

# BERTHOUD TREE ADVISORY COMMITTEE

## November 2025 Meeting Minutes

### 1. Call to order:

Danny Buendia called the meeting to order at 5:30 P.M. on Monday, November 17, 2025.

### 2. Roll Call:

1. Richard (Rick) Kurcab – Chairman - absent
  2. Daniel (Danny) Buendia – Vice-chair - present
  3. Randy Niece – Secretary – present
  4. Kathy Mitchell – present
  5. Hannah Daniels – absent
  6. Paul Buckner – present
  7. Natalie Peitsmeyer – present
- Quorum – 5/7 in attendance
- Sean Murphy – Town Liaison – present
  - Paul Furnas – Town Forester & Open Space Supervisor – present

### 3. Approval of Minutes from October Meeting:

- A quorum was available. Randy moved to approve notes. All voice approved.

### 4. Public Comment or Non agenda items:

- a. There were no public comments.
- b. Paul said at the Trustee meeting on Nov. 4, the budget for Berthoud is under discussion.
  - 1) Arboretum budget proposed at \$8.5 million. \$5.6 for 2026; approximately \$2.5 for 2027.
  - 2) CD's (construction documents) currently are 90% complete.
- c. The PORT committee met on Nov. 5 to discuss priority of projects.
  - 1) It was decided that the arboretum would be considered the top priority for funding.
- d. The first draft of the 2026 budget has been proposed and reviewed.
  - 1) Sean noted that the added arboretum property around the track is in negotiation with TSD.
  - 2) Awaiting a decision from the school board for approximately \$100k proposed price.
- e. Sean also noted that the Tree Committee will have available \$2,500 within the town budget.
- f. Forestry is asking for 1 new full-time staff member for 2026.
  - 1) Paul clarified this person would be shared with the Open Space department.
  - 2) There will also be a request for a 2026 seasonal employee.
- g. Paul discussed a proposal for cost sharing for a contract arborist.
- h. Education and Outreach will be budgeted for \$1,000.
- i. Randy asked about the Annual Report requirement. Paul wanted to defer discussion to next meeting.

### 5. Discussion Items per agenda:

- a. 2026 Year at a glance – Committee Goals for 2026
  - 1) Public comment - none
  - 2) The TAC 2026 Year at a glance goal sheet is included as an attachment to these notes.
  - 3) Natalie suggested that a Mission Statement should be added as a task. These are often a requirement when submitting for grants.
  - 4) Danny wanted to add the task of creating a handbook for the TAC.
  - 5) A suggestion was made to find a variety of tree that represents our town.
  - 6) Another suggestion was made to create a tour of the town trees to help people get familiar with what the trees look like.

- 7) EAB discussion
  - a) Standing Order Contract for tree maintenance for Ash street trees.
  - b) Sean offered that the board has considered legality of enforcing street tree replacement requirements. Final decision is still pending.
  - c) Paul pointed out that the city Forester has the right to access private property when attempting to deal with tree disease or insect infestation.
- b. Review Street Tree Replacement Cost Share Final Draft and Flier
  - 1) Public comment – none
  - 2) Paul put on screen the application and reviewed parts for consideration.
  - 3) Natalie suggested there be links to the approved list of trees and the permit.
  - 4) Paul brought up ordinance for 30 foot of separation between to allow for growth.
    - a) This would not include “shadow planting” of trees to replace mature trees at risk.
  - 5) Paul believes based on past years spending, about \$10k could be available for this program.
  - 6) The planting season and standards would be included with the program.
  - 7) Kathy suggested the flier to announce the program could be included with the water bill.
  - 8) The question was raised whether businesses would be allowed to submit.
    - a) The program currently states residential only
  - 9) One clarification would be to limit the number of trees allowed per address per year.
  - 10) Paul is proposing to bring the program to the Board of Trustee’s at next Tuesday meeting.
  - 11) Sean clarified that the definition of “street strip” has been clarified in the town development code. It was previously known by several names such as “street lawn” which has been discontinued.
- c. Calendar Progress
  - 1) Public comment – none
  - 2) Paul reviewed the allowable funds
    - a) \$1,900 from Outreach.
    - b) \$1,500 allocated by the Board.
  - 3) Designer fees were \$720. Final product is much improved.
  - 4) Budget less designer fees should allow for about 300 calendars this year.
  - 5) The calendars have been ordered from the printer and should be ready by December.
  - 6) Binding to be improved over last year. Use hand stitching.

**6. Staff Report:**

- a. Paul provided a quick update on staff completed and ongoing work.
  - 1) The last of the tree planting was done at the Bike Park.
  - 2) The crew was blowing out the irrigation system throughout the month of October.
  - 3) Tree wrap was installed.
  - 4) Holiday lights are being installed.
  - 5) Question was raised about the town Christmas Tree.
    - a) Spruces in Fickel Park are decorated for Dec. 6 “Very Merry” lighting.
    - b) Squirrels have been a problem chewing on light strings.

**7. Adjourn:**

- Danny adjourned the meeting at 6:44 P.M. on the 17<sup>th</sup> day of November 2025.

Next meeting is scheduled for **Monday, December 15<sup>th</sup>, 2025, at 5:30 pm**

Signature:

