



**TREE BOARD REGULAR MEETING**  
**August 28, 2018 - 5:00 P.M.**  
Maple Room Community Recreation Center – 250 North 11<sup>th</sup> Street  
Windsor, CO 80550

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**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 July 24, 2018

**C. BOARD ACTION**

1. None

**D. BOARD DISCUSSION**

1. Tree Board and PReCAB Combination
2. Quarterly Goal Update

**E. COMMUNICATIONS**

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

**F. ADJOURN**

**FUTURE MEETINGS**

September 25, 2018  
October 23, 2018  
November 27, 2018

Tree Board Meeting  
Tree Board Meeting  
Tree Board Meeting



## Minutes

### A. CALL TO ORDER

Chair Alison O'Connor called the meeting to order at 5:03 pm

#### 1. Roll Call

Bill Monroe  
Mary Monroe (absent)  
Sue Bielawski  
Alison O'Connor  
Rebekah Wilson  
Wendy Ball (absent/excused)  
John Pankonin (absent)

Also Present:

Town Forester                      Ken Kawamura  
Administrative Specialist        Kristy Zulkoski

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

**Ms. Bielawski moved to approve the Agenda. Ms. Wilson seconded the motion. All members present voted Aye. Motion carried.**

#### 3. Liaison Report

Town Board Liaison:  
No Report

- Mr. Kawamura will follow up to confirm that Myles Baker is the new liaison.
- Will include in meeting/agenda notifications once confirmed.

#### 4. Public Invited to be Heard

No Report/Hearings

### B. CONSENT CALENDAR

1. None

### C. BOARD ACTION

1. Minutes from March 20, 2018 and May 22, 2018

**Ms. Bielawski moved to approve the March 20, 2018 and May 22, 2018 minutes. Ms. Wilson seconded the motion. All members present voted Aye. Motioned carried.**

### D. BOARD DISCUSSION

#### 1. TPT/ECCFC Recap-

- Held right after Sick Tree Day in June
- Tuesday at held at the Ranch-seminars from a representative from Oregon state, Mr. Kawamura and Ms. O'Connor presented in the afternoon, was able to discuss logistics of the Tree Board and its role.

- Friday morning was held at Main Park- 5 rotating stations (Trees and Turf, Tree Diagnostics/Planting, Trees Across Colorado program, Building a Small Town/Kersey, Tree Board).
- Forty-five paid participants in addition to staff and speakers. Estimated 70-75 people total.
- Budget-\$800 keynote speaker, \$130 snacks, \$210 breakfast burritos, \$100 for incidentals. Total \$1,200, budgeted \$3,000. Venue was at no cost.
- Registration seemed lower than anticipated, cost for registration was higher this year than in the past, other Boards don't have a budget and unable to attend, hotel/accommodation prices were high, held during the week might have had an effect, costly to have speakers come in, unfortunately no representation from CSU, Tree Board did a lot of the work and set-up.
- Overall, comments were really positive, attendees provided good feedback and were impressed with the work of the Tree Board and all they do.
- Arbor Day Foundation will feature the Tree Board in upcoming newsletter, others showed great interested in a calendar.
- Ms. O'Connor expressed her praise and congratulations.

## 2. Harvest Festival Float

- Did agree to participate due to 10 year anniversary of tornado, did budget for float.
- Discussion was held about possible ideas for float and how to get publicity out to public.
- Board consensus-will not participate and enter a float this year.

## 3. Talking Trees with the Tree Board Recap

- June 2<sup>nd</sup>-Attendance was extremely low, felt there was not much or enough publicity beforehand.
- Discussion held about continuing to go forward with future sessions, but possibly trying during the week or another time, will check with CRC front desk about peak times/most traffic.
- Cancel September 1<sup>st</sup> due to Labor Day, next talk will be December 1<sup>st</sup>.

## E. COMMUNICATIONS

### 1. Communications from Town Staff

- Mr. Kawamura-Robert Alcares is the new Parks Maintenance Supervisor, posted for Parks Maintenance Tech position, once filled, should be fully staffed, discussed work on round-a-bouts throughout town.

### 2. Communications from Chairperson and Board

- Ms. Wilson inquired about research on requirements for landscape standards-do have a working document in place, took to Town Board, but not approved for codification, needs to be brought up again for updating and language usage, set into goals for next year, codification includes implementation and assessment.
- Ms. O'Connor discussed fee based class-idea for New Homeowner Bootcamp over a series of weeks, with different topics, what services are available, diagnostic clinic, limit to smaller group for more attention, landscape design students from CSU, real estate agents to include information to clients, book a room/registration through CRC. Target should be Windsor Residents, February

2<sup>nd</sup>, 9<sup>th</sup> or 23<sup>rd</sup> from 9:00-12:00? Mr. Kawamura will check on availability at CRC.

- September 25<sup>th</sup> meeting at Highland Meadows Park at 5:00 pm in conjunction with PReCAB-Audit
- August 28th meeting- Mr. Lucas will be in attendance, Mr. Kawamura will review goals.
- August 14<sup>th</sup> – Ask the Experts panel at Clearview Library at 6:30 pm

**F. ADJOURN**

**Ms. Wilson moved to adjourn; Mr. Monroe seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:11pm.**

Submitted by:

Kristy Zulkoski, Administrative Specialist  
Park, Recreation, and Culture



## MEMORANDUM

**Date:** August 28, 2018  
**To:** Tree Board  
**From:** Ken Kawamura, Town Forester  
**Re:** Tree Board and PReCAB Combination  
**Item #:** D.1.

### **Background / Discussion**

During the July meeting, Alison mentioned Eric would be in attendance to discuss the possibility of combining the boards to be more transparent and cohesive. The board was instructed to think of potentials and pros and cons so that there would be good dialog during this presentation.

### **Financial Impact:**

N/A

### **Recommendation:**

Discussion only

### **Attachments:**

None



## MEMORANDUM

**Date:** August 28, 2018  
**To:** Tree Board  
**From:** Ken Kawamura, Town Forester  
**Re:** Quarterly Goal Update  
**Item #:** D.2.

### **Background / Discussion:**

It was decided there would be four outreach programs at the library, four coffee with the Tree Board at the CRC, two fee based classes and two audits. This discussion provides an update from the second quarter and establish needs for the third quarter.

### **Financial Impact:**

None

### **Recommendation:**

Discussion only

### **Attachments:**

None