



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Minutes

### Tree Board

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Tuesday, September 4, 2018

7:00 PM

Community Room

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**CALL MEETING TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT AND NON-AGENDA ITEMS**

**GENERAL BUSINESS**

**Review & Approval of August 2018 Minutes**

**Farmers' Market**

- 9/20 Event - Rachel

**Tree Talks**

- 9/25 & 10/16 Talks – Art

**Leaf Composting**

- 11/3 & 11/18 – Art & Brian

**Exhibit Material**

- Prepping display graphics – All

**Future Direction**

- Work session – Tom and Art

**Discussions**

**MEETING ADJOURNMENT**

**Next Meeting**

**October 10, 2018, 7:00**

**Community Room, Erie Town Ha**

**CALL MEETING TO ORDER 7:01pm**

**ROLL CALL      Brian O'Connor, Present  
Tom Swihart, Present  
Kim Tuck, Present  
Rachel Folger, Absent**

Arthur Henderlong, Present  
Sharon Clark, Present  
Leanne Vielehr, Present

**PUBLIC COMMENT AND NON-AGENDA ITEMS**

n/a

**APPROVE May 2018 MEETING MINUTES**

Moved to approve minutes as presented: Art

Second: Brian

Approved: unanimous

**GENERAL BUSINESS**

**Farmers' Market 9/20 Event**

Rachel said she could make it at last meeting

Sharon can no longer make it

Leanne can make it and will take the display (Brian picked it up)

Leaf composting design has not been put together yet

Art will request posters for tree talks and leaf composting from Sandy French

Leanne can pick up the posters from Sandy at Sandy's desk

Put on the sandwich board in the middle of farmer's market as well to promote

Sandy should also have the brochure holders

Should request a combined poster for both events for the sandwich board - three - one for vertical display and two for sandwich board

**Tree Talks 9/25 & 10/16**

Art showed us the final poster

Starts at 6:30pm. Art will be there at 6pm and he sends them the room setup plan. Cookies and water provided. Someone needs to introduce Mike and say a few things about the tree board. There can be some info about what we've done on the board as well. Leanne can introduce Mike. Same script as last year. We had a sign in sheet and a questionnaire last time. Leanne will create a large poster board where people can tick off topics that they are interested in learning more about (as opposed to a personal questionnaire to fill out). Decision not to worry about giving a tree away this time - maybe in the future.

**Leaf Composting 11/3 & 11/18**

Potential times: 9am - 3pm. Which will give us time to finish up at the end of the day. Volunteer time will likely go later. Really didn't have time to man a booth with pamphlets.

Four bins this time. Separated in case we need to move sites as areas get filled up. Need to know if we have two sets of risers, with riser between two bins.

As far as requesting funds, can request funds from Sandy for volunteer groups to make donations to them for help. Up to \$500. Could be \$250 for two groups that offer 20 people to help. We need to secure the groups. We have volunteer sign up forms. Could include boy scout group or any other group

ideas. Sustainability board will meet tomorrow. We will tell them our preferred times. We can have up to two people to help coordinate with the Sustainability board. Art will send them the information. Art is the point person to coordinate. Leanne can help coordinate.

Volunteer groups - how many do we need to have volunteer to be donated the money? Art recommends approximately 20 people. Volunteers need to be tall/strong enough to lift bags. May recommend high schoolers and up rather than elementary school aged kids.

How many people do we need for each kind of job? Notes from last year on people we need

- Need 2 people on platform, 1-2 people untying bags and putting them on platform, 1-2 unloading bags from cars, 1-2 people stomping leaves in bin, 1 person to handle empty bags, 1 person as runner/floater.

We should request traffic cones. Can cone up the preferred route to the preferred bin. Could potentially request money for lunch. Nearest bathroom is at the dog park. Should we request a port-a-potty? Yes!

Art assembling a list of things we need.

3 hour shifts for staff. Wait until Sustainability finalizes the event, then we can figure out what to do for volunteers.

#### **Exhibit Material**

Discussed during the farmer's market discussion.

#### **Future Direction/Work session/Study Session**

Went over the questionnaire from Art and Tom to discuss our activities and expectations.

Kim and Tom will talk with Mike McGill re: incentive program.

They will also talk to him re: urban forestry goals

Brian and Leanne will figure out Elementary School Program

Arbor Day official lead will be decided closer to event.

Leanne and Sharon to talk to Mike re: arboretum

Landmark tree to be put off until future for collaboration with Historic Preservation group.

**MEETING ADJOURNMENT: 8:39pm**

#### **Next Meeting**

October 10, 2018, 7:00 pm

Community Room, Erie Town Hall