMUNICATIONS

1. Communication from Town Staff

- Reviewed Forestry Division Report – July & August Highlights
 - 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
- Blake McGrew/Forestry Maintenance Tech and Lynn Morales/Horticulture Tech assisted at Treasure Island, horticultural visit with Ms. O'Connor, very impressive
- Emerald Ash Borer / Japanese Beetle no findings / reportings in Windsor

2. Communications from Chairperson and Board

- Ms. Bielawski inquired about Trees, Peoples & Towns (when & where) – interest in attending

F. ADJOURN

Ms. Bielawski moved to adjourn. Ms. Ball seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:17 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation, & Culture



MEMORANDUM

Date: November 26, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Cancel December 24, 2019 Meeting
Item #: C.1.

Background / Discussion:

The December Tree Board meeting falls on Christmas Eve. Depending in when the December meeting falls in relation to Christmas, the board has cancelled the majority of December meetings

Financial impact:

None

Recommendation:

Move to cancel the December 24, 2019 meeting

Attachments:

None



MEMORANDUM

Date: November 26, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: 2020 Arbor Day Poster/Poetry Contest Theme
Item #: C.2.

Background / Discussion:

The Windsor Tree Board Poster Contest theme will be discussed and determine the most appropriate theme for the upcoming year. To simplify the process these two themes are presented for discussion:

"Plant a Tree for You and Me"

"We All Need Trees"

Financial impact:

Cost of awards/prizes for winning entries

Recommendation:

Move to approve the theme for the poster/poetry contest as discussed

Attachments:

None



MEMORANDUM

Date: November 26, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Distribution of 2020 Arbor Day Poster/Poetry Calendars
Item #: D.1.

Background / Discussion

The 2020 Arbor Day Poster/Poetry Contest Calendars have arrived. Staff has distributed to the contest winners and schools. Goal of this discussion is to determine who and where the remaining calendars will be taken to.

Financial Impact:

N/A

Recommendation:

Discussion only

Attachments:

None



MEMORANDUM

Date: November 26, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Set Goals 2020-2021
Item #: D.2.

Background / Discussion:

At the August meeting, goals for 2020-2021 were discussed. Some ideas:

- partner with Larimer and Weld County Libraries;
- provide a year end report to Town Board,
- host a spring workshop
- tree/park audit

The purpose of this discussion is to set committees, times and dates.

Financial Impact:

Depends on event

Recommendation:

Discussion only

Attachments:

None

FORESTRY DIVISION

November 26, 2019

It has been a while since we last met...August 27th as a matter of fact! Lots have happened since then. Most significantly, the weather has gone from hot to cold in what seems overnight! It has snowed at least four different occasions where staff was called out to remove snow. We were also very busy assisting with Windsor Harvest Festival and participated in the first fall clean up day that provided Windsor residents a chance go drop off leaves, tree limbs and general yard waste at no cost. We helped a total of 771 vehicles that passed through the gates with all their debris. This helps to keep our town beautiful! Horticulture completed renovating Founders Green Park. This park was built in early 2000's and the plants were all overgrown and creating a not so desirable atmosphere around the playgrounds. It now has a beautiful perennial garden and a nature play element that ties together the play areas. Forestry has also been busy moving trees out of the tree nursery in preparation for the new flood mitigation pond. We are also preparing for the Holidays by stringing lights up downtown!

Highlights from September/October are:

- Presented at Agriculture Fair at CRC
- Plant fall annual pots
- Moved 7 trees at the new Parks/Public Works Facility
- Spade moved 23 trees
- Replaced 22 trees in various parks
- Attended the annual ISA Conference in Broomfield, CO
- Cleaned up all beds and roundabouts
- 6 landscape inspections

We have lots to cover and get caught up on for this agenda. We will talk about canceling the December meeting, determine a theme for the Arbor Day Poster Contest and finalize the goals. This time of year, everyone has very busy schedules so let's get started!

Let's Keep Windsor Tree-rific!

