



## **TREE BOARD REGULAR MEETING**

January 27, 2026 - 5:00 PM  
Community Recreation Center 250 N. 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
3. Liaison Reports
  - Town Board Liaison
4. Public Invited to be Heard

#### **B. CONSENT CALENDAR**

1. Minutes (October 28, 2025)

#### **C. BOARD REVIEW/DISCUSSION**

1. Election of Officers
2. Arbor Day 2026 Planning

#### **D. COMMUNICATIONS**

1. Staff
  - a. January Update

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

October 28, 2025 - 5:00 PM  
Community Recreation Center – 250 N. 11<sup>th</sup> Street  
Windsor, CO 80550

### MINUTES

#### A. CALL TO ORDER

**MS. O'CONNOR CALLED THE MEETING TO ORDER AT 5:02 PM**

#### Roll Call

Present: Alison O'Connor – Board Chair  
John Brown – Vice Chair  
Jim LaShell – Secretary  
Christine Ginnity (Absent)  
Georgene Sackerson  
Lucy Thames  
  
Brian Jones – Town Board Liaison (Absent)

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

Honored and recognized Ms. Bielawski for her ten years of service on the Board. Thanked her for her commitment, knowledge and passion she shared throughout the years, Ms. Bielawski will remain as a Master Gardener

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

**MR. LASHELL MOVED TO APPROVE THE AGENDA AS PRESENTED. MS. THAMES SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

2. Liaison Reports

- Town Board Report/Mr. Jones
  - No Report

3. Public Invited to be Heard

- Sue & Greg Bielawski were in attendance
- No Report

#### B. CONSENT CALENDAR

1. Minutes from September 23, 2025

**MR. BOWN MOVED TO APPROVE THE SEPTEMBER 23, 2025, MINUTES AS PRESENTED. MR. LASHELL SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

C. BOARD REVIEW/DISCUSSION

1. Decide Theme for 2026 Arbor Day Poster/Poetry Contest

- State Forest Service has their own theme which is announced in May, but the Tree Board has always decided Windsor will have their own theme, therefore, winners currently do not go on to the state competition
- Theme ideas were discussed

**MS. THAMES MOVED TO APPROVE PLANT SMALL GROW TALL AS THE THEME FOR THE 2026 ARBOR DAY POSTER AND POETRY CONTEST. MS. SACKERSON SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

2. Cancel December 23, 2025 Meeting

**MR. LASHELL MOVED TO CANCEL THE DECEMBER 23, 2025 REGULAR MEETING. MS. SACKERSON SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.**

3. 2026 Planning

- January
  - Board elections
  - Davey Tree Company to present tree management process once complete
  - Possible budget presentation/Tara Fotsch, if not in November
- February
  - Judging posters at Public Services, dinner provided
- March
  - Arbor Day planning
  - Possible education session
- April
  - School celebrations at Hollister Lake and Windsor Charter Elem.
  - 2027 – Mountainview, Tozer and Skyview
  - 2028 – Orchard Hill and Grandview
  - April 13<sup>th</sup> – Arbor Day Proclamation at Town Board Meeting
  - April 17<sup>th</sup> – Colorado Arbor Day
  - April 18<sup>th</sup> – Tree Sale, additional promotion, hand out forms at library/CRC, include photos/links with provided tree list, sample tree plantings/displays of proper planting during pick up
  - April 25<sup>th</sup> – National Arbor Day
  - April 27<sup>th</sup> – Poster/Poetry Contest Winner recognition prior Town Board Meeting
  - April 28<sup>th</sup> – Regular Tree Board Meeting, cancel
- May
  - Arbor Day recap
  - Possible education session

- June
  - Sick Tree Day
- July
  - Regular Meeting
- August
  - Regular Meeting
- September
  - Tentative Bus Tour
- Park Visits
  - Mayflower open space/police department
  - Bison Ridge
  - Archery Range
- Mr. LaShell inquired about providing education to Windsor residents on EAB and offer treatment applications once it is here
  - Have to be a Certified Pesticide Applicator, most effective treatments are restricted use pesticides and require a license to use, not the Board's role to apply and it comes with liability, must have training for injections/drilling, Town will contract out, box stores don't carry treatments, Board can provide educational sessions for both EAB Japanese Beetle
- Ms. O'Connor suggested offering a class on educating on type of species available at the Tree Sale in March and a class on tree basics and maintenance in May, can partner with the library and extension
- Ms. Thames suggested offering a panel discussion – ask anything about trees
- Mr. Kawamura suggested hosting the Eastern Colorado Community Forestry Conference in the future

## D. COMMUNICATIONS

### 1. Staff

#### a. Staff Report

- Mr. Brown
  - Started putting up Christmas lights, will be turned on the third week of November, will contract the project out next year
  - Replacing tree grates downtown due to tripping and concrete issues, being done in stages, eleven completed
  - Planted twenty-six trees as part of the fall tree replacement plan
- Mr. Kawamura
  - Leaf and branch recycling program open until November 15<sup>th</sup>, 8:00 am – 3:00 pm Monday through Saturday at the Public Services Campus
  - Cleaned up fallen branches from unexpected windstorm
  - Attended the Western Community Forestry Conference
  - One landscape warranty inspection at Halfway Homestead
  - Maddi Cheek has been hired as the Recreation Supervisor/General Programming, Volunteer Coordinator position is currently open
  - Distributed initial calendars to Board Members, 1,200 ordered in total and rest will be arriving soon

### 2. Board

- Discussed Term Limits for members

- September 2025 – Mr. LaShell, submitted application for reappointment
- September 2026 – Ms. Ginnity, Ms. Thames
- September 2027 – Ms. O'Connor
- September 2028 – Mr. Brown, Ms. Sackerson
- Vacancies – Board Member, Student Representative
- Ms. O'Connor
  - Keep November meeting on schedule, unless something changes, will cancel, if needed
  - Presented with Forestry staff to preschoolers at Hollister Lake on why trees are an important part of everyday life, brought bucket truck, students enjoyed and had great questions
- Ms. Sackerson
  - Inquired about roundabout planning for landscaping
    - Usually if they are town owned, town planners and engineers will review, then pass along to Mr. Kawamura, will keep up on plantings and replacements, new one coming at Colorado Blvd. and Crossroads

### 3. ADJOURN

**MR. BROWN MOVED TO ADJOURN. THE MEETING WAS ADJOURNED AT 6:37 PM.**

Submitted by: Kristy Zulkoski/Administrative Specialist



# FORESTRY DIVISION

January 27, 2026

I hope everyone had great Holidays and are well rested and ready to go as this the busiest time of year for us! There are lots of projects we need to plan for in preparation for the 2026 season. The holiday lights were beautiful downtown as always and will be taken down by the end of the month. There was a dead silver poplar on the south side of Windsor Lake. Being directly over the busy walking trail we took advantage of the slower time of year to remove this tree. Blake has also been working on rotation pruning at Eastman Park and several other parks scheduled for this year. Since I will not be in attendance at the next Tree Board meeting, Lynn has been working with me so we are ready for the poster contest judging planned at our February meeting and taking a more active role in assisting with the Arbor Day Celebrations planned for April.

Highlights from December are:

- Set up Christmas tree recycling area have close to 550 tree so far
- Kept up on Downtown maintenance
- Maintenance for lights on trees and pots downtown
- Shrub bed clean ups
- Working on street light clearance
- Contract last cottonwood removal on Walnut Street
- TreeKeeper software training

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 the process of the proposed judging of this year's Arbor Day Poster Contest which was sent via email a couple weeks back. We have made contact with the principals at Tozer, WCA and Hollister Lake where this year's celebrations will take place. With the addition of a third school and with no classes on April 17th, we will discuss how to schedule for all of the events.

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

Let's Keep Windsor Tree-rific!

