



TREE BOARD REGULAR MEETING
February 26, 2019 - 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 January 29, 2019

C. BOARD ACTION

1. Approve Arbor Day Poster Contest Winners

D. BOARD DISCUSSION

1. Arbor Day Planning Update
2. Marketing and Promotion Update

E. COMMUNICATIONS

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

F. ADJOURN

FUTURE MEETINGS

March 26, 2019
April 23, 2019
May 28, 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 5:02 pm

1. Roll Call

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

Also Present:	Town Forester	Ken Kawamura
	Parks Operations Manager	Bob Worthen
	Town Board Liaison	Myles Baker (Absent)
	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. Pankonin moved to approve the Agenda. Ms. Wilson seconded the motion. All members present voted Aye. Motion carried.

3. Liaison Reports

Myles Baker/Town Board Liaison:
No Report

Mr. Kawamura:

- Mr. Hale (Town Manger) presented his State of Windsor Report-Town is growing by leaps and bounds, last year had a record breaking number of building permits, close to 31,000 population

4. Public Invited to be Heard

Ms. Janene Willey (Town Water and Sewer Board):

- Expressed interest in the Water Board being represented in some way at the Tree Symposium on February 23rd, Water Board could speak, John Thornhill/Greeley Water Resources Manager is willing to present, or simply come have a table display and speak to public in between sessions

B. Consent Calendar

1. Minutes from November 27, 2018

Ms. O'Connor reported on the following:

- Consent Calendar-should read August 28, 2018 and September 25, 2018 minutes were approved not July 24, 2018

- Board Discussion-downtown distribution of calendars/location update; Ms. O'Connor (North side of Main Street) and Ms. Ball (South side of Main Street)
- Communications from Chairperson and Board-Ms. O'Connor absent on 1/22/19 not 1/29/19; reason for January meeting date change

Ms. Ball moved to approve the November 27, 2018 minutes as amended. Mr. Pankonin seconded the motion. All members present voted Aye. Motioned carried.

C. BOARD ACTION

1. Election of Officers

- 7 position Board with 3 positions open-Currently held by Ms. O'Connor/Chair, Ms. Ball/Vice-Chair and Ms. Bielawski/Secretary
- One year term, not term-limited
- Discussion held on nominations

Mr. Monroe moved to nominate Ms. O'Connor, Ms. Ball and Ms. Bielawski for their current position by acclamation. Ms. Wilson seconded the motion. All members present voted Aye. Motion carried.

D. BOARD DISCUSSION

1. Arbor Day Planning

- Ms. Wilson visited the 5 elementary schools and Windsor Middle School, hand delivering poster contest distribution, Mr. Kawamura sent over to Melanie at Windsor Charter
- District contact is no longer available to coordinate due to reorganization, gave the okay to deliver to school offices
- Deadline for entries is February 15th, Mr. Kawamura will send out a reminder to schools and will be picked up from school offices on February 19th
- Will vote on poster winners at next scheduled Board meeting (winners will get shirts)
- Contact has been made with middle schools for poetry contest
- Mountain View and Tozer host school visits tentatively scheduled for April 19th
- Will need help putting together seedlings and goodies for winners (1st week of April)
- Poster celebration at the museum is April 11th from 5:30-7:00 PM
- Tree Sale pick up on April 20th from 10:00-12:00 PM at Parks Shops (190 N. 8th), will be delivered on the 18th, all trees are \$65.00 (at cost) and currently on sale

2. Educational Opportunities Update

- Hosted session at Clearview Library will be February 13th at 12:30 pm (pruning-Eric Hammond/Adams County) and May 8th at 12:30 pm (Meet the Invasives-Bill and Mary Monroe)
- Interest in joining with Water Board to conduct classes, nothing confirmed or established
- 2018-met all four outreach events, Talking with The Tree Board in June, two park audits, current focus on fee based class (Tree Symposium)
- Possibly do another fee based class in the fall or 2020
- Discussed future offerings and social media blasts based on higher water rates/irrigation/proper watering tips

3. Tree Symposium Update

- Saturday, February 23rd from 9:00 am-12:00 pm

- Flyer was presented which went out on social media, no information on how to register, looked as though it is day-of registration
- Discussion was held about marketing-how the word is getting out to the public (PR form?), the chain of process/procedure, the standard for what avenues the event will be publicized and being able to view any marketing materials before it goes out
- Possibility to have on-line pre-registration
- Role of Tree Board members during event-assisting with registration (2 people), food duty/set-up/restocking (1 person), general/technical questions (1-2 people)

E. COMMUNICATIONS

1. Communication from town Staff

- Moved 7 trees from Public Works parking lot to open space area
- Finish fall tree work by contractors
- Winter water
- Pruned 54 trees at Eastman Park
- Start to remove Christmas lights
- Review application for Horticulture Technician (position opened until filled)
- Start Arbor Day planning
- Finishing up Memo of Understanding with Treasure Island
- Working on one code violation cottonwood removal

2. Communications from Chairperson and Board

- Greeley Tree Care Workshop on Friday, February 22nd at Island Grove from 7:30 am - 3:30 pm, various speakers, Ms. Bielawski would like to attend, if any other members are interested, let Mr. Kawamura know by Friday, February 1st, registration will be paid by the Tree Board's budget
- Town website updated with Myles Baker as liaison, all current members had already been updated, will need a new group picture of the Board-possibly take at Tree Symposium

F. ADJOURN

Ms. Bielawski moved to adjourn. Mr. Pankonin seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:22 pm

Submitted by:

Kristy Zulkoski, Administrative Specialist
Parks, Recreation, & Culture



MEMORANDUM

Date: February 26, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Poster Contest Winners
Item #: C.1.

Background / Discussion:

The Windsor Tree Board has been hosting the Arbor Day Poster Contest for nineteen years. Winners are selected based on content, creativity and adherence to all rules and guidelines of the contest. Winners will be announced in April and invited to be recognized by the Mayor and Town Board at their meeting on Monday April 22, 2019.

Financial Impact:

Cost of awards to the winners (\$10 to \$15 per winning entry)

Recommendation:

Move to approve the winners as selected for this year's contest

Attachments:

None



MEMORANDUM

Date: February 26, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Marketing and Promotion Update
Item #: D.2.

Background / Discussion:

There has been past discussions on best ways to market and promote tree board events. This discussion will provided current protocol and process for effective and timely communications.

Financial Impact:

N/A

Recommendation:

Discussion only

Attachments:

None



MEMORANDUM

Date: February 26, 2019
To: Tree Board
From: Ken Kawamura, Town Forester
Re: Arbor Day Planning Update
Item #: D.1.

Background / Discussion:

The Town of Windsor celebrates Arbor Day on the third Friday of April. Windsor will be celebrating thirty eighth consecutive years as Tree City USA as designated by the National Arbor Day Foundation. Festivities include: celebrations at two local elementary schools, poster contest, and a tree sale. This opportunity provides updates from different committees on the progress of the events.

Financial Impact:

We have \$1000 allocated for the various events
We have an opportunity for revenue from the tree sale

Recommendation:

Update of progress for the planning of Arbor Day planned for April 19th and 20th, 2019

Attachments:

None

FORESTRY DIVISION

February 26, 2019

Forestry staff has been busy for the month of February structure pruning every tree at Eastman Park. Staff has also been working on the removal of two newly “inherited” willow trees that have extended their useful life and are more of a liability than asset. The amended ordinance for tree maintenance on street rights of ways was approved by Town Board and I have been busy preparing for the first Windsor Tree Symposium. Staff also removed snow several times this month and as a result missed the ProGreen conference in Denver (sorry Alison!). The search for a horticulture technician continues and we are starting to get ready for Spring!

Highlights from February are:

- Winter water
- Pruned 103 trees at Eastman park
- Tree Risk analysis
- Snow removal
- Assisted in tree fort building
- Chipped up 585 Christmas trees
- Arbor Day Planning
- Zero Code violation last month

On the agenda tonight is the Arbor Day Poster Contest judging. Be prepared to lobby for your favorite posters and to be respectful of everyone’s time, please be efficient in this process. Following the judging is a discussion of the Arbor Day events planned at Mountain View and Tozer, then wrap up the discussions with an update on Marketing and Promotions.

Next month we will prepare and wrap up the Arbor Day festivities.

Let’s Keep Windsor Tree-rific!

