



**TREE BOARD REGULAR MEETING**

**February 23, 2021 - 5:00 P.M.**

<https://windsorgov.zoom.us/j/96216554803?pwd=bmc3MCtHUWVpZW9lL1NqeUJURDFCQT09>

Meeting ID: 962 1655 4803

Passcode: 544665

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**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 26, 2021

**C. BOARD ACTION**

1. Approve Arbor Day Poster Contest Winners

**D. BOARD DISCUSSION**

1. Arbor Day Planning Update

**E. COMMUNICATIONS**

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

**F. ADJOURN**

**FUTURE MEETINGS**

March 23, 2021

April 27, 2021

May 25, 2021

Tree Board Meeting

Tree Board Meeting

Tree Board Meeting



TREE BOARD REGULAR MEETING

January 26, 2021 - 5:00 P.M.

Zoom Meeting

<https://windsorgov.zoom.us/j/97135801993?pwd=dIRITm96SnhqMINPOHIHOWxISy91dz09>

Meeting ID: 971 3580 1993

Passcode: 747729

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MINUTES

A. CALL TO ORDER

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

1. Roll Call

Alison O'Connor  
Sue Bielawski  
Rebekah Wilson  
John Pankonin  
Jason King  
Donna Pierce  
Julie Cline

Town Board Liaison

Also Present: Town Forester Ken Kawamura  
Deputy Director PRC Tara Fotsch  
Parks Operations Manager Bob Worthen  
Administrative Specialist Kristy Zulkoski

2. Introduction of new board member Donna Pierce

- Passion for the outdoors, nature and trees
- Enjoys reading and quilting
- Originally from Pittsburgh, lived in Colorado for almost 44 years
- Worked for Denver Digs, participated in 2 Tree Sales a year
- Performed tree checks, helped with planning and planting
- Wants to help protect and keep the tree canopy up

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

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

4. Liaison Reports

Town Board Report/Julie Cline

- Greenhouses are up and in front of local businesses in order to extend outdoor dining during COVID, owned by the Town, will be able to use for other events/needs in the future
- 5 Star Program – gives restaurants and businesses special certification to operate at one level lower than what the county is at and serve at a higher capacity, required spacing and cleaning protocols enforced
- Poudre Trail detour near Raindance due to construction in the area
- Dedication last Friday for 392 Trail/High Hops to Kyger Reservoir
- 50 Gardens in Box will be available, not sure how they will be dispersed
- Poudre Trail Corridor Board – Cycling Without Age, future program that is being looked into, gives the opportunity to get on the trails by means of specialized trikes to those who wouldn't be able to do so themselves, possible partnership with senior living communities

5. Public Invited to be Heard
  - No Report

## **B. CONSENT CALENDAR**

1. Minutes from November 24, 2020

**Mr. Pankonin moved to approve the November 24, 2020 Minutes as presented. Ms. Bielawski seconded the motion. All members present voted Aye. Motion carried.**

## **C. BOARD ACTION**

1. Election of Officers
  - Current positions – Board Chair/Ms. O’Connor, Vice Chair/Vacant, Secretary/Ms. Bielawski
  - Nominations for Board Chair – Ms. O’Connor

**Ms. Wilson moved to nominate Ms. O’Connor for Board Chair. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

- Nominations for Vice Chair – Ms. Bielawski

**Mr. King moved to nominate Ms. Bielawski for Board Vice Chair. Mr. Pankonin seconded the motion. All members present voted Aye. Motion carried.**

- Nominations for Secretary – Mr. King

**Ms. O’Connor moved to nominate Mr. King for Board Secretary. Ms. Bielawski seconded the motion. All members present voted Aye. Motioned carried.**

## **D. BOARD DISCUSSION**

1. Arbor Day 2021 Planning
  - Poster contest information has been sent out to schools along with an introduction video created by Ms. O’Connor, theme – Trees are the Roots of Life
  - Deadline is February 19<sup>th</sup>, Mr. Kawamura will follow up with the schools and figure out a drop off location for homeschoolers
  - Next Board meeting on March 23<sup>rd</sup> will be used for judging and choosing winners
  - Mr. Kawamura will pick up from each school on the deadline date and deliver assigned school entries to each Board Member, look through all entries, select 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place and 2 honorable mention, Mr. Kawamura will pick up on Monday the 22<sup>nd</sup> by noon
  - Ms. Fotsch suggested using Bang the Table, a communication software, in order to virtually vote on winners, will have Caitlin Heusser/Museum Curator send link to see if it could also be used as a way to display/exhibit the posters to the community
  - 3 boxes of calendars left
    - Mr. Kawamura will deliver remaining calendars to Board Members tomorrow
    - Ms. Wilson – west side of Windsor, businesses on Crossroads, 30 calendars
    - Mr. King – Water Valley businesses, and CR5 locations, 30 calendars
    - Ms. Pierce – King Soopers, Safeway and surrounding businesses, 30 calendars
    - Ms. Bielawski – past Board Members, Water Valley HOA, library, 30 calendars
    - Mr. Pankonin – Good Samaritan and both Columbine locations, 40 calendars
    - Ms. O’Connor – Main Street, McDonalds and Ace shopping areas, 20 calendars

- School presentation – Skyview
  - Possible livestream/Zoom or pre-recorded video celebration
  - Need to order seedlings
  - Planting of a tree by Parks staff, but no student participation
- Tree Sale
  - Posted and currently online for ordering
  - 50 trees available
  - April 17<sup>th</sup> pick up or delivery
  - Increase to \$70 at cost due to air pots
  - Garden in a Box – possible pick up in conjunction, ideal partnership with Water/Sewer Board that day

## E. COMMUNICATIONS

### 1. Communications from Town Staff

- Mr. Kawamura
  - Staff is gearing up for the new year, setting professional goals and focusing on upcoming projects
  - Cleared unwanted to vegetation for the Riverwalk project at Eastman Park
  - Assisted with snow removal
  - Rotation pruning at West Park, starting on 2021 rotation
  - Contracted tree removal of 5-6 Siberian Elms along Oak Street
  - Collected close to 800 Christmas trees for recycling and the Magical Forrest event which will be held on February 13<sup>th</sup> from 1-3pm
  - Cleaned up flowerbeds and roundabouts
  - 13 landscape inspections
  - Treasure Island – part of Phase II of Riverwalk project, budgeted \$300,000 for upgrades, bypass trail, irrigation and infrastructure, planning will start towards end of 2021

### 2. Communications from Chairperson and Board

- Ms. Bielawski – inquired about Sick Tree Day
  - Possible to do, even on a smaller scale like last year, will have to revisit as it gets closer and plan around current restrictions at that time
- Ms. Wilson – inquired about Tree Convention in Greeley
  - Haven't heard anything, but will pass along information
  - ProGreen will be held in February, very expensive
- Ms. O'Connor –
  - Tree City USA Conference – Ms. O'Connor and Mr. Kawamura will be featured in the Community Programs Section, recorded a video presentation on Sick Tree Day which will be broadcast on February 26<sup>th</sup>, will then be live for Q&A
  - Next meeting will be February 23<sup>rd</sup> – voting on Grand Champion winner of poster contest
  - March meeting will focus on Arbor Day events & planning

## F. ADJOURN

**Mr. Pankonin moved to adjourn. Ms. Bielawski seconded the motion. All members present voted Aye. Motion carried. Meeting was adjourned at 6:06 pm.**

**Submitted by:**

Kristy Zulkoski, Administrative Specialist  
Parks, Recreation & Culture



## MEMORANDUM

**Date:** February 23, 2021  
**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 twenty years. Winners are selected based on content, creativity and adherence to all rules and guidelines of the contest. Winners will be announced in April during the Arbor Day celebration.

### **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 23, 2021  
**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 forty consecutive years as Tree City USA as designated by the Arbor Day Foundation. Due to restrictions of allowing outside visitation of schools, I have spoken with the principal of Skyview elementary school and he is willing to have a virtual presentation of Arbor Day. Skyview has the host school last year in the rotation but due to the pandemic was postponed to this year. We will discuss roles and logistic on how to present a virtual presentation.

### **Financial Impact:**

We have \$1000 allocated for the various events

### **Recommendation:**

Update of progress for the planning of Virtual Arbor Day planned for April 16, 2021

### **Attachments:**

None