



TREE BOARD REGULAR MEETING

February 28, 2023 - 5:00 PM

Conference Room, 922 North 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 from January 24, 2023

C. BOARD REVIEW/DISCUSSION

1. Election of Officers
2. Arbor Day Poster Contest Winners
3. Arbor Day Update

D. COMMUNICATIONS

1. Staff
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

January 24, 2023 - 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 5:04PM

1. Roll Call

Present: Alison O'Connor - Board Chair
Jason King - Vice Chair (Absent)
Sue Bielawski (Absent)
John Brown
Lucy Thames
Christine Ginnity
Jim LaShell
Jason Hallett - Town Board Liaison

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 Action as Item C and include Election of Officers as C.1.
- Board Review/Discussion will be Item D and include Arbor Day Planning as D.1.

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

3. Liaison Reports

Town Board Liaison

- Mr. Hallett
 - Received good news two weeks ago about progress with NISP
 - Progress on Great Western Trail was presented at last night's meeting, entire trail should be completed by May
 - Windsor Housing Authority working on getting approval for new senior hosing project, Town willing to provide further funds, will then go back to CHAFA
 - Ballots for special election 200/Downtown Backlots are due tonight at 7pm, unofficial count to be released in 2-3 days, official count may not be available to February, yes vote – keep as parking only, no vote – opportunity for future building/retail

4. Public Invited to be Heard

NO REPORT

B. CONSENT CALENDAR

1. Minutes from November 22, 2022

MR. LASHELL MOVED TO APPROVE THE NOVEMBER 22, 2022 MINUTES AS PRESENTED. MS. THAMES SECONDED THE MOTION. ALL MEMBERS PRESENT VOTED AYE. MOTION CARRIED.

C. BOARD ACTION

1. Election of Officers

- Current Board positions
 - Chair – Ms. O'Connor
 - Vice Chair – Mr. King
 - Secretary – Ms. Bielawski (Interim)
- Ms. O'Connor proposed that voting for positions is tabled until February meeting due to not all board members in attendance this evening

MS. GINNITY MOVED TO TABLE VOTING FOR BOARD POSITIONS UNTIL FEBRUARY 28, 2023 MEETING. MR. LASHELL SECONDED THE MOTION. ALL MEMBERS PRESENTED VOTED AYE. MOTION CARRIED.

D. BOARD REVIEW/DISCUSSION

1. Arbor Day Planning

- Distribution of calendars went well, great networking around town
- Information sent out to schools, deadline for submissions is Feb. 17th, Mr. Kawamura will pick up and prepare for voting at next meeting on February 28th
- Each board member will be assigned a school, select five submissions (1st, 2nd, 3rd and 2 honorable mention)
- All 1st place posters will be voted on to determine overall winner which will be the cover of the calendar
- 1st and 2nd winners are featured for each month, all 3rd place winners will be on one page and honorable mention on remaining pages
- Possible display at Art & Heritage Center, will check on availability
- Schedule with schools – Tozer and Mountain View, Colorado Arbor Day on April 21st, would prefer to do back to back presentations, morning is preferred
 - Presentation will include a brief meaning of trees, Junior Tree Board Pledge, recognize poster winners, additional school performance, if applicable
- Poster/poetry recognition celebration before Town Board Meeting tentatively April 24th as first choice or May 8th as backup from 5-6pm, outside near Town Hall/Main Park
- Tree Sale will take place on April 22nd, at Public Services Campus 915 N. 15th Street from 9am-12:00pm, Super Trees Nursery out of Oregon - increased order from last year to 100 trees, promotion of diversity and low water trees, registration is currently open, but will have promotion push in March, limit 3 trees per household, must provide planting plan, first come, first serve, possible QR code for planting instructions/demo video

E. COMMUNICATIONS

1. Staff

- Mr. Kawamura
 - Fall tree contract went well and did not encounter anything unexpected
 - Staff discovered and confirmed ips in spruce, but have not seen in pines
 - Staff has been busy assisting this snow removal
 - Continuing to close out 2022 and preparing for the upcoming season
 - Pruning trees around town continues
 - Collected 745 Christmas trees for Magical Forest Event and recycling to follow
 - Clean up of roundabouts
 - Removed all trees along the #2 Ditch Trail
 - 13 landscape inspections – Raindance 12th, 16th, 17th, 18th, 19th, Harmony Ridge 3rd, Fossil Creek 1st and 2nd, GWIP, RMT, Eastpointe, HIP 7240 Greenridge Road, ENT, King Soopers tree replacement

2. Board

- Ms. O'Connor –
 - Tree Walk at Main Park scheduled for July 25th in lieu of regular meeting, will be out of town
 - Board agreed to change to July 27th, cancel July 25th Regular Meeting
 - Sick Tree Day in lieu of June 27th Regular Meeting, will finalize plans after Arbor Day events, meet about 4:30pm and conclude around 8:30pm after dinner
 - Information packet is currently being updated
 - Previous discussion on using google form for sign up which could include name/address/photo, sent directly to board members rather than going through CRC front desk, able to vet out submissions based on need, send out reminders, possibility to create a Tree Board google contact/email to receive registrations
 - Park Audit/Assessment in lieu of September 26th Regular Meeting at Harmony Ridge Park
 - Reviewed Board By-Laws, will hold off for now until further direction can be given from Town attorney on how to move forward/amend if needed
- Ms. Thames –
 - Inquired about updated recommended tree list
 - Completed by Lynn Morales, in Communications hands currently, will be notified when posted on website

F. ADJOURN

**MR. BROWN MOVED TO ADJOURN. MR. LASHELL SECONDED THE MOTION.
MEETING WAS ADJOURNED AT 6:25PM**



MEMORANDUM

Date: February 28, 2023
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. Since not all members were present last month, the Board tabled the election for February to give everyone an opportunity to serve as an officer.

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: February 28, 2023
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Poster Contest Winners
Item #: C.2.

Background / Discussion:

The Windsor Tree Board has been hosting the Arbor Day Poster/Poetry Contest for twenty two years. Winners are selected based on content, creativity and adherence to all rules and guidelines of the contest. Winners will be announced in April during the Arbor Day celebration.

Financial Impact:

Cost of awards to the winners (\$10 to \$15 per winning entry)

Recommendation:

Move to approve the winners as selected for this year's contest

Attachments:

None



MEMORANDUM

Date: February 28, 2023
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Update
Item #: C.3.

Background / Discussion:

This year the host school will be Tozer Primary. Mountain View Elementary has declined to participate. Colorado celebrates Arbor Day on the third Friday of April. This year Arbor Day falls on April 21, 2023. The program at Tozer will take place on this day from 8:30 to 9:15. Details will be discussed and finalized during the March meeting.

Financial Impact:

We have \$1000 allocated for the various events

Recommendation:

For discussion

Attachments:

None

FORESTRY DIVISION

February 28, 2023

Let it snow, let it snow, let it snow...and that is exactly what it seems like it has been doing this year! It has been cold and it has snowed at least once a week all season so far. March and April are traditionally the snowiest months of the year so I'm certain we'll be out on snow duty for the next several weeks. Staff has set goals for the coming year and we hired two part-time staff. We also attended ProGreen in Denver and the Greeley Tree Care Workshop and took advantage of some training and education in between removing snow.

Highlights from December/January are:

- Continue pruning trees around town
- Start to take down Holiday lights on trees downtown
- Freshen up downtown pots
- Collected a total of 900 Christmas trees for recycling and Magical Forest Event
- Clean up Roundabouts
- 2 landscape inspections (Raindance, King Soopers tree replacement)

Since we did not elect officers last month, we will start this meeting with the annual election of officers. For any of the new members, if you would like an opportunity to lead this group, throw your names in a hat and lobby for your position.

At the beginning of this meeting, we selected the potential winners for this year's poster contest and we will formally vote to approve the selections. The winning students will all get prizes during the Arbor Day celebration and the winning posters will be featured on the 2024 Arbor Day Poster/Poetry Contest Calendar due out by the end of the year.

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

Let's Keep Windsor Tree-rific!

