



TREE BOARD REGULAR MEETING
January 23, 2018 - 5:00 P.M.
Maple Room Community Recreation Center – 250 North 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 by the Board
3. Liaison Reports
 - Town Board Report
4. Public Invited to be Heard

B. CONSENT CALENDAR

1. Minutes from November 28, 2017

C. BOARD ACTION

1. Election of Officers

D. BOARD DISCUSSION

1. Arbor Day Planning
2. Educational Opportunities for 2018

E. COMMUNICATIONS

1. Communications from Town Staff
2. Communications from Chairperson and Board

F. ADJOURN

FUTURE MEETINGS

February 27, 2018
March 27, 2018
April 24, 2018

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



TREE BOARD REGULAR MEETING
November 28, 2017 5:00pm
Maple Room Community Recreation Center—205 N. 11th Street
Windsor, CO 80550

MINUTES

A. CALL TO ORDER

Chairman O'Connor called the meeting to order at 5:00 p.m.

Roll Call

Alison O'Connor
Wendy Ball
Rebekah Wilson
Sue Bielawski
Bill Monroe
Mary Monroe
John Pankonin

Also present:

Director of PR&C	Eric Lucas
Town Forester	Ken Kawamura
Parks & Open Space Manager	Wade Willis
Museum Curator	Caitlin Heusser
Customer Service Supervisor	Jessica Scheopner

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

Ms. Monroe moved to approve the agenda; Ms. Ball seconded the motion. Motion carried unanimously.

2. Liaison Reports

Town Board Member, Ivan Adams, reported on current developments throughout the Town. He also reported on the new roundabout schedule. He fielded questions from the Tree Board regarding New Liberty Road, Steeplechase and the trail crossing.

3. Public Invited to be Heard

There was none.

B. CONSENT CALENDAR

1. Minutes from October 17, 2017

Ms. Wiley moved to approve the minutes as amended; Ms. Monroe seconded the motion. Motion carried unanimously.

C. BOARD ACTION

There was none

D. BOARD DISCUSSION

1. Arbor Day Poster Exhibit at Art and Heritage Center

Caitlin Heusser, Museum Curator, presented her exhibit concept for Arbor Day and the poster contest. She provided examples of how the exhibit would look and the reasoning behind it. The total cost is \$150. Four hundred posters would be displayed. The exhibit would run from April 7th to April 29th during regular hours of noon to 4 pm, Thursday thru Sunday. She inquired if the

Tree Board would be interested in supplying food and drink for the reception. The Tree Board was in agreement to do so.

2. Mission, Vision and Goals Update

Eric Lucas, Director of Parks, Recreation and Culture, presented and reviewed the 2018-2020 Tree Board Goals. The Board discussed each category and goal. They made minor changes. The Tree Board agreed to all changes. Mr. Lucas recommended at the next meeting the Board use a work session to calendar out all items.

E. COMMUNICATIONS

1. Communications from Town Staff

Ken Kawamura, Town Forester, handed out tree calendars and reported out what forestry staff has been working on this month including putting up all the lights along Main Street in anticipation for Windsor Wonderland.

2. Communications from Chairperson and Board

The Tree Board discussed the Tree Conference agenda and the responsibilities of the Tree Board. This included the workshop at Main Park on the second day of the conference. More discussion occurred.

F. ADJOURN

Ms. Ball moved to adjourn; Mr. Monroe seconded the motion. All members voted aye. Motion carried. The meeting was adjourned at 6:20 pm.

Submitted by:



Jessica Scheopner, Customer Service Supervisor



MEMORANDUM

Date: January 23, 2018
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

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: January 23, 2018
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Planning
Item #: D.1.

Background / Discussion:

Discussion and planning for Arbor Day - planned for April 20th and 21st, 2018. Arbor Day Celebrations are planned for Grandview Elementary and Windsor Charter Academy. Tree Sale will take place at new location at 190 North 8th Street. Tentative tree planting event with volunteers from Rotary Club and Metal Container Corporation.

Financial Impact:

We have \$1000 allocated for the various events

Recommendation:

For initial discussion, the majority of planning will be done by the committee

Attachments:

None



MEMORANDUM

Date: January 23, 2018
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Monthly Project Report
Item #: D.2. Educational Opportunities for 2018

Background / Discussion:

Discuss any new or additional projects for 2018 as discussed at November meeting. Hosting ECCFC/TPT conferences, educational classes, EAB, articles to the press, field trips, etc.

Financial impact:

N/A- Depending on specifics of the project

Recommendation:

For review only

Attachments:

None