



TREE BOARD REGULAR MEETING

July 28, 2026 - 5:00 PM

Community Recreation Center, 250 N. 11th Street, Windsor, CO
80550 Aspen Room

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 (May 26, 2026)

C. BOARD REVIEW/DISCUSSION

1. Sick Tree Day Recap
2. Scheduling for second half of 2026

D. COMMUNICATIONS

1. Staff
 - a. July 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

May 26, 2026 - 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

Roll Call

Present: Alison O'Connor – Board Chair
Lucy Thames – Co-Chair (Absent)
Jim LaShell – Secretary
John Brown
Christine Ginnity
Georgene Sackerson
Michelle Softich

Brian Jones – Town Board Liaison (Absent)

Also Present: Ken Kawamura – Town Forester
Eric Lucas – Deputy Town Manager
Kristy Zulkoski – Administrative Specialist
Sam Heywood – Davey Resource Group

1. 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. GINNITY 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

- No Report

B. CONSENT CALENDAR

1. Minutes from March 24, 2026

MR. BROWN MOVED TO APPROVE THE MARCH 24, 2026, MINUTES

AS PRESENTED. MS. SACKERSON SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD REVIEW/DISCUSSION

1. Davey Resource Group TreeKeeper Info/Demo

- Sam Heywood/Area Manager for the front range urban and community forestry team
- Part of Davey Tree Company which goes back 140 years, employee-owned, service around the country
- TreeKeeper – internal tree inventory management software designed to help manage urban forests
 - 4,700 total town-maintained trees, took 3 – 4 weeks to complete by two people (TRAC, certified arborists, regional tree knowledge), 200 trees/day per ten hour day
 - Subscription is needed to maintain - \$3600 annually
 - Will be updated by Forestry team to help determine tree maintenance rotation and highest need/priority
 - Windsorco.treekeepersoftware.com – public can access
 - Specific tree location by coordinates or total canopy, identifies size, condition rating, primary defect, maintenance needed, total benefits, watering, DBH, Wikipedia link with tree species information
 - Blue = vacant site categorized by size, brown = stump
 - Search by primary defect, location, size, species, etc.
 - \$268,015.61 benefit over 20 years
 - Recommend re-inventory every 5 – 7 years, could be volunteer led
 - Tree Board will have a huge role in management, great tool for engagement
 - Use for audit of new parks

2. 2026 Arbor Day Recap

- School Celebrations
 - Three school celebrations in one day was a lot, but lunch in middle was a bonus
 - Discussed possible school visits for the future
 - Two schools one day and one on another day
 - Combine Mountain View and Tozer and Orchard Hill and Charter
 - Adjust timing to last week of April or first week of May, rather than focusing on CO Arbor Day
 - Focus solely on K-2 grades who aren't testing around that time
 - Choose a day for Windsor Arbor Day to work around, possibly in October
- Poster Contest
 - Tree Board needs to be involved in more of the planning
 - Board liaison who will be the contact person for the school, talk to art teachers promoting the poster contest and report back to Forestry staff
 - Ordering prizes for winners
 - Running to-do list, possible December work session for planning
 - Keeps kids exposed and involved at an early age
 - Voting layout was confusing, but more equitable among students – three winners per school for future
 - Possibly arrange the calendar by school
 - Poster display and reception at CRC was very successful, great turnout, could do in lieu of Town Board recognition at Main Park
 - Per Mr. Lucas – Town Board members love the Monday night recognition

before their meeting

- Tree Sale
 - Good variety and unique, sold about 70 trees, planted the rest around town
 - Adjust price point, subsidizing portion, buy for \$85-\$95, sell for \$80, purchase through CO Tree Coalition, find a sponsor/grant to support
 - Piggyback with Fort Collins or partner with other communities (Severance, Timnath, Johnstown)
 - Promotion through marketing, social media and entry signs
 - Meet with HOAs for approval first, to make it easier for homeowners
 - Make order form/website/RecTrac more interactive with links to tree descriptions
 - Change to no limit on number of trees per household
 - Email further discussion/thoughts/suggestions to Ms. O'Connor

3. Sick Tree Day Discussion

- June 23rd, in lieu of the regular meeting, meet at 4:30 pm at CRC patio, depart at 5:00 pm
- Send the names of specific volunteers to Mr. Kawamura
- 5 – 6 groups, each will include forestry staff, Tree Board member and professional
- Input information in tablet or on paper copy
- Forestry will map out visit routes
- Dinner at Shopey's afterwards to discuss, recap and report out

D. COMMUNICATIONS

1. Staff

- a. Staff Report
 - Mr. Kawamura
 - Set up logs for wildlife habitat on west side at Windsor Lake
 - Hosted Clean up Days two weeks ago
 - Planting summer annuals around town and working on bed renovations
 - Clearance pruning

2. Board

- Ms. O'Connor
 - Presented at Trees in the West, sections dedicated to Tree Boards and working with the community, sat on panel with a Tree Board member from Erie and a representative from the CO State Forest Service, answered questions, discussed our enrollment and activity, Windsor is very well respected as a whole and considered as a Tree Board leader, people really love Sick Tree Day and how we navigate the small town which is growing and the super urban interface going through the challenges, really good experience
 - Tree Walk with Mr. Kawamura on September 15th at Main Park, partnering with Clearview Library who will do all the promotion/marketing, just show up 5:00-6:30pm, free event, brief history and then tour
- Ms. Sackerson
 - Thank you to the Forestry staff for all of their hard work with Arbor Day
- Mr. Lucas
 - Paying attention to the water situation, may have to make decisions on

future flowers/planting, currently on voluntary restrictions, first level of restrictions may happen due to lack of water in HOA/Metro Districts, potable water use could reflect higher rates, most recent snow delayed enforcement, contacts for inappropriate use – See Click Fix, water resource staff at Community Development – Leif Lesoing, Katrina Haley or Kevin Hartley

3. ADJOURN

MS. GINNITY MOVED TO ADJOURN. THE MEETING WAS ADJOURNED AT 6:46 PM.

Submitted by: Kristy Zulkoski/Administrative Specialist

DRAFT

FORESTRY DIVISION

July 28, 2026

We are halfway through the year and it has been hot and dry! Most of the parks are on limited waterings and a couple have no water at all. As a result, we continue to hand water vulnerable trees. We are still looking to replace a part time position so if you know anyone interested, please have them submit an application. We enhanced the shrub bed at Main Park by placing large, sitting boulder under the shade tree which will be a welcome area for Harvest Festival. The athletic fields at Chimney Park were outfitted with lights earlier this year and we pruned several trees that blocked the light rays and cast shadows on the field. Blake and his team is working on rotation pruning and Lynn and her staff are working on replacing plant material at town facilities, parks and roundabouts.

Highlights from April/May are:

- General maintenance and upkeep of shrub beds and trees
- Working on CSFS grant
- Plant replacements
- Working on fall bed renovations
- “Spruce” up the CRC entrance bed
- Clearance pruning
- Assisting parks and culture department on the landscape upgrades to Windsor museum at Boardwalk Park

We will start this meeting discussing details of the Sick Tree Day event and what worked well and what can be improved for next year. The second item is to schedule out the remainder of the year for activities such as the next park audit. We are past the busiest times so we may have a little breathing room for the second half of the year!

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

Let's Keep Windsor Tree-rific!

