



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes Tree Advisory Board

Wednesday, January 14, 2026

6:30 PM

Community Room Town Hall

In Person
Doors lock @ 6:45 pm

1. Call Meeting to Order @ 6:32 pm

2. Roll Call and Verification of Quorum

- A. Jason Shimmel (Chair), excused
Claudia Smelko (Vice Chair), present
Leanne Vielehr (Secretary), present
Amy Demeyer, present
Patricia O'Donnell, present
Taylor Thomson, excused
Nathan Ruane, present
Erie Council Liaisons: Emily Baer and Brian O'Connor
Deputy Town Clerk: Michele Crawford

3. Approval of the Agenda

- A. Approve agenda as corrected (Dec. agenda instead of Nov).
 - a) Motion: Amy

4. Approval of Previous Meeting Minutes

- A. December 12, 2025 Tree Advisory Board Meeting Minutes
 - a) Motion: Nathan
 - b) Second: Patty
- B. Jason to send approved minutes to Erie Town Clerk

5. Public Comments

- A. Public Comment:
 - 1) none

6. General Business

- A. Agenda Support Packet Presentation 2026: Michele Crawford, Deputy Town Clerk
 - 1) Starting 2026, all Boards are being asked to prepare Agenda Packets
 - 2) Packets should include agendas and any attachments and information that is presented by a Board member or a guest
 - a) The intent is to keep better records for the Advisory Boards.
 - 3) All additional information gets added as active links in the agenda.
 - 4) Meeting minutes from prior meeting will also be attached in packet as link in agenda.
 - a) Any changes to the minutes will be shared with Clerk's office and updated in packet.
 - 5) Agendas must be published at least 24 hours in advance. Clerk's office would like the agenda packet items 1 week prior to meeting date (Monday at noon as absolute last deadline).
 - a) Agenda can be amended during the meeting during the "Approval of the Agenda"
 - b) If presentation information is included, Clerk needs a brief description of

attachment.

- 6) *Board will send the agenda and packet information to Staff liaison (Tom) and staff liaison will work with Clerk's office to finalize agenda and packet. Any revisions to Meeting minutes can be sent directly to Clerk's office and CC staff liaison.*
- B. *Forestry Update: Tom Read, Town Forester*
 - 1) *Update has been rescheduled to March meeting*
- C. *2025 Budget Spend Update*
 - 1) *Remaining budget was spent on either previously discussed including vests for new TAB members.*
- D. *2026 Tree Talk Newsletter*
 - 1) *Jason created spreadsheet to track previous topics and ideas for future topics.*
 - 2) *Spring newsletter, content due April 1st*
 - a) *Include Arbor Day, spring Tree Walks (Claudia to check in w/ Tom to finalize spring dates), tree highlight (maybe a flowering ornamental).*
 - b) *Finalize topics and assignments at March meeting*
- E. *2025-2026 Planting the Future*
 - 1) *Jason will be emailing schools next week and can provide an update in March meeting.*
 - 2) *Discussed pre-selecting dates that the Board is available to either come in person or drop off/pick up its*
- F. *2026 Arbor Day/Earth Day Celebration – April 25, 2026*
 - 1) *TAB/STAB committee is meeting later this month (potentially the 22nd). Claudia will try and get with Karen and see if they can get the Town application filled out ASAP to confirm date and Park is reserved. Claudia will also reach out to the Library for back up spaces*
 - 2) *Claudia to reach out to Eryka and Tom to make sure the date is reserved prior to the application being filled out also.*
- G. *Other Business*
 - 1) *None*

7. Adjournment @ 7:17 pm

- A. *Next regular in-person meeting: Wednesday, February 11, 2026 at 6:30pm*