



**TREE BOARD REGULAR MEETING**  
**January 28, 2020 - 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. Introduction of newly appointed Youth Position, Neva Peltz
3. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board
4. Liaison Reports
  - Town Board Report
5. Public Invited to be Heard

**B. CONSENT CALENDAR**

1. Minutes from August 27, 2020

**C. BOARD ACTION**

1. Election of Officers

**D. BOARD DISCUSSION**

1. Arbor Day Planning
2. Set Goals for 2020-2021

**E. COMMUNICATIONS**

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

**F. ADJOURN**

**FUTURE MEETINGS**

February 25, 2020  
March 24, 2020  
April 28, 2020

Tree Board Meeting  
Tree Board Meeting  
Tree Board Meeting



## Minutes

### A. CALL TO ORDER

Chair Alison O'Connor called the meeting to order at 5:04 pm

#### 1. Roll Call

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

Also Present:

Town Forester	Ken Kawamura
Town Board Liaison	Myles Baker
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. Bielawski seconded the motion. All members present voted Aye. Motion carried.**

#### 3. Liaison Reports

Myles Baker/Town Board Liaison:

- Harvest Festival this weekend, parade on Monday
- Finishing 2 Roundabouts at New Liberty & 7<sup>th</sup> and New Liberty & CR13, future roundabouts at Ptarmigan entrance & 392 and at Jacoby Road & 62 1/2
- Public Art donation from Martin Lind – Pelicans New Liberty & 7<sup>th</sup> roundabout
- CR 5 widening / adding lanes – waiting on CDOT
- Meeting last night with CDOT about moving truck/commercial traffic through Main Street, wanting to divert 257/392 traffic through industrial area, collecting data from pinging cell phones
- CRC shutdown week last week
- 621 building permits so far, on pace to beat the record of 690
- Discussion from Martin Lind about more commercial growth in future Brands area
- Mash Lab restaurant expansion
- Mill / Tavern opening in October, Italian restaurant and brewery to follow
- Mr. Baker and Mayor are term limited in April

#### 4. Public Invited to be Heard

No Report

### B. CONSENT CALENDAR

1. Minutes from July 23, 2019

**Ms. Ball moved to approve the July 23, 2019 minutes as presented. Ms. Wilson seconded the motion. All members present voted Aye. Motioned carried.**

### **C. BOARD ACTION**

1. None

### **CI. BOARD DISCUSSION**

1. Quarterly goal update/set goals for 2020-2021
  - Met all goals for 2018-2019 with success
    - Four out-reach programs at the library
    - Coffee with the Tree Board pulled due to low attendance first time
    - Two fee-based classes (spring - completed & fall – scheduled for Sept.)
    - Two Park audits
    - Arbor Day / Calendar events
  - Mr. Wilson suggested aligning goals more with Town Board goals
  - Reviewed the Tree Board Mission statement
  - Future Goals / Events Discussion
    - Sponsored library events with Larimer County
    - Spring Workshop ½ day fee based class
    - Arbor Day / Calendar
    - Sick Tree Day
    - Fall evening drop in and learn seminars
    - Park Audit / Urban Forest Assessment - one a year
    - Inform Town Board of future issues of Emerald Ash Borer, Japanese Beetle, Water conservation, as needed, and based on time of year / diversity of Windsor's community
      - Year-end recap report from Tree Board / Forestry, could present at Town Board meeting or just add into meeting packet for January 13<sup>th</sup> or 27<sup>th</sup>
  - Ms. Wilson inquired about being Tree City USA and all of the new buildings coming in –Mr. Kawamura reported that requirements are being met
  - Tree Board Membership - Ms. O'Connor applied for new term, has not heard confirmation yet
2. Finalize plans for September educational event
  - September 24<sup>th</sup> 6:00-7:00 pm “What’s Sap with Windsor Trees: Sick Tree Day Recap” (in lieu of September’s Regular Meeting)
  - Spruce Room at CRC \$5 cash only at the door, no pre-registration, will need change box
  - Marketing - Posters (capitalize Windsor, add cash only) website, all affiliated social media outlets
  - Mr. Kawamura will send pdf poster to board members to share with neighborhood/HOAs
  - Ms. O'Connor will present and prepare handouts, include Larimer and Weld County extension resources
  - Provide coffee & tea / chocolates
  - Door Prizes - 2 Sick Tree Day Hats, certificate for landscape consultation with Ms. O'Connor and Mr. Kawamura
  - Table and chairs - classroom set up
  - Mr. Kawamura will check with front desk about credit cards for payment just in case

## **E. COMMUNICATIONS**

### 1. Communication from Town Staff

- Reviewed Forestry Division Report – July & August Highlights
  - Microburst clean up
  - Renovate irrigation system on Main Street and Gazebo
  - Spray downtown Honeylocust for spider mites
  - Removed 9 trees
  - Pruned 38 trees for clearance
  - Cleaned up all roundabouts
  - Working on renovation at Founders Park in New Windsor
  - 8 landscape inspections
- Blake McGrew/Forestry Maintenance Tech and Lynn Morales/Horticulture Tech assisted at Treasure Island, horticultural visit with Ms. O'Connor, very impressive
- Emerald Ash Borer / Japanese Beetle no findings / reportings in Windsor

### 2. Communications from Chairperson and Board

- Ms. Bielawski inquired about Trees, Peoples & Towns (when & where) – interest in attending

## **F. ADJOURN**

**Ms. Bielawski moved to adjourn. Ms. Ball seconded the motion. All members voted aye. Motioned carried. Meeting was adjourned at 6:17 pm**

Submitted by:

Kristy Zulkoski, Administrative Specialist  
Parks, Recreation, & Culture



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## MEMORANDUM

**Date:** January 28, 2020  
**To:** Tree Board  
**From:** Ken Kawamura, Town Forester  
**Re:** Election of Officers  
**Item #:** C.1.

**Background / Discussion:**

Board officers shall serve for a term of one year and shall be elected annually at the January meeting of the Board

**Financial Impact:**

N/A

**Recommendation:**

Move to nominate \_\_\_\_\_ as Chair. (Second and vote)  
Move to nominate \_\_\_\_\_ as Vice-Chair (Second and vote)  
Move to nominate \_\_\_\_\_ as Secretary (Second and vote)

**Attachments:**

None



## MEMORANDUM

**Date:** January 28, 2020  
**To:** Tree Board  
**From:** Ken Kawamura, Town Forester  
**Re:** Arbor Day Planning  
**Item #:** D.1.

### **Background / Discussion:**

Discussion and planning for Arbor Day - planned for April 17, 2020. Arbor Day Celebration is planned for Skyview Elementary. Tree Sale will take place at 922 North 15<sup>th</sup> Street. No other plans at this time.

### **Financial Impact:**

We have \$1000 allocated for the various events

### **Recommendation:**

For initial discussion, the majority of planning will be done by the committee

### **Attachments:**

None



## MEMORANDUM

**Date:** January 28, 2020  
**To:** Tree Board  
**From:** Ken Kawamura, Town Forester  
**Re:** Set Goals 2020-2021  
**Item #:** D.2.

### **Background / Discussion:**

At the August meeting, goals for 2020-2021 were discussed. Some ideas:

- partner with Larimer and Weld County Libraries;
- provide a year end report to Town Board,
- host a spring workshop
- tree/park audit

The purpose of this discussion is to set committees, times and dates.

### **Financial Impact:**

Depends on event

### **Recommendation:**

Discussion only

### **Attachments:**

None

# FORESTRY DIVISION

January 28, 2020

It has now been a really long while since we last met...August 27th as a matter of fact! Even more has gone on since our last meeting. The biggest news being we have grown by one and welcome new board member Neva Peltz! She will be joining us representing the youths of Windsor. I hope you all reviewed the updates from the proposed November meeting which was cancelled due to staff being tied up with snow removal efforts. Seems like the first part of the winter season was heavy with snow as evident by the remaining snow piles but so far, January has been very mild. Staff has been busy getting ready for the highly anticipated move to our new facility at 922 N. 15th Street. Everything is on schedule and should start to move by the end of this month.

Highlights from November/December are:

- Pruned and removed silver poplars at 7th and Eastman Park Dr.
- Removed trees at tree nursery in preparation for the detention pond
- Cleaned and moved storage yard to new site
- Collected over 800 Christmas trees for recycling and the Magical Forest event
- Cleaned up all beds and roundabouts
- 1 landscape inspections

We have lots to cover and get caught up on for this agenda. We will start with the election of officers for 2020, then discuss plans for Arbor Day which will be hosted by Skyview Elementary School and wrap up the discussion by finalizing the goals for 2020-2021. No time to waste so let's get started!

Let's Keep Windsor Tree-rific!

