



**TREE BOARD REGULAR MEETING**  
**November 27, 2018- 5:00 P.M.**  
Maple Room Community Recreation Center  
250 N. 11th Street, Windsor, CO 80550

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**Minutes**

**A. CALL TO ORDER**

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

1. Roll Call

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

Also Present:	Town Forester	Ken Kawamura
	Town Board Liaison	Myles Baker (absent)
	Parks, Recreation & Culture Director	Eric Lucas
	Parks Operation Manager	Bob Worthen
	Administrative Specialist	Kristy Zulkoski

- Ms. O'Connor welcomed new board member David "DJ" Calvin  
Mr. Calvin introduced himself-Originally from Nebraska, grew up in Greeley, moved to Windsor about six years ago, served on Planning Commission in Greeley for five years, interest in the Boards here in Windsor, not much experience in trees/forestry, but enjoyed his tour with Mr. Kawamura and learned a lot, excited to get involved and get started

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

Ms. Bielawski inquired about adding the following:

- December 1<sup>st</sup> Talk with the Tree Board  
-Added under Board Discussion Item #4
- New Landscape Standards  
-Added under Communications/Town Staff

**Ms. Bielawski moved to approve the Agenda as amended. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

3. Liaison Reports

- Town Board-No Report

4. Public Invited to be Heard

- Laura Wagner (1209 W. Pershing, Cheyenne, WY)  
-Enrolled in an Urban Forestry Policy Planning & Management course, attending as part of capstone project, was introduced to the Tree Board at fall conference held

- Janene Willey (Water and Sewer Board)

## **B. CONSENT CALENDAR**

1. Minutes from August 28, 2018
2. Minutes from September 25, 2018

**Mr. Pankonin moved to approve the August 28, 2018 and September 25, 2018 minutes. Ms. Bielawski seconded the motion. All members present voted Aye. Motioned carried.**

## **C. BOARD**

1. Cancel December 25, 2018 Meeting
  - Due to Christmas falling on 4<sup>th</sup> Tuesday of the month-also have the option to add an additional work session in January, if needed

**Mr. Pankonin moved to cancel the December 25, 2018 meeting. Ms. Bielawski seconded the motion. All members present voted Aye. Motioned carried.**

## **D. BOARD DISCUSSION**

1. Distribution of 2019 Arbor Day Poster/Poetry Calendars
  - Worked with same designer Megan Larson and viewed final proof in October
  - Town staff has already delivered to local schools and District Office
  - Distribution to other local businesses: 1,200 copies printed, 10-12 boxes/40 per box left, Mr. Kawamura will hand out after meeting adjourns
    - Ms. Bielawski: Windsor/Severance Library, Vision Re-Vision, Mr. Yo's, music studio
    - Ms. Wilson: High Hops, King Soopers complex
    - Mr. Monroe: Highland Meadows Golf Course, Pueblo Viejo, 7-11 and surrounding
    - Mr. Pankonin: First National Bank, Windsor State Bank, Discount Liquor, Wells Fargo
    - Mr. Calvin: Points West, Colorado Community, Pelican Lakes Plaza
    - Ms. O'Connor: Downtown businesses (North side of Main St.)
    - Mr. Kawamura: Art & Heritage, CRC, Town Hall, police station, public works complex
    - Ms. Ball: CSU & Downtown businesses (South Side of Main St.)
2. Boot Camp in February
  - Scheduled for February 23, 2019 at CRC (Pine Room currently reserved, will look into reserving a second room, will cap attendance at 50)
  - Morning event 9:00 am-12:00 pm with light breakfast (donuts, coffee, juice, snacks) \$5 fee
  - Welcome/Introduction to Tree Board-Arbor Day, Tree City USA, Sick Tree Day, Tree Sales, resources for future inquiries, Q&A at the end, calendar give away to attendees
  - Three 45 minute sessions-Tree Selection, Planting, and Maintenance
  - Assignments- Ms. Ball/Welcome/Introduction, Ms. O'Connor/Planting, Mr. Kawamura/Maintenance
  - Ms. O'Connor will contact Dr. Jim Klett from CSU about speaking on Tree Selection
  - Mr. Kawamura will submit a ticket for press release, social media publicizing, CRC can handle registration, will create description for class

- Ms. Bielawski will contact Eaton Grove for possible door prize donations, Mr. Kawamura suggested giving away a free tree from sale
- Discussion was held about possible class name ideas-will stick with Boot Camp/Workshop theme and let marketing team work on creative presentation

### 3. PReCAB Appointment

Mr. Lucas presented the following:

- Proposal: A Seat at the Table
  - Allocate 1 PReCAB spot to Tree Board: Move meeting to the same day at PReCAB
  - Create Sub-Committees for following areas: Recreation programs, Trails & Open Space, Parks, will meet with staff representative 5:45-6:45 pm, will bring topics/initiatives to PReCAB
  - Creates continuity among boards and grows public input through the addition of sub-committees, eliminates a meeting night for staff
- Questions from last Tree Board meeting (unofficial)
  - Is PReCAB aware of what Tree Board does? Yes, 7 of 9 staff reports mention Forestry Operations and events such as Arbor Day events, Sick Tree Day, Calendar, Mr. Kawamura and staff presented for 30 minutes in February regarding forestry and horticulture operations, this included Tree Board, review budget
  - Does PReCAB even know about this proposal? Yes, welcome idea, met on September 11<sup>th</sup> and October 2<sup>nd</sup>, awaiting a response from Tree Board and beginning advertisement for sub-committee's in Recreation and Parks this weekend with the release of new activity guide, will begin in January
  - Why can't PReCAB come to Tree Board? Tree Board Scope: Advisory to Forestry & Horticulture Division & Education of Public, Arbor Day events, Sick Tree Day, Educational programs, PReCAB Scope: Advisory to entire PRC Department, recreation programs and events, parks maintenance and construction, open space & Trails, capital and operations budgets
- 2019-20 PRC Department Goals
  - Accreditation
  - Leave a Legacy in Conservation, Health & Wellness, and Social Equity
  - Customer Service
  - Fiscal Responsibility
- Further discussion was held on structure of meetings, possibility of piloting idea for a year and then re-evaluating, concerns of educational implementation from PReCAB, little or no interest on all PReCAB topics that are addressed, time commitment from member who would be serving on both boards, and how to best support The Tree Board and bring continuity to both boards
- Consensus on Mr. Kawamura as liaison between both boards and working together in the future on an as-needed basis, will add PReCAB updates to Tree Board agenda under Communications from Town Staff, if unable to attend, another Tree Board member could take his place

4. December 1<sup>st</sup>-Talk with the Tree Board

- Cancelled August Q&A and rescheduled for December 1<sup>st</sup>
- Possibly join with Coffee with the Mayor (Mr. Baker)
- With lack of publicity/marketing, go ahead and cancel
- Re-Cap in January about where to go from there and accomplishing goals

**E. COMMUNICATIONS**

1. Communications from Town Staff

Mr. Lucas reported on the following:

- Landscape Standards-Town Board recently approved some standards, new standards change going to Board on December 10<sup>th</sup> for a first reading, currently it is the Town's responsibility for tree maintenance (right away), will move to homeowner's responsibility, \$10,000 in scholarship for those who may need financial assistance, old standards from 2011 have been approved and codified, changes will have to be approved by Town Board, but amendments can be addressed more easily now, Mr. Lucas will send out link to standards

Mr. Kawamura reported on the following:

- Provided Forestry Division handout/report-submit Tree City USA application, finished landscape at roundabout on 7<sup>th</sup> 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, holiday lights, Windsor Wonderland December 1<sup>st</sup> from noon-5:00 pm, new Parks shop will move to Public Works complex in February 2020

2. Communications from Chairperson and Board

Ms. Bielawski (and Ms. Willey) reported on the following:

- Mr. Bielawski/Head of Water Board-issues concerning water conservation and use and its impact on the Town's development, may be called on by Tree Board to assist with educating public about new standards/rate increases
- Ms. O'Connor-could look at topic for future consideration goal/focus
- Next meeting will be January 29, 2018 (Ms. O'Connor will be absent on January 22, 2018)

**F. ADJOURN**

**Mr. Pankonin moved to adjourn. Ms. Wilson seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 5:36 pm**

Submitted by:

Kristy Zulkoski, Administrative Specialist  
Park, Recreation, and Culture