

BERTHOUD TREE ADVISORY COMMITTEE

May 2024 Meeting Minutes

1. Call to order:

Kathy Mitchell called the meeting to order at 5:02 P.M. on Monday, April 15th, 2024.

2. Roll Call:

1. Kathy Mitchell – Chair – present
 2. Lynn Larsen – Vice Chair – present
 3. Randy Niece – Secretary – present
 4. Toni Baker – attend via Zoom
 5. Hannah Daniels – attend via Zoom
 6. Richard (Rick) Kurcab – absent
 7. Amy Lentz – attend via Zoom
- Quorum - 6/7 either in attendance or via Zoom
- Sean Murphy – Town Liaison – present
 - Paul Furnas – Town Forester & Open Space Supervisor – present

3. Approval of Minutes from April 2024 Meeting:

- Motion for approval made by Lynn; seconded by Amy. Approved by all.

4. Public Comment or Non agenda items:

- a. No members of the public were present.
- b. Randy asked about the street tree carving program.
 - 1) Offering the help of the committee to write a draft of a program. Paul will talk to city staff first to see if viable and fundable.

5. Discussion Items:

- a. Poster contest calendar discussion
 - 1) We had 235 entries
 - 2) Forestry budget 2024 for Outreach and Education is \$1,428
 - 3) Sean commented that there is \$5k available in the TAC budget
 - 4) Amy agreed to contact Windsor tree committee for suggestions on the calendar
 - 5) We agreed that we will use this year's winners and submissions to make a 2025 calendar.
 - 6) It would be useful to put dates on calendar
 - a) Important School days
 - b) Wrap and unwrap trees
 - c) Winter watering tips
 - 7) Promote the calendars to the library and all schools
 - 8) A question arose as to how many to print.
 - a) Quantity will depend on the cost.
 - b) Small quantity to start and order more if demand is high.
 - c) Lynn will check with Metric Motors to see how they determine quantity.
 - d) Amy agreed to contact Windsor to see what their guidelines are.
 - 9) Committee agreed to take posters home, review and then vote on the best ones for the calendar at the next meeting.
 - a) Randy will take the initial review and will set up a voting system.
 - b) He will then hand it off to the next committee member until all have had a chance to review.
 - 10) Sean agreed to contact the city attorney about the legal implications of including the child's name with the poster and subsequent risks.

- b. Summer/Fall TAC presence at town events
 - 1) Berthoud Days is in less than two weeks. June 1, 2024.
 - a) Brandon (forestry tech) has offered to attend.
 - b) Kathy will approach the Master Gardeners to see if they can participate with us again.
 - c) Amy could attend early in the 12 noon to 6pm time frame.
 - d) Lynn could attend later in that time frame.
 - e) Randy asked if the new Arboretum design could be put on a poster board for presentation?
Sean agreed to contact the design team to see if they could prepare this.
 - f) It was also suggested that we put up the posters from the poster contest.
 - 2) Oktoberfest was mentioned but this will be discussed at future meetings.

6. Staff Report:

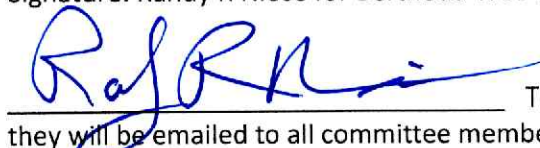
- a. Paul provided update with pictures:
 - 1) His 3rd forestry tech will be leaving soon. He will start a search for his replacement.
 - 2) Arbor Day photos are requested to be sent to Paul for inclusion in his Tree City application.
 - 3) The tree from last year's event is growing well in Fickel Park.
 - 4) He is looking for suggestions for 2025 location and wants to put in more than one.
 - a) Randy suggested around the new pickleball courts and get players to help.
 - b) Paul looking at the sidewalk west of Ivy Stockwell leading into the new park once opened.
 - c) Send suggestions of possible locations to Paul for early planning.
 - 5) Grafting projects are underway for heirloom apples found west of town.
 - a) Boulder firm was approached to test the genetics.
 - b) Amy suggested taking a softwood sample to see if it would take root.
 - c) Randy asked about apple seeds. Paul said not reliable to preserve genetics as other tree used to pollinate would be an unknown.
 - 6) Potted plants on main street are being prepared for installation. Irrigation system being repaired.
 - 7) Mark at Baseline Engineering has been doing a lot of supplemental development inspections and is getting trained on what to look for to help Paul and his team.
 - 8) The new town park irrigation system is being installed and several things had to be pointed out to the contractor and corrected.
 - 9) Dead trees are being pulled out at Waggener Farm Park. They will be replanted in the next 3-4 weeks.
 - 10) Installing fresh mulch at trees in Fickel Park.
 - 11) Cemetery trees around perimeter were trimmed, hopefully for the last time.
 - 12) They had to deal with a leaning tree at Roberts Lake Park.
- b. Sean said he will be unable to attend the next meeting in June.

7. Adjourn:

- Kathy adjourned the meeting at 5:59 P.M. on the 20th day of May 2024.

Next meeting is scheduled for **Monday, June 17th, 2024, at 5:00 pm**

Signature: Randy R Niece for Berthoud Tree Advisory Committee.



There are two attachments to these notes that are included here as they will be emailed to all committee members to facilitate the calendar discussion at the next meeting.

1) Voting process document. 2) Topics to Discuss on calendar questions.

Voting process for the Arbor Day Poster Contest.

I've created a form for each of the committee members.

Please follow these instructions.

We have stacks separated for the two schools, Berthoud and Ivy Stockwell Elementary. Within each school, they are separated by the class level, 3, 4 or 5. Some of the kids failed to circle their school or provide their class level so I tried to match up the symbol in the upper left corner to put them in the stack I thought most appropriate.

There is one home school child that I put in the stack for Ivy Stockwell 4th grade as that had the fewest entries and gave them a better chance.

On each of the child's sheets in the upper left corner, I have put a number you can use to put on your vote sheet. This will hopefully avoid confusion of trying to write the students name.

Since Paul and his team have already chosen the three winners for 3rd, 4th and 5th grades, our task is to pick out 9 months' worth of runners-up for the calendar months of April thru December.

My proposed calendar layout is included with the student submissions so you can see what my thoughts are. We can discuss this further at the next meeting to adjust the calendar as need be. I thought this way, it will get the maximum number of entries on the calendar.

In each of the boxes on the vote sheet, put down your pick for the top four (4) selections and one (1) alternate. If one of your selections has a spring-summer-fall-winter theme, note that next to your number choice so we can put it in the month most appropriate.

We'll give Berthoud Elementary 4 calendar months and Ivy Stockwell 4 calendar months. For December we'll take three of the alternates to fill the page.

Hold on to your BLUE vote sheet until the next meeting and then we'll total the selections made to see who we'll put on the calendar or whether we'll adjust the design for more or less posters.

Hopefully this makes sense to you, and we can work thru all the posters this month before the next meeting.

Topics to discuss Monday June 17, 2024

1. Oak blisters – coming our way??

2. Calendar Questions

- a. How many should we make?
- b. Should we include the names of the students on the calendar as Windsor has done?
- c. What school or holidays should be included on the calendar?
- d. Can we get the '24-'25 school year calendar in time to include on the calendar?
- e. How high a quality do we want the paper to be printed on? (Sugg: this being our first year, we can ask somewhere on the calendar to forward questions or comments to us for the next calendar.)
- f. Include a QR code on each page that links to that months “tree topic” on the website or suggested actions to take that month. That will allow us to update information as necessary in case information printed on the calendar gets dated.
- g. Include the previous month and next two months on each calendar page?
- h. Include the 2025 calendar on the back page with collage of the submissions from 2024 so that can hang until the new calendar comes out.