



TREE BOARD REGULAR MEETING
November 27, 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 (Welcome new Board member DJ Calvin)
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 August 28, 2018 and September 25, 2018

C. BOARD ACTION

1. Cancel December 25, 2018 Meeting

D. BOARD DISCUSSION

1. Distribution of 2019 Arbor Day Poster/Poetry Calendars
2. Boot Camp in February
3. PReCAB Appointment

E. COMMUNICATIONS

1. Communications from Town Staff
2. Communications from Board

F. ADJOURN

FUTURE MEETINGS

December 25, 2018
January 22, 2019
February 26, 2019

Tree Board Meeting
Tree Board Meeting
Tree Board Meeting



Minutes

A. CALL TO ORDER

Chair Alison O'Connor called the meeting to order at 5:00 pm

1. Roll Call

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

Also Present:

Town Board Liaison	Myles Baker
Town Forester	Ken Kawamura
Parks, Recreation & Culture Director	Eric Lucas
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

Mr. Lucas- Landscape Standards to be added to Board Discussion as item #2, move Quarterly Goal Update to item #3.

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

3. Liaison Reports

Town Board Liaison:

Myles Baker reported the following:

- Introduced himself and provided a brief background of family and involvement with the Town of Windsor (previously served on PReCAB, Water and Sewer, Front Range Metro Planning Organization, currently also serving on Historical Society, six years on Town Board).
- Capital improvement plan-roughly \$45 million, re-investing large amount of money back in to the community (Diamond Valley, sewer projects, paving roads).
- With growth, impact fees are collected, goal is to put those back into the community.
- No further updates on downtown development, Rocky Mountain Sports Park, urgent care.

4. Public Invited to be Heard

No Report/Hearings

B. CONSENT CALENDAR

1. Minutes from July 24, 2018

Ms. Wilson moved to approve the July 24, 2018 minutes. Mr. Pankonin seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Tree Board and PReCAB Combination

Mr. Lucas reported on the following:

- Held a discussion with Mr. Kawamura and Ms. O'Connor about a proposed idea in order to bring both Boards together jointly and work more collaboratively, possible opportunities for sub committees
- Boards would meet on the same day, Tree Board would be meet beforehand and then liaison from Tree Board would attend PReCAB as a voting member following, can be on a rotation basis each year
- Save on staffing, provide advocacy for input, ideas and thinking, budget, and specific items to go to Town Board/approval
- Two vacancies coming up on PReCAB, one is an internal fill and that person will reapply when term is up, the other vacancy will not be reapplied for and will be open for a Tree Board member as a guaranteed position from here on out
- An idea to give some thought to, not asking for a decision immediately
- Next PReCAB meeting is on September 11, 2018-Welcome to attend

Ms. O'Connor-Next meeting is September 25th at Highland Meadows for audit, so further discussion can happen at October meeting.

2. Landscape Standards

Mr. Lucas reported the following:

- Things moved very quickly the past 30 days
- Booklet adopted in 2006 went to Town Board in 2001 and voted down
- Board and Planning Department have streamlined the code and currently doing a code review on landscape standards and a variety of other topics, all will be combined into one, will be run through the Planning Department to get codified, once approved by Town Board then adopted at the end. The booklet will go away as it has been known and will then be a part of the Town Board Code
- Staff has been meeting with Planning Department taking 2011 recommendations and beyond that needs to be in the new code with minor modifications
- Will be going to Town Board in a work session on September 10, 2018, in order to review, ask questions, make changes if needed, and codify
- A second agenda item that will be addressed at Town Board-Article 7 Growth of right away (in, on, over or upon), law currently reads that it is the Town's responsibility, number of areas where this is happening, can be extremely costly
- Will take to Town Board to change language-If rooted in one's property, it will be the homeowner(s) responsibility to take care of the maintenance and the Town's responsibility to enforce the maintenance or charge the homeowner
- Mr. Kawamura and staff will not be able to dedicate necessary time to assess all growth around town, will need to hire on others
- Will need to publicize and educate the public about changes to law

- Recommendations for licensed arborist
- Build into budget for homeowner removal allocations/stipend/EAB funding

3. Quarterly Goal Update

Mr. Kawamura reported the following:

- 2018-2019 Focus
- Outreach Clearview Library
 - 8/14/18 Informal Q&A Ask Experts
 - 2 out of 4 completed
 - Next Program scheduled for 10/9/18 Water Wise Landscape
- June Coffee with the Tree Board-June 2, 2018
 - 1 out of 4 completed (March event cancelled)
 - Event was attended by 2 participants
 - Seems to not have publicity as needed
 - September event to be cancelled due to Labor Day
 - Next event scheduled for 12/01/18
 - Discussion held about combining with Coffee with the Mayor, third Saturday of every month from 7:30AM-9:00AM, rotates different coffee houses.
 - CRC Counter/Key Figures, Tuesday is the busiest day of the week, peak times 9:00AM-12:00PM and after 6:00PM weekdays, 8:00AM-4:00PM weekends
- Fee Based Class
 - Goal is to complete 2 classes
 - Homeowner/Landscape Boot Camp, Discussion to charge for Sick Tree Day
 - February 23, 2019, 9AM-Noon, Mr. Kawamura will reserve room at CRC
- Park Audit
 - 1 out of 2 completed (Main Park completed in March)
 - Next audit scheduled for 9/25/18 at Windsor Highlands Park with Parks, Recreation & Culture Advisory Board

E. COMMUNICATIONS

1. Communications from Town Staff

- Roundabout updates 7th street, by cemetery, and Raindance
- In next month will be contracting out Fall tree work/removal
- Horticulture position open, interviews next week
- Robert Alcaez has been hired as new Parks Supervisor, promoted Matt Hoffman, Parks Operator position now open
- Harvest Festival-no float

2. Communications from Chairperson and Board

- Calendar update-Megan has agreed to design again, is on schedule and will have draft out in next couple of weeks, printing cost went up a tad, but still very reasonable, Ms. Bielawski typed up poems
- Next meeting at Highlands Park at 5:00PM
- Will further discuss/vote on PReCAB combination at October meeting.
- Keep November meeting, falls after Thanksgiving

F. ADJOURN

Mr. Pankonin moved to adjourn; Mr. Monroe seconded the motion. All members voted aye.

Motioned carried. Meeting was adjourned at 6:34 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Park, Recreation, and Culture



Minutes

A. CALL TO ORDER

Chair Alison O’Connor called the meeting to order at 5:02 pm

1. Roll Call

Bill Monroe
Mary Monroe (Absent/Excused)
Sue Bielawski
Alison O’Connor
Rebekah Wilson
Wendy Ball
John Pankonin(Absent/Excused)

Also Present:

Town Forester
Town Board Liaison

Ken Kawamura
Myles Baker

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

Ms. Ball moved to approve the Agenda. Mr. Monroe seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Town Board Liaison
No Report

4. Public Invited to be Heard

No Report/Hearings

B. CONSENT CALENDAR

1. None

C. BOARD ACTION

1. None

D. BOARD DISCUSSION

1. Park/Tree Audit

History of Windsor Highlands Park:

- The park was planted in 2005
- It is considered a “neighborhood park”
- The park is used for many things, such as walking, soccer, lacrosse, flag football and has a playground

Assessment of Windsor Highlands Park:

- Mr. Kawamura provided the Tree Board with an auditing form that the Board used to provide feedback and comments. Note-The rating scale was 1-5; with 1 being “needs improvement” and 5 being “excellent”

- Species: 5/5
 - The Board noted at least 22 different species planted in the park
 - There are zero ash planted in the park!
- Size: 4/5
 - The park is large with one playground and plenty of space for kids, dogs and people to recreate. Parking is readily available
 - A walking path is available around the perimeter of the park
- Condition of Trees: 4/5
 - Trees are on the smaller side and were planted all at once; no additional plantings have been done in the park-only replacements
 - The trees range in size from 8-14" DBH
 - Some trees were planted too deeply
 - A few trees had mechanical injury from mowers/string trimmers; broken branches from kids
 - The trees did not have mulch rings or sprayed tree rings at the base, so grass maintenance must be done, which can damage the trees (see bullet above)
 - The Board recommends adding mulch rings or spraying the tree rings with glyphosate (Roundup) to keep mowing equipment away from the trunks
- Site: 5/5
 - The park provided a great place for many activities the night the Board visited-there was soccer, flag football, kids on the playground, people walking their dogs, kids playing on the grass, etc.
 - The park itself was very well maintained
 - There are no bathrooms because it is considered a neighborhood park (most who utilize the park live in close proximity)
 - There is a large parking lot with ample parking available
- Age Class: 2/5
 - The trees in the park were mostly planted at the same time (in 2005)
 - A few younger trees have been added, but only as replacement trees
 - There are plans to plant additional trees (it's allocated in the budget)to help diversify the age class of the park's trees.
- Diversity: 4/5
 - Mr. Kawamura estimates that approximately 20+ species of trees are represented in the park
- Available planting Space: 5/5
 - There is space available on the outside perimeter of the park
 - Trees can also be planted on the east side, south of the playground (it's a large turf area)
- Uniqueness: 3/5
 - The park itself isn't overly unique, but the trees in the park are unique-like ginko row and the chinkapins that are located near the west entrance
 - While the park may not have the history of other parks in Windsor, it is heavily used and appreciated by the residents in Highland Meadows
- Nobility: 3/5
 - The one major eyesore was the west side entrance where there was unmowed grass that turned in to a large weedy patch-it had noxious weeds (Canada thistle) and several annuals that had gone to seed (prickly lettuce)
 - The Board's recommendation was to either mow this area as turf or simply mulch it to reduce weed growth

- The ornamental grasses adjacent to this area were also suffering (drought? Lack of maintenance ?) and could use a refresher
- Accessibility: 3/5
 - The park doesn't allow for vehicle traffic inside the boundaries, but there is a large parking lot on the west side
 - There are paved paths throughout the park and around the outside perimeter
 - The playground has synthetic turf that can improve accessibility-but this surface is high maintenance and is also very hot in the summer, so the playground isn't utilized as much because of the heat from the synthetic turf surface
- Overall Rating: 4/5
 - The Board thoroughly enjoyed their visit and audit of Windsor Highlands Park
 - The only thing to improve upon is to diversify the age of trees, which will come as time goes on-some of the trees have been replaced, but there will be additional tree planting efforts in the future
 - The Board was excited about the number of unique species that were planted in the park and supportive of Mr. Kawamura's efforts to push the boundaries and plant new material-this should continue
 - The Board would like to see the following planted: Caddo Sugar Maple, "Decaf" Kentucky coffeetree, additional ginkoes, new oak cultivars, more evergreens?

E. COMMUNICATIONS

1. Communications from Town Staff
No Report
2. Communications from Chairperson and Board
No Report

F. ADJOURN

Ms. Bielawski moved to adjourn; Ms. Wilson seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:25pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Park, Recreation, and Culture



MEMORANDUM

Date: November 27, 2018
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Cancel December 25, 2018 Meeting
Item #: C.1.

Background / Discussion:

The December Tree Board meeting falls on Christmas Day. Depending in when the December meeting falls in relation to Christmas, the board has cancelled the majority of December meetings

Financial impact:

None

Recommendation:

Move to cancel the December 25, 2018 meeting

Attachments:

None



MEMORANDUM

Date: November 27, 2018
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Distribution of 2019 Arbor Day Poster/Poetry Calendars
Item #: D.1.

Background / Discussion

The 2019 Arbor Day Poster/Poetry Contest Calendars have arrived. Staff has distributed to the contest winners and schools. Goal of this discussion is to determine who and where the remaining calendars will be taken to.

Financial Impact:

N/A

Recommendation:

Discussion only

Attachments:

None



MEMORANDUM

Date: November 27, 2018
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Boot Camp- Trees and Landscape for Homeowners
Item #: D.2.

Background / Discussion

There was discussion at the August Tree Board meeting of hosting a Boot Camp at the Community Recreation Center on February 23, 2019 from 9 am to noon. Purpose of this discussion is to plan the agenda, set up speakers, set assignments and other logistics.

Financial Impact:

Cost of registrations \$2.00-\$5.00 was discussed. Don't want it too high to discourage registrations but enough to have some skin in the game

Recommendation:

Discussion only

Attachments:

None



MEMORANDUM

Date: November 27, 2018
To: Tree Board
From: Ken Kawamura, Town Forester
Re: PReCAB Appointment
Item #: D.3.

Background / Discussion

During the August meeting, Eric discussed the possibility of appointing a Tree Board member to PReCAB to be more transparent and cohesive. In addition he discussed the possibility of changing the meeting time and date to coincide with the two boards. There was some discussion at the October meeting and since there was not a quorum the discussion will continue. A formal decision will be made at a future meeting

Financial Impact:

N/A

Recommendation:

Discussion only

Attachments:

None

FORESTRY DIVISION

November 27, 2018

A concern I heard from a previous meeting was the Board wanted more information. In order to address this, I plan to bring a monthly update on what is happening within the forestry division. This includes things we are working on or have completed month by month. I hope this helps to keep the Board better informed and if there are any additional questions please feel free anytime during the meeting to bring them forward.

The year may be wrapping up but the work we do continues on. Highlights for the past month are:

- Submit Tree City USA application
- Finish landscape at the roundabout on 7th Street and Crossroads Blvd
- Send out fall tree work to contractors
- Removed 61 trees at Kyger Reservoir
- Removed trees and shrubs along #2 Ditch per agreement with ditch company
- Planted fall annuals
- Finished Eastman Park shrub bed renovations
- Planning for spring annual plantings
- String Holiday lights!

We have a full agenda to cover this month. To start, we welcome DJ Calvin to the Board! A survey was sent out last month and you all voted the theme “Trees are for Everyone!” The 2019 calendars are ready for distribution and we’ll determine who will take them where; we need to plan out the Boot Camp scheduled for February 23 and finally have a round table discussion about the topic on appointing a member of Tree Board to Park, Recreation and Culture Advisory Board. That will keep us very busy for the next couple of hours!

I hope this new format is helpful and it will be a work in progress. I welcome all feedback so that I can bring the information you need to make solid and sound decisions regarding the trees in our community.

Let’s Keep Windsor Tree-rific!

