



TREE BOARD REGULAR MEETING

January 23, 2025 - 5:00 PM

Public Service Facility 922 N 15th 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
3. Liaison Reports
 - Town Board Liaison
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes (November 26, 2024)

C. BOARD REVIEW/DISCUSSION

1. Election of Officers
2. Arbor Day Planning

D. COMMUNICATIONS

1. Staff
 - a. Staff report

2. Board

E. ADJOURN

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



Tree Board Regular Meeting
November 26, 2024 - 5:00 PM
Community Recreation Center – 250 N. 11th Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. O'CONNOR CALLED THE MEETING TO ORDER AT 5:00 PM

1. Roll Call

Present: Alison O'Connor – Board Chair
John Brown – Vice Chair
Jim LaShell – Secretary
Sue Bielawski
Christine Ginnity (Absent)
Lucy Thames (Absent)

Brian Jones – Town Board Liaison (Absent)

Also Present: Ken Kawamura – Town Forester
Kristy Zulkoski – Administrative Specialist
Shane Hale – Town Manager

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

MR. BROWN MOVED TO APPROVE THE AGENDA AS PRESENTED. MS. BIELAWSKI SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Report/Mr. Jones

- Voted on two issues at last night's meeting to go to Special Election on February 18, 2025
 - Retail marijuana
 - Two petitioners received the appropriate number of signatures
 - Board had the option to approve as is or send to voters
 - Town Charter
 - Ad Hoc Committee worked on revisions for certain issues within the charter (fourteen appointees, two Town Board Members, two attorneys, and Town staff)
 - Term limits for Board Members
 - Separation of Officers and Mayor duty definitions
 - Recommendation for Mayor or Members to serve up to ten years, but no more than twelve years total

- Board vacancies if more than more than two years left, automatically go to special election, less than two years, Board can appoint or hold special
- Additional committee created to publicize and promote the ballot issue to the public
- Adopted the 2025 budget
- New King Soopers coming to town in 2026, east side of County Road 19, 123,000 square feet, going to their capital committee in December, initially \$2.5 million a year in sales tax and will continue go up, close current store and will remodel after opening
- Mr. Hale – Town Board adopted the Strategic Plan includes guiding principles and capital improvement plans for 2025-2027

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from October 22, 2024

MS. BIELAWSKI MOVED TO APPROVE THE OCTOBER 22, 2024, MINUTES AS PRESENTED. MR. BROWN SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Discussion Plans for 2025

- Ms. Bielawski
 - Revisiting the idea of tree identification in Main Park, initial discussion last January, tagging trees with QR codes/ID's, suggested having a Forestry Student from CSU Extension take on as a summer project, service and educational opportunity for the Town
 - Mr. Hale – hesitant with QR code due to “quishing”/fraud, suggested possible kiosk with all tree information
 - Mr. Kawamura – working on completing Tree Management Plan, includes a full tree inventory, all will be mapped, will come with software (Tree Keeper), web-based for Town website and community use, will be presenting to Tree Board
 - Ms. O'Connor – never that easy and takes a lot of time to do a project like this, will need to allocate resources, set goals/workplan in January, need to look at ROI for other municipalities
- Ms. O'Connor
 - Re-assess the “bread and butter” of annual events/offerings, take a look at improvements and new ideas, classes, new sites around town
- Sick Tree Day
 - Record of all visits who had a dead tree, contact owners to promote/market tree sale, ordered 95 trees and only sold around 60, registration needs to be automated
 - Mr. Brown – suggested to do Sick Tree Day twice a year due to long

waitlists and being such a valuable resource for residents

2. Determine 2025 Arbor Day Poster/Poetry Contest Theme

- Suggested themes were discussed

MS. BEILAWSKI MOVED TO APPROVE THE 2025 ARBOR DAY POSTER CONTEST THEME “WE NEED TREES”. MR. BROWN SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTIONED CARRIED.

3. Calendar Distribution

- 1,200 calendars were ordered, currently received 250, remaining will be delivered next week, as they come in, Mr. Kawamura will contact board members
- Distribution routes
 - Mr. Kawamura – all schools, Town Hall, CRC
 - Mr. Jones – Fuzzy’s, Mash Lab, other restaurants in area
 - Ms. Bielawski – library, Water Valley, roundabout at 7th/Crossroads and Raindance businesses
 - Mr. Brown – Good Samaritan, Site One, Woodward, Aims, Kia/car dealerships
 - Ms. Ginnity – 7th Street west to 17th businesses
 - Mr. LaShell – 17th Street to I-25 businesses
 - Ms. O’Connor – Main Street (7th to 1st) businesses
 - Ms. Thames – Fairgrounds Blvd from Hwy 392 to Crossroads businesses (east side only)

4. Cancel December Meeting

- The December meeting falls on December 24, 2024/Christmas Eve

MS. LASHELL MOVED TO CANCEL THE DECEMBER 24, 2024 MEETING. MS. BIELAWSKI SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

D. COMMUNICATIONS

1. Staff

- Mr. Kawamura
 - October/November Highlights
 - Continued to water trees and shrubs
 - Cleaned up summer annuals in preparation for winter pots
 - Fall structure pruning
 - Tree Risk Assessment
 - Cleaned up fallen cottonwood on Walnut
 - Attended ISA Rocky Mountain Chapter Conference
 - Irrigation winterization of roundabouts and medians
 - Planted 15 trees
 - Two landscape inspections (Trautman-Ravina subdivision & Tacincala-Prairie Song subdivision)

- Wrapping up year end
- Getting ready for snow season
- PTYR position was approved

2. Board

- Ms. O'Connor
 - Eastman Park South is a wonderful site, Town did a great job, hats off to Wade Wilis and Mr. Kawamura
 - Open board position – currently no applicants, if you know anyone, please pass along
 - Holiday lights downtown look great
 - Went up earlier due to WDA Ugly Sweater Wine Walk
 - Per Mr. Jones, businesses appreciated early lighting and would like for them to stay up longer
 - Mr. Kawamura – it has been discussed to keep lights up longer, typically stay up until the end of stock show in January
- Ms. Bielawski
 - Issues with communicating Tree Board events, discuss marketing/communications at January meeting

C. ADJOURN

MS. BIELAWSKI MOVED TO ADJOURN. MR. BROWN SECONDED THE MOTION. MEETING WAS ADJOURNED AT 6:23 PM.

Submitted by: Kristy Zulkoski/Administrative Specialist

FORESTRY DIVISION

January 23, 2025

I hope everyone had great Holidays and staying warm. Things so far are fairly quiet and status quo. We are wrapping up the end of year and prepping for the coming season. The holiday lights were beautiful downtown as always and will be taken down the end of the month. The Christmas tree recycling area was moved this year to the west side of the new police station on Windsor Lake Road. The tree will be used for an event in February where kids will make forts and other fun things as a family fun gathering. We will then chip the tree for mulch and use within our parks system. We have two open part time positions and looking to fill these in the next few weeks.

Highlights from December are:

- Set up Christmas tree recycling area have close to 400 plus tree so far
- Kept up on Downtown maintenance
- Maintenance for lights on trees and pots downtown
- Shrub bed clean ups
- Cleaning prune of large trees at Main Park
- Contract large Siberian elm removal on Walnut Street
- 1 landscape inspection (Trautman 5th)

We will start this meeting with the annual election of officers. The three positions are available to anyone on the board and if you would like an opportunity to lead this group, throw your names in a hat and lobby for your position.

We will then discuss details and start the planning process for this year's Arbor day events. Poster contest information has been sent out, and I have made contact with the principal at Grandview where this year's celebration will take place. We need to plan on how to incorporate the two new elementary schools and if any modifications are needed to refresh the program.

Lots to cover, so let's get started....

Let's Keep Windsor Tree-rific!

