



Tree Board Regular Meeting
January 23, 2025 - 5:00 PM
Public Services Facility – 922 N. 15th Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

MS. O'CONNOR CALLED THE MEETING TO ORDER AT 5:01 PM

1. Roll Call

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

Brian Jones – Town Board Liaison (Absent)

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

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

- Add Board Position Vacancy under Board Review/Discussion (B.3)

MR. LASHELL MOVED TO APPROVE THE AGENDA AS AMENDED. MR. BROWN SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Liaison Reports

Town Board Report/Mr. Jones

- No report

4. Public Invited to be Heard

- No Report

B. CONSENT CALENDAR

1. Minutes from November 26, 2024

- Mr. Jones was present at the November 26, 2024 meeting

MS. GINNITY MOVED TO APPROVE THE NOVEMBER 26, 2024, MINUTES AS AMENDED. MS. THAMES SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Election of Officers

- Board Officers shall serve for a term of one year and shall be elected annually at the January Meeting
 - Chair
 - Vice Chair
 - Secretary

MS. THAMES MOVED TO NOMINATE MS. O'CONNOR FOR CHAIR, MR. BROWN FOR VICE CHAIR AND MR. LASHELL FOR SECRETARY BY ACLAMATION. MS. LASHELL SECONDED THE MOTION. NOMINATED MEMBERS ACCEPTED. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

2. Arbor Day Planning

- Theme - We Need Trees
- All information for poster contest has been sent out, due date is February 14th, Mr. Kawamura will pick up on February 18th, voting will occur during regular meeting on February 25th at Public Services Facility, will wait on calendar layout until all school submissions are in, Ms. Morales will make prize bags for winners
- Next year – Trees are Superheroes, CO Tree Coalition Theme
- Discussion was held on how to address new schools and get them in the celebration rotation – Hollister Lake and Orchard Hill
 - Currently visit schools every three years
 - Current rotation is two schools a year, will continue to keep it that way
 - Scheduled for Grandview and Charter this year, Orchard Hill and Grandview are both interested
 - 2025 – Grandview and Orchard Hill
 - 2026 – Hollister Lake and Charter Elementary
 - 2027 – Mountain View, Tozer/Skyview
 - Ms. Ginnity will reach out to Tozer and Mountain View principals
 - Will revisit with American Legacy Academy, initial interest was not there
- Arbor Day is April 18th, previous celebrations have been earlier due to state testing, date TBD
- Seedlings (1,800) scheduled to ship week of April 7th, usually end of week, will store in cold storage, Mr. LaShell will head up packaging, will schedule at February meeting, other Town volunteers and Master Gardeners to assist
- Arbor Day Proclamation reading at Town Board Meeting on April 14th, Mr. LaShell planning to attend, Ms. O'Connor as back up if needed
- Tree Sale is April 19th 9:00 am, delivery on the 17th, 114 trees, 20 different species, no sales yet, but ready to go, marketing will start in March, will need to increase sales, Ms. O'Connor will email Ms. Fotsch about contacting residents from Sick Tree Day with dead trees to promote sale, ask Communications to produce a reel for marketing and schedule a time to meet with staff
- Town Board Recognition of Poster Contest Winners is April 28th 4:45 pm at Main Park

MS. THAMES MOVED TO CANCEL THE APRIL 22, 2025, REGULAR MEETING

DUE TO ADDITIONAL ARBOR DAY ACTIVITIES. MS. GINNITY SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

3. Board Position Vacancy

- One application currently submitted, waiting on Town to hold interviews and appoint
- One Student Rep position still vacant

D. COMMUNICATIONS

1. Staff

- Mr. Kawamura
 - Set up Christmas Tree Recycling are behind new Police Department, have close to 400 plus trees so far
 - Kept up on Downtown maintenance
 - Maintenance for lights on trees and pots downtown
 - Shrub bed clean up
 - Cleaning prune of large trees at Main Park
 - Contract large Siberian Elm removal on Walnut Street
 - One landscape inspection (Trautman 5th)
 - Snow clean-up
 - Staff will be attending Pro Green Conference next week

2. Board

- Ms. O'Connor
 - Winter containers have been phenomenal
 - Greeley Tree Care Conference is on February 21st – great event, mostly catered to tree care professionals, but very useful for homeowners and the public, \$30 includes lunch, Tree Board will pay for registration, let Mr. Kawamura know by February 14th if interested in going, Ms. Bielawski will be attending
 - Need to address Main Park Tree Walk, hasn't been very successful, other suggestions for educational outreach
 - Ms. Ginnity – Fall Tree Color Tour or Mr. Kawamura's Favorite Tree Stories Tour, end at Peculiars
 - Fall Color Tour on October 14th in lieu of Regular Meeting, will discuss details at later meeting.
 - Board will hold Regular Meetings in February, March and May
 - No Regular Meetings will be held in April due to Arbor Day festivities, June for Sick Tree Day event or July for Annual Park Assessment

C. ADJOURN

MR. LASHELL MOVED TO ADJOURN. MS. GINNITY SECONDED THE MOTION. MEETING WAS ADJOURNED AT 6:16 PM.

Submitted by: Kristy Zulkoski/Administrative Specialist