



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Tree Advisory Board

Wednesday, April 8, 2026

6:30 PM

Community Room Town Hall

In Person
Doors close @ 6:45 p.m.

1. Call to Order

2. Roll Call and Verification of Quorum

3. Approval of Agenda

4. Approval of Previous Meeting Minutes

[2026-255](#) Approval of March 11, 2026, Tree Advisory Board Meeting Minutes

Attachments: [TAB 03-11-2026 Meeting Minutes](#)

5. Public Comment

6. General Business

- A. 2026 Arbor Day/Earth Day Celebration
- B. 5th Grade Poster Contest
- C. Tree Talk Newsletter
- D. 2026 Planting the Future
- E. Tree Walks
- F. Fruit Tree Rescue Update
- G. Other business

7. Adjournment

Translation Services

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or other accommodation should email the Town Clerk's Office at TownClerk@ErieCO.gov or call 303-926-2710. Please submit requests at least 48 hours prior to the meeting.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al TownClerk@ErieCO.gov o 303-926-2710. Por favor envíe sus solicitudes al menos 48 horas antes de la reunión.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Tree Advisory Board

Board Meeting Date: 4/8/2026

File #: 2026-255, **Version:** 1

SUBJECT:

Approval of March 11, 2026, Tree Advisory Board Meeting Minutes

DEPARTMENT: Administrative Operations

PRESENTER(S): Jason Shimmel, Chair

TIME ESTIMATE: 0 minutes

For time estimate: please put 0 for Consent items.

POLICY ISSUES:

Click or tap here to enter text.

STAFF RECOMMENDATION:

Approve March 11, 2026, Tree Advisory Board meeting minutes.

SUMMARY/KEY POINTS

N/A

BACKGROUND OF SUBJECT MATTER:

N/A

ATTACHMENT(S):

Add items in a numbered list OR delete this list and change to N/A.

1. TAB 03-11-2026 Meeting Minutes



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes Tree Advisory Board

Wednesday, March 11, 2026

6:30 PM

Community Room Town Hall

In Person
Doors lock @ 6:45 pm

1. Call Meeting to Order @ 6:31 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, present
- Nathan Ruane,
- Erie Council Liaisons: Emily Baer and Brian O'Connor
- Town staff Liaison: Tom Read

3. Approval of the Agenda

- A. Approve agenda
 - a) Motion: Amy
 - b) Second: Patty

4. Approval of Previous Meeting Minutes

- A. February 2026 Tree Advisory Board Meeting Minutes
 - a) Motion: Leanne
 - b) Second: Patty
- B. Jason/Claudia to send approved minutes to Erie Town Clerk

5. Public Comments

- A. Public Comment:
 - 1) none

6. General Business

- A. Forestry Update: Tom Read
 - 1) What is the Tree Board interested in seeing from Forestry?
 - 2) How Forestry inventories the trees
 - a) We currently use software called Tree Keeper that is GIS based.
 - b) 4,614 park trees inventoried – collect more data (species, size, condition, type of irrigation, when it was planted and where the tree or seed has come from) Goal to provide and share data on tree growth and eco benefits with surrounding communities. Strong diversity within Park trees.
 - c) 14,000 street trees (inventoried last December) for all trees turned over to Town (collected general tree species and size). Each winter moving forward, intend to have GIS team with new street trees that have come online from new developments. Condition is not inventoried with ROW trees and the eco benefits aren't available.
 - d) Big difference in species diversity from park trees to ROW trees. More problematic tree species with ROW inventory (Ash, maples, etc.)

- e) *Software is very sophisticated and can sort data with all detail. Basic tree data is available to the public.*
 - f) *Tom will be putting together a memo for the public/council*
 - g) *Tree data can also help inform where we might want to do tree walks and when*
 - h) *Linear Park is moving forward, meetings have taken place with contractors and irrigation team. The soonest trees will be planting will be this fall and likely again in the spring. Tom would love to make planting the trees a community event. Mix of flower, pollinator and shade trees.*
 - i) *Irrigation has been extended to NE near at Community Center at sign and along County Line Road. A dozen or so trees planned to be planted along County Line Road on east side north of Erie Parkway.*
 - j) *Dog Park – New trees have been planted, protected and irrigation upgraded.*
 - k) *Important to hydrate trees a week or more ahead of a storm to hydrate them. They are more resistant to breakage when the trees are hydrated vs dry. “Wet spaghetti bends but dry spaghetti breaks”*
- B. 2026 Tree Talk Newsletter
- 1) *April newsletter, dues to Tom April 1st*
 - 2) *Would like to include first Tree Walk date and location*
 - a) *Friday, May 8th – Erie Community Center*
 - 3) *Topics:*
 - a) *Tree Walk*
 - b) *Jason covering Arbor Day*
 - c) *How to Plant a Tree – Amy*
 - d) *Spring Flowering Trees – Claudia*
 - 4) *If it get on “Notify Me” – format may need to be adjusted*
- C. 2025-2026 Planting the Future
- 1) *Schools interested:*
 - a) *Highland Elem requested a date in February, need to follow up with Jason to see if there are other days (4 classes, 92 students)*
 - b) *Meadowlark – 3 classes, 69 kids (March 25th or April 1st) 12:30 - 2pm*
 - *Amy, Taylor, Emily (maybe), Jason (Maybe) available on April 1st*
 - c) *Soaring Heights – 25 kids (any day the week of March 23rd) 9:30-10:55am or 2-3pm*
 - *Amy can do any day in the afternoon, see if Jason can join and what day is best. Patty can join if Jason can't*
 - d) *Black Rock – 3rd grade, 3 classes, 90 students (April 13th) 9-10am*
 - *Claudia, Emily, Patty, Brian, Kelly (Horticulturalist)*
 - e) *Erie Elem – April 13th, kits only*
 - *10 classes*
 - f) *Terry to collect Catalpa pods*
 - g) *Tom will confirm we have all the kit inventory and he is confident he can get more supplies if needed.*
 - h) *Does Tom need help putting kits together? Helpful to get everyone together a few days ahead of time and assemble the kits.*
 - *Amy to pick up kits for Soaring Heights on 19th at noon*
 - *Amy to come get kits for Meadowlark on Tues. March 31st at noon.*
- D. 5th Grade Poster Contest
- 1) *Jason reached out to teach (2nd email blast). Only Black Rock has expressed interest so far.*
- E. 2026 Arbor Day/Earth Day Celebration – April 25, 2026 10-1pm
- 1) *Claudia and Amy are meeting with SAB (Art and Karen) and have taken the lead.*
 - 2) *Vendors confirmed: nearing 30*
 - a) *All vendors who need tables, etc. must apply and get approved as a vendor*
 - b) *Patty will let the Boy Scout (Troop 62) know they need to apply but they plan to do the flag ceremony. Patty will also extend a invite for the Cub Scouts and*

Troop 69.

- 3) *Have a coffee truck, Kona Ice, 3 food trucks (2 confirmed, room for 1 more)*
 - 4) *Set Up Schedule:*
 - a) *6 am - Closing parking lot*
 - b) *7:30 am – Table set up (Parks set up and Board members)*
 - c) *8 am – Vendor set up (have Boy Scouts there to help vendors set up)*
 - 5) *Poster Contest Stickers – we need permission from the student to replicate art. Communications department is happy to help once we have permission and art.*
 - a) *Qty - 200 or 500 stickers*
 - 6) *Arbor Day supplies/prizes for booth*
 - a) *Pencils*
 - b) *Stickers*
 - c) *Maple candy*
 - d) *Adult and children’s coloring books*
 - e) *Handful of T-shirts*
 - f) *Tree cookies, spools of colored leather, markers*
 - g) *Five \$50 gift cards to Exploring Minds (reserved for Poster Contest winners and raffle remaining gift cards for kids raffle – separate raffle tickets)*
 - h) *A handful of trees*
 - i) *Need to purchase other raffle prize items*
 - *Prize packages like last year worked well. Plan to do the same thing*
 - 7) *How can we incorporate Spanish language material?*
 - 8) *Look at printed handouts: CSU Extension Resources and Erie Approved Tree List.*
 - a) *Any new content needs to be created and provided to Communication Department*
 - 9) *Dot Poll for Tree Walk locations*
 - 10) *Finalize Map and vendor assignments a week before – Leanne to make those updates/table assignments*
- F. 2026 Tree Walks*
- 1) *Dog Park – evening walk (instead of day) - Thursday, June 11th at 6pm*
 - 2) *Potential locations:*
 - a) *Columbine Park in Vista Ridge – funky soils and historic irrigation issues (lots of bald cypress)*
- G. Fruit Tree Rescue Update*
- 1) *3 new interns to help grow the program*
 - 2) *Creating/providing information for those with fruit trees on how to know when fruit is available*
 - 3) *Also exploring canning class at Makers Market*
- H. Tree Advisory Board Application Review & Recommendation to Town Council*
- 1) *Jason and Patty are reapplying plus 2 new applicants*
 - 2) *Nate is giving up his board position for someone who has more time.*
 - 3) *Town Clerk needs TAB to vote and rank (1-4) on all open board positions*
 - a) *Rank – 1 Jason Shimmel, 2 Patricia O’Donnel, 3 Lianna Walsh, 4 Cameron Hanlin*
 - b) *Members agreed unanimously*
 - c) *If for some reason, Lianna’s employment is a conflict or disqualifies her, the Board is in favor of moving Cameron to position #3.*
- I. Other Business*
- 1) *None*

7. Adjournment @ 8:42 pm

- A. Next regular in-person meeting: Wednesday, April 8, 2026 at 6:30pm*

