



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes

Tree Advisory Board (TAB)

Wednesday, 8th of January, 2025

6:30 PM

Virtual via Zoom

1. Call Meeting to Order @ 6:33 pm

2. Roll Call and Verification of Quorum

- A. *Brian O'Connor (Chair), present*
Patricia O'Donnell, present
Jason Shimmel (Vice Chair), present
Claudia Smelko, present
Amanda Westendorf, absent, has resigned as of this morning
Leanne Vielehr (Secretary), present
- B. *Erie Council Liaisons: Emily Baer and Andrew Sawusch*
- C. *Town Staff Liaison: Tom Read*
- D. *Guest: Amy DeMeyer (will be sworn in next week, 2/14)*

3. Approval of the Agenda

- A. *Agenda Amended to change item G: Set Date for Special Meeting to Elect New Board Member to G: Elect New Board Member*
 - 1) *Amanda has resigned as of this morning due to limited time availability but still wants to stay active with Tree Walks, volunteering, etc.*
- B. *Approved.*
 - a) *Motion: Claudia*
 - b) *Second: Brian*

4. Approval of Previous Meeting Minutes

- A. *December 2024 Tree Advisory Board Meeting Minutes*
 - 1) *Motion to Approve: Brian*
 - 2) *Second: Claudia*
- B. *Jason to send approved minutes to Erie Town Clerk*

5. General Business

- A. *Public Comment and Non-Agenda Items*
 - 1) *No public comments*
- B. *2025 Arbor Day/Earth Day Celebration - April 26, 2025, 10am-1pm*
 - 1) *Update on January 7th Pre-Planning Meeting:*
 - a) *Claudia and Jason could not attend*
 - b) *The 1st phase event application has been submitted and approved*
 - c) *Karen will be emailing all the vendors this week, she will reach out to all who were invited and attended last year. 80 vendors on list. The vendor registration form is live.*
 - 2) *Jason to share the items that need to be assigned via email. Respond just to Jason with the items we are interested*
 - 3) *Leanne to email Jason the Library vendor layout map*

- 4) 5th Grad Poster contest
 - a) Prize: Reach out to local businesses for donations, Tree Board can supplement if needed, \$50 in past. Could put their name/logo on Poster Sandwich Boards as sponsors.
 - b) Waiting for official letter from Co Tree Coalition
 - Amanda might be able to help get the posters to the Tree Coalition
- C. Tree Talk Newsletter
- 1) January 2025
 - 2) Ashley and Tom put together a Newsletter Schedule. Ashley requested we avoid sending a newsletter in July. Ashley asked to keep newsletter to 800 words and to provide as many photos as possible to include.
 - 3) Below is Tom's outline for responsibilities, schedule, possible topics, etc.

Roles:

- a) Tree Advisory Board – Provide content (text, photos, images)
- b) Town Forester – Approve topics and edit content
- c) Communications Department – Format content, email distribution, and PDF creation

Schedule:

| | Winter | Spring | Summer | Fall |
|---------------------|--------------------|------------------------|-----------------------|---------------------|
| Content Due: | Jan 1st | April 1st | June 1st | Oct 1st |
| ~Distribution Date: | Jan 15th | April 15th | June 15th | Oct 15th |
| Potential Topics: | Winter Watering | Species Selection | Clearance Heights | School Program? |
| | Snow damage | Arbor Day ! | Code Issues | Fall Color |
| | Mulching | Fruit Tree Pollination | Dead Trees | Autumn Blaze Issues |
| | Squirrel Damage | Pollinator Protection | Licensing Program | Iron Chlorosis |
| | Fruit Tree Pruning | Homeowner Cost Share | HOA Cost Share | Mulching |
| | Rabbit Damage | Emerald Ash Borer | Public Tree Inventory | Leaf Collection |

Content:

- a) Text

To maintain a quick reading two-page PDF format, word count should not exceed 800 words. Additional content provided may be edited, cut, or saved for a later newsletter.
- b) Photographs / Images

- 4) Tom removed Street Tree code section this newsletter to get text down to 800 words.
 - a) Can have staff create a graphic to go with the standards for next newsletter
- 5) Spring topics:
 - a) Patty will take Arbor Day topic
 - b) Jason will do Fruit Trees and Pollinator Protection, include draft/columnar fruit trees for small yards
 - c) Claudia will take Homeowner Cost Share and Emerald Ash Borer
 - d) Person responsible for topic is responsible for proving photos/images
- 6) Need content drafted by March meeting to review and approve by April 1st

D. 2024-2025 School Outreach and Tree Growing Kits

- 1) Jason and Brian to meet at Service Center next Tuesday, 1/14 to review TAB materials
- 2) Jason to send letter to schools. Brian to provide previous letter
- 3) Kits will be available for teachers to do the lesson on their own
- 4) We could consider providing schools a few dates and time frames for in-person seed planting opportunities

- a) *Emily, Jason, Patty, Leanne are all interested in participating in in-person seed plantings*
 - b) *Tom will also try and participate or send a staff representative if he can't join*
- 5) *Used found Catalpa seeds in the past because it has the most reliability for germination.*
 - a) *The kids have fun breaking open the catalpa pods and getting the seeds out.*
- E. *School & Non-profit Cost Share Update*
 - 1) *Black Rock will likely be participating in spring since they couldn't make the fall happen*
 - 2) *Goal to get letters out in February to get ahead of planting season*
 - 3) *Jason and Claudia to meet next week to discuss combining School Outreach and School Cost Share letters to school*
 - 4) *Program has been underutilized, big thanks to Claudia for spearheading the effort to spread the word!!*
- F. *2025 Trees Walks*
 - 1) *Potential locations: Arapahoe Ridge Park, Crescent Park, Old Town, Erie Community Park, Country Fields*
 - 2) *Dates:*
 - a) *Friday, May 2nd @ Arapahoe Ridge – put in April newsletter*
 - b) *October date in cemetery*
 - 3) *Can advertise May walk and have another dot poll for future locations at Arbor Day*
 - a) *Jason to add to Arbor Day planning spreadsheet*
- G. *Elect New Board Member to vacancy*
 - 1) *Recommend Meghan Hughes to the Tree Advisory Board*
 - a) *Motion- Brian*
 - b) *Second - Patty*
 - 2) *Should go in front of Council at end of Jan.*
 - 3) *Jason to email Town Clerk*
 - 4) *Brian will officially resign so the Clerk's office can open up the vacancy*
- H. *Other business*

6. Adjournment @ 8:04 pm

- A. *Next Meeting: Wednesday, February 12th, 2025 at 6:30pm*
Virtual via Zoom or may be in person at new Town Hall, Town Clerk will let us know officially.

Tree Advisory Board