



TREE BOARD REGULAR MEETING
January 29, 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 November 27, 2018

C. BOARD ACTION

1. Election of Officers

D. BOARD DISCUSSION

1. Arbor Day Planning
2. Educational Opportunities Update
3. Tree Symposium Update

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

February 26, 2019
March 26, 2019
April 23, 2019

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING
November 27, 2018- 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 5:00 pm

1. Roll Call

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

Also Present:

Town Forester
Town Board Liaison
Parks, Recreation & Culture Director
Parks Operation Manager
Administrative Specialist

Ken Kawamura
Myles Baker (absent)
Eric Lucas
Bob Worthen
Kristy Zulkoski

- Ms. O'Connor welcomed new board member David "DJ" Calvin
Mr. Calvin introduced himself-Originally from Nebraska, grew up in Greeley, moved to Windsor about six years ago, served on Planning Commission in Greeley for five years, interest in the Boards here in Windsor, not much experience in trees/forestry, but enjoyed his tour with Mr. Kawamura and learned a lot, excited to get involved and get started

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

Ms. Bielawski inquired about adding the following:

- December 1st Talk with the Tree Board
-Added under Board Discussion Item #4
- New Landscape Standards
-Added under Communications/Town Staff

Ms. Bielawski moved to approve the Agenda as amended. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

- Town Board-No Report

4. Public Invited to be Heard

- Laura Wagner (1209 W. Pershing, Cheyenne, WY)
-Enrolled in an Urban Forestry Policy Planning & Management course, attending as part of capstone project, was introduced to the Tree Board at fall conference held

- Janene Willey (Water and Sewer Board)

B. CONSENT CALENDAR

1. Minutes from August 28, 2018
2. Minutes from September 25, 2018

Mr. Pankonin moved to approve the July 24, 2018 minutes. Ms. Bielawski seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD

1. Cancel December 25, 2018 Meeting
 - Due to Christmas falling on 4th Tuesday of the month-also have the option to add an additional work session in January, if needed

Mr. Pankonin moved to cancel the December 25, 2018 meeting. Ms. Bielawski seconded the motion. All members present voted Aye. Motioned carried.

D. BOARD DISCUSSION

1. Distribution of 2019 Arbor Day Poster/Poetry Calendars
 - Worked with same designer Megan Larson and viewed final proof in October
 - Town staff has already delivered to local schools and District Office
 - Distribution to other local businesses: 1,200 copies printed, 10-12 boxes/40 per box left, Mr. Kawamura will hand out after meeting adjourns
 - Ms. Bielawski: Windsor/Severance Library, Vision Re-Vision, Mr. Yo's, music studio
 - Ms. Wilson: High Hops, King Soopers complex
 - Mr. Monroe: Highland Meadows Golf Course, Pueblo Viejo, 7-11 and surrounding
 - Mr. Pankonin: First National Bank, Windsor State Bank, Discount Liquor, Wells Fargo
 - Mr. Calvin: Points West, Colorado Community, Pelican Lakes Plaza
 - Ms. O'Connor: Downtown businesses
 - Mr. Kawamura: Art & Heritage, CRC, Town Hall, police station, public works complex
 - Ms. Ball: CSU
2. Boot Camp in February
 - Scheduled for February 23, 2019 at CRC (Pine Room currently reserved, will look into reserving a second room, will cap attendance at 50)
 - Morning event 9:00 am-12:00 pm with light breakfast (donuts, coffee, juice, snacks) \$5 fee
 - Welcome/Introduction to Tree Board-Arbor Day, Tree City USA, Sick Tree Day, Tree Sales, resources for future inquiries, Q&A at the end, calendar give away to attendees
 - Three 45 minute sessions-Tree Selection, Planting, and Maintenance
 - Assignments- Ms. Ball/Welcome/Introduction, Ms. O'Connor/Planting, Mr. Kawamura/Maintenance
 - Ms. O'Connor will contact Dr. Jim Klett from CSU about speaking on Tree Selection
 - Mr. Kawamura will submit a ticket for press release, social media publicizing, CRC can handle registration, will create description for class

- Ms. Bielawski will contact Eaton Grove for possible door prize donations, Mr. Kawamura suggested giving away a free tree from sale
- Discussion was held about possible class name ideas-will stick with Boot Camp/Workshop theme and let marketing team work on creative presentation

3. PReCAB Appointment

Mr. Lucas presented the following:

- Proposal: A Seat at the Table
 - Allocate 1 PReCAB spot to Tree Board: Move meeting to the same day at PReCAB
 - Create Sub-Committees for following areas: Recreation programs, Trails & Open Space, Parks, will meet with staff representative 5:45-6:45 pm, will bring topics/initiatives to PReCAB
 - Creates continuity among boards and grows public input through the addition of sub-committees, eliminates a meeting night for staff
- Questions from last Tree Board meeting (unofficial)
 - Is PReCAB aware of what Tree Board does? Yes, 7 of 9 staff reports mention Forestry Operations and events such as Arbor Day events, Sick Tree Day, Calendar, Mr. Kawamura and staff presented for 30 minutes in February regarding forestry and horticulture operations, this included Tree Board, review budget
 - Does PReCAB even know about this proposal? Yes, welcome idea, met on September 11th and October 2nd, awaiting a response from Tree Board and beginning advertisement for sub-committee's in Recreation and Parks this weekend with the release of new activity guide, will begin in January
 - Why can't PReCAB come to Tree Board? Tree Board Scope: Advisory to Forestry & Horticulture Division & Education of Public, Arbor Day events, Sick Tree Day, Educational programs, PReCAB Scope: Advisory to entire PRC Department, recreation programs and events, parks maintenance and construction, open space & Trails, capital and operations budgets
- 2019-20 PRC Department Goals
 - Accreditation
 - Leave a Legacy in Conservation, Health & Wellness, and Social Equity
 - Customer Service
 - Fiscal Responsibility
- Further discussion was held on structure of meetings, possibility of piloting idea for a year and then re-evaluating, concerns of educational implementation from PReCAB, little or no interest on all PReCAB topics that are addressed, time commitment from member who would be serving on both boards, and how to best support The Tree Board and bring continuity to both boards
- Consensus on Mr. Kawamura as liaison between both boards and working together in the future on an as-needed basis, will add PReCAB updates to Tree Board agenda under Communications from Town Staff, if unable to attend, another Tree Board member could take his place

4. December 1st-Talk with the Tree Board

- Cancelled August Q&A and rescheduled for December 1st
- Possibly join with Coffee with the Mayor (Mr. Baker)
- With lack of publicity/marketing, go ahead and cancel
- Re-Cap in January about where to go from there and accomplishing goals

E. COMMUNICATIONS

1. Communications from Town Staff

Mr. Lucas reported on the following:

- Landscape Standards-Town Board recently approved some standards, new standards change going to Board on December 10th for a first reading, currently it is the Town's responsibility for tree maintenance (right away), will move to homeowner's responsibility, \$10,000 in scholarship for those who may need financial assistance, old standards from 2011 have been approved and codified, changes will have to be approved by Town Board, but amendments can be addressed more easily now, Mr. Lucas will send out link to standards

Mr. Kawamura reported on the following:

- Provided Forestry Division handout/report-submit Tree City USA application, finished landscape at roundabout on 7th Street and Crossroads Blvd, send out fall tree work to contractors, removed 61 trees at Kyger Reservoir, removed trees and shrubs along #2 Ditch per agreement with ditch company, planted fall annuals, finished Eastman Park shrub bed renovations, planning for Spring annual plantings, holiday lights, Windsor Wonderland December 1st from noon-5:00 pm, new Parks shop will move to Public Works complex in February 2020

2. Communications from Chairperson and Board

Ms. Bielawski (and Ms. Willey) reported on the following:

- Mr. Bielawski/Head of Water Board-issues concerning water conservation and use and its impact on the Town's development, may be called on by Tree Board to assist with educating public about new standards/rate increases
- Ms. O'Connor-could look at topic for future consideration goal/focus
- Next meeting will be January 29, 2018 (Ms. O'Connor will be absent)

F. ADJOURN

Mr. Pankonin moved to adjourn. Ms. Wilson seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 5:36 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Park, Recreation, and Culture



MEMORANDUM

Date: January 22, 2019
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 22, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Planning
Item #: D.1.

Background / Discussion:

Discussion and planning for Arbor Day - planned for April 19th and 20th, 2019. Arbor Day Celebrations are planned for Tozer Elementary and Mountain View. Tree Sale will take place at 190 North 8th Street. No other plans at this time.

Financial Impact:

We have \$1000 allocated for the various events

Recommendation:

For initial discussion, the majority of planning will be done by the committee

Attachments:

None



MEMORANDUM

Date: January 22, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Monthly Project Report
Item #: D.2. Quarterly Goal Update

Background / Discussion:

This is the 2018 year end update for goals set for 2018 through 2020. 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. At the last meeting it was decided to scratch coffee with the Tree Board due to competition with coffee with the Mayor and overall lack of promotion and participation.

Financial impact:

N/A- Depending on specifics of the project

Recommendation:

For review only

Attachments:

None



MEMORANDUM

Date: January 22, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Tree Symposium- Trees and Landscape for Homeowners
Item #: D.3.

Background / Discussion

It was decided to call this event the Windsor Tree Symposium to be held at the Windsor Community Recreation Center on Saturday February 23, 2019 from 9am to noon. We will work out logistics for the event and determine if the board needs to meet again prior to the workshop for final details.

Financial Impact:

Revenue from cost of registrations is \$5.00 per participant
Cost of snacks for participants \$100.00

Recommendation:

Discussion only

Attachments:

Windsor Tree Symposium Flyer

FORESTRY DIVISION

January 22, 2019

I hope you all had a great holiday season. The month of December was fairly slow and spent much of the time cleaning shops and organizing and preparing for the 2019 season. We spent a few day preparing for snow that never materialize and full time staff took time off to spend with family and friends to welcome in the new year. Now that we are all back to full work mode here are some of the highlight Forestry has been working on or has completed since the last time we all met in November.

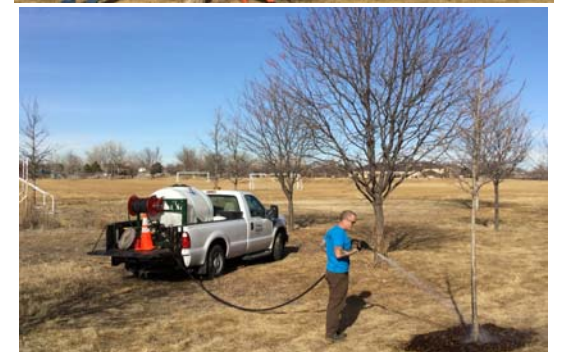
Highlights from December and January are:

- Moved 7 trees from Public Work parking lot to open space area
- Finish fall tree work by contractors
- Winter water
- Pruned 54 trees at Eastman park
- Start to remove Christmas lights
- Review application for Horticulture Technician
- Start Arbor Day Planning
- Finishing up MOU with Treasure Island
- Working on 1 code violation cottonwood removal

We have a full agenda and will start with election of officers. Following elections is a discussion of the Arbor Day events at Mountain View and Tozer., then I will provide a year end update on goals and educational opportunities and then finish up with an update by all members for the Tree Symposium that will take place on February 23rd. That will keep us very busy for the next couple of hours!

Next month will we will be judging posters for the contest.

Let's Keep Windsor Tree-rific!



WINDSOR TREE SYMPOSIUM



Saturday, February 23 | 9 a.m. - 12 p.m.

Registration: 8:30-9:00 a.m. | Windsor Community Rec Center
\$5/person, includes light breakfast and door prizes

The Tree Lineup

9:00-9:15 a.m. - How the Windsor Tree Board Can Help You (Wendy Ball)

9:15-10:00 a.m. - Tree Selection: Plant This, Not That (Dr. Jim Klett)

10:15-11:00 a.m. - Tree Planting 101 (Dr. Alison O'Connor)

11:15 a.m.-12:00 p.m. - Best Practices for Tree Maintenance (Ken Kawamura)

*Speakers and members of the Tree Board will be on hand after the symposium to answer your questions.

Community Recreation Center

250 N. 11th Street | 970-674-3500 | windsorgov.com/PRC |    