



TREE BOARD REGULAR MEETING

January 26, 2021 - 5:00 P.M.

Zoom Meeting

<https://windsorgov.zoom.us/j/97135801993?pwd=dIRITm96SnhqMINPOHIHOWxISy91dz09>

Meeting ID: 971 3580 1993

Passcode: 747729

AGENDA

A. CALL TO ORDER

1. Roll Call
2. Introduction of new board member Donna Pierce
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
4. Liaison Reports
 - Town Board Report
5. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes from November 24, 2020

C. BOARD ACTION

1. Election of Officers

D. BOARD DISCUSSION

1. Arbor Day 2021 Planning

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

February 23, 2021

March 23, 2021

April 20, 2021

Tree Board Meeting

Tree Board Meeting

Tree Board Meeting



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 8th 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 3rd-6th Streets, local businesses are providing additional power sources, lights will be turned on this weekend
 - Windsor Wonderland is December 5th 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



MEMORANDUM

Date: January 26, 2021
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Election of Officers
Item #: C.1.

Background / Discussion:

Board officers shall serve for a term of one year and shall be elected annually at the January meeting of the Board

Financial Impact:

N/A

Recommendation:

Move to nominate _____ as Chair. (Second and vote)
Move to nominate _____ as Vice-Chair (Second and vote)
Move to nominate _____ as Secretary (Second and vote)

Attachments:

None



MEMORANDUM

Date: January 26, 2021
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Planning
Item #: D.1.

Background / Discussion:

Due to the COVID-19 pandemic, in person meeting and gatherings are limited. The schools are not participating in any outside visitations such as the Arbor Day Celebrations as we have done in the past. This discussion will be focused on how are going to plan for Arbor Day scheduled for April 16, 2021. The 2020 Arbor Day was planned for Skyview Elementary last year and was cancelled. Tree Sale is still planned to take place and whether we have in person pick up at 922 North 15th Street or we can do no contact pick up as we did last year will be determined. In addition, we will discuss how to judge posters without being able to meet in person.

Financial Impact:

We have \$1000 allocated for the various events

Recommendation:

For discussion

Attachments:

None

FORESTRY DIVISION

January 26, 2021

I hope you all had a happy and safe Holiday Season! Now that 2020 is behind us, let's press reset and start off this new year! First of all, welcome new board member Donna Pierce! We are glad to have you join us and think you will find we are a very dynamic and fun board. I'm sure you will have a "tree-rific" time with us! Staff has been out a few times clearing snow and spent some time setting goals and gearing up for the upcoming season. We have also been pruning West Park as part of the 5 year pruning rotation and contracted the removal of several street trees.

Highlights from December/January are:

- Clear unwanted vegetation for the Riverwalk project at Eastman Park
- Collected close to 800 Christmas trees for recycling and the Magical Forest event
- Cleaned up flower beds and roundabouts
- 13 landscape inspections

We will start with the election of officers for 2021, then discuss plans for Arbor Day since schools are not hosting any out of school visitations at this point. We also will talk about how to judge the poster/poetry contest if we are not meeting in person. We are looking forward to a busy and exciting new year!

Let's Keep Windsor Tree-rific!

