



TREE BOARD REGULAR MEETING
August 28, 2018- 5:00 P.M.
Maple Room Community Recreation Center
250 N. 11th Street, Windsor, CO 80550

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