



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Minutes

### Tree Advisory Board (TAB)

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Wednesday, 12<sup>th</sup> of February, 2025

6:30 PM

Virtual via Zoom

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#### **1. Call Meeting to Order @ 6:37 pm**

#### **2. Roll Call and Verification of Quorum**

- A. *Jason Shimmel (Vice Chair), present*  
*Patricia O'Donnell, present*  
*Leanne Vielehr (Secretary), present*  
*Claudia Smelko, present*  
*Amy Demeyer, present*  
*vacancy*  
*vacancy*
- B. *Erie Council Liaisons: Emily Baer and Brian O'Connor*
- C. *Participant: Scott Johson*

#### **3. Approval of the Agenda**

- A. *Agenda Approved.*
  - a) *Motion: Claudia*
  - b) *Second: Patty*

#### **4. Approval of Previous Meeting Minutes**

- A. *January 2025 Tree Advisory Board Meeting Minutes*
  - 1) *Jason forgot to share with Board, he'll recirculate and we'll vote on the January Minutes next month.*
- B. *Jason to send approved minutes to Erie Town Clerk*

#### **5. General Business**

- A. *Public Comment and Non-Agenda Items*
  - 1) *Guest: Scott Johnson, no comment*
- B. *2025 Arbor Day/Earth Day Celebration - April 26, 2025, 10am-1pm*
  - 1) *February 6<sup>th</sup> – Special meeting with TAB and SAB*
    - a) *2<sup>nd</sup> application was submitted*
  - 2) *March 5<sup>th</sup> – next special Arbor Day planning meeting with TAB and SAB, will discuss if we need to do a separate process for the backup Library location*
  - 3) *Assignments of people for spreadsheet*
    - a) *Jason will recirculate*
    - b) *Many of the assignments are filled*
    - c) *Patty will reach out to Boy Scouts and Jason to find out if there is anything they need to do extra to "register"*
    - d) *Will work through "day of" assignments at next month's meeting*
    - e) *Pencils:*
      - *If we put the Erie Logo on the pencils, they might need to be ordered through the Town's vendor. Tom will have to purchase them so he can help determine where they need to be purchased. Claudia will reach out to Tom*

- *We have a few bags of twig pencils*
- 4) *Raffle prizes are in good shape, will likely have 20-25 items between TAB and SAB*
- 5) *MC for event*
  - a) *Leanne happy to do it but deeper voices carry better. We'll leave that as an TBD with our 2 vacancies likely being filled with guys.*
- 6) *Amy will be working the Home Depot table with a kid's pinecones/twigs "flower" boards. Art will be hung in the Home Depot with a sign "Art by Erie kids at Arbor Day/Earth Day, April 26<sup>th</sup>, 2025.*
- 7) *Poster Contest email went out to all schools*
  - a) *Red Hawk has expressed their interest in participating with the Poster Contest.*
  - b) *Colorado Tree Coalition has created a new theme this year.*
- C. *Tree Talk Newsletter*
  - 1) *April 2025*
  - 2) *Claudia has shared her draft sections with Tom, Jason is working on his sections. Brian to share photo of columnar apple for Jason's section*
  - 3) *Claudia looking for Emerald Ash Borer pictures. Will pull images for Emerald Ash Borer topic from CSU Extension*
  - 4) *Patty can do a write-up about Arbor Day but likely won't have enough room with the other content. We should still put a little calendar reminder about Arbor Day. Claudia to put that together.*
  - 5) *Full Newsletter needs to limited to 800 words.*
  - 6) *Goal to finalize draft and review during next months meeting so it's ready to go*
- D. *2024-2025 School Outreach and Tree Growing Kits*
  - 1) *Jason is reaching out to school re: the Seed Planting Kits*
  - 2) *All kit supplies are in good shape*
  - 3) *Set dates for in-person options*
  - 4) *For seed planting kits, teachers don't want to worry about watering plants over spring break*
  - 5) *Claudia suggested we give the program an official name to make it more interesting or memorable. Jason to add to next month's agenda to discuss further.*
- E. *School & Non-profit Cost Share Update*
  - 1) *Jason is reaching out to the St. Vrain/Boulder Valley School District grounds maintenance to share school cost sharing program*
- F. *2025 Trees Walks*
  - 1) *1<sup>st</sup> Walk: May 2<sup>nd</sup> – Arapahoe Ridge*
  - 2) *Jason to follow up with Tom to see if anyone requested a tree walk location from the January newsletter*
  - 3) *Will finalize 2<sup>nd</sup> walk date and location at next month's meet to include in April's newsletter*
  - 4) *Could have "microclimates" as a tree walk theme*
- G. *Review New Tree Board Applicants*
  - 1) *Two vacancies:*
    - a) *Vacant seat #1 expires in 2028 and 2<sup>nd</sup> seat expires in 2026.*
    - b) *Meghan decided she did not want to be appointed to the Board*
    - c) *Taylor stood out to most of the Board as the strongest candidate*
    - d) *Will invite the others to next month's meeting to meet them.*
    - e) *Jason made a motion to recommend Taylor at 1<sup>st</sup> vacancy (2028) seat, Claudia seconded the motion, all in favor*
    - f) *The rest of the candidates have good attributes*
    - g) *Amy thinks it's a good idea to meet the rest of them, rest of Board agrees.*
    - h) *Jason to share our recommendation for Taylor to join board to Town Clerk and ask Town Clerk to invite the other 3 candidates to the March's meeting*
    - i) *Who ever we decide to recommend for the 2<sup>nd</sup> vacancy, we can still invite them to participate in Arbor Day even if they aren't officially appointed by Town Council*

H. *Vote on Tree Board Positions*

- 1) *President: Jason Shimmel, Patty motion, all in favor*
- 2) *Patty nominates Claudia as Vice-Chair, Claudia accepts nomination.*
- 3) *Vice-President: Claudia, Patty motion, all in favor*
- 4) *Secretary: Leanne, Jason motion, all in favor*
  - a) *Jason will look into using AI Notes and will put that on the agenda next month*
  - b) *Town Clerk is ok if we use an AI software to make notes, a Board member would still need edit notes and format notes to put into Town format. Will discuss further next month.*

I. *New April Meeting Date*

- 1) *Originally suggested date has conflicts with other Boards.*
- 2) *The council typically has meetings every Tuesday.*
- 3) *All board meetings on Town calendar. Town of Erie – Government – Agendas and Minutes – Meeting Calendar – Calendar View*
- 4) *Move April meeting to Thursday, April 3<sup>rd</sup>*
  - a) *Jason to confirm with Town Clerk*

J. *Bi-Annual Report*

- 1) *March 25<sup>th</sup>*
- 2) *TAB Report/Presentation due to Town Clerk March 11<sup>th</sup>.*
- 3) *Leanne to update presentation slides and talking points outline*
- 4) *Leanne is willing to do the presentation is no one else is feeling strongly about it. Patty is willing, Jason also willing to be back up.*

K. *Update on Status of In-Person Meetings*

- 1) *Likely still virtual for another month or two.*

L. *Other business*

- 1) *Sustainability is spearheading an “urban forager” program. The program would do things like collect apples off of residents’ trees and take them to a food bank.*
  - a) *SAB is determining if they partner with the team in Boulder and expand services to Erie vs create a new/standalone program*
  - b) *There will likely be a presentation we can attend in April to learn more.*
- 2) *Claudia will be participating in one of the PROST outreach events and will report back.*

**6. Adjournment @ 8:05 pm**

- A. *Next Meeting: Wednesday, March 12th, 2025 at 6:30pm  
Virtual via Zoom*

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**Tree Advisory Board**