

BERTHOUD TREE ADVISORY COMMITTEE

October 2024 Meeting Minutes

1. Call to order:

Kathy Mitchell called the meeting to order at 5:02 P.M. on Monday, October 21st, 2024.

2. Roll Call:

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

3. Approval of Minutes from September 2024 Meeting:

- Motion for approval was made by Randy, seconded by Rick. Approved by all.

4. Public Comment or Non agenda items:

- a. Paul said that the one vacant position is still open and encouraged members to look for candidates.
 - 1) Rick agreed to be present to help. Paul to follow up with the Town Board/Christian S.

5. Discussion Items:

- a. Appoint new committee chair, vice chair, secretary.
 - 1) President nominations: Lynn made a motion to elect Kathy Mitchell again, Rick seconded.
 - a) All in favor – Aye. Kathy will remain as chair for another 1-year term.
 - 2) Vice President nominations:
 - a) Lynn made a motion to elect Hannah Daniels, Randy seconded.
 - b) Hannah made a motion to elect Rick Kurcab, no second.
 - c) Kathy called for a vote on the first nomination for Hannah, all approved.
 - d) Kathy called for a vote on the second nomination for Rick, no approvals.
 - e) Hannah will become the vice-chair for a 1-year term.
 - 3) Secretary nominations: Lynn made a motion to elect Randy Niece, Hannah seconded.
 - a) All in favor – Aye. Randy will remain as secretary for another 1-year term.
- b. Discuss possible new meeting times.
 - 1) Paul said the town clerk offered multiple days available.
 - 2) All options were discussed for day and time change.
 - 3) A motion was made to keep the day the same on the third Monday of the month and change the time to 5:30pm. All approved.
 - 4) Randy asked about January and February 2025 when 3rd Monday conflicts with national holiday. It was approved to move both of those meetings to the 4th Monday of the month.

c. Goals for TAC in 2025

- 1) There was no public comment.
- 2) Hannah offered a chart with guidelines used by another town. The committee reviewed and discussed many goals.
- 3) Paul put up the 5-point plan graphic to assist in discussion.
- 4) Hannah stressed to look at “over-arching” goals for the year.
- 5) Paul will add this topic to next month’s agenda to establish specific goals.
- 6) There was much discussion of this topic.
- 7) Suggested goals included: 1) maintaining Tree City Status as well as incorporating other Tree City goals; 2) Public outreach and education, including participation in community events; 3) Support town planning initiatives related to development and beautification; 4) support the Town Forestry Department regarding opportunities and challenges.

d. Kate Broughton’s Program Review

- 1) Public comment: Kate Broughton at 748 Mountain Ave.
- 2) Her presentation was to encourage edible street sides and edible planting in the new Arboretum.
- 3) Paul suggested she get in touch with Berthoud Local, the group that manages the community garden at Pioneer Park.

e. Poster Contest Calendar Discussion

- 1) Paul put on screen Randy’s draft calendar for review.
- 2) Lynn brought up several errors he had found that will be corrected before the final.
- 3) The Berthoud logo may have to be redone with the approved graphic. Paul will send to Randy.
- 4) The city may have specific standards that need to be met for font type and size. Paul will check with Stephanie.
- 5) The coil bound and front/back covers were not included in the price options.
- 6) Pricing and samples were reviewed for 28#, 32# and 110# (card stock) paper. It was agreed that card stock would be best for this year’s calendar.
- 7) Randy said the discount offered by Staples was good through November 2nd and a decision was needed soon if unit prices were to be honored.

6. Staff Report:

a. Paul provided update with pictures:

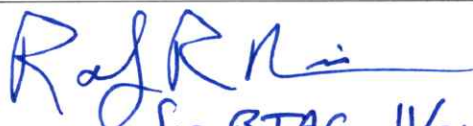
- 1) Planting trees is done for the year.
- 2) Staff continue to water trees and will begin the irrigation blow out process soon.
- 3) Staff doing clearance and sucker pruning as well as starting to wrap trees for the winter.
- 4) Paul will remove a tree at Pioneer Park and believes this is a good location for next year’s Arbor Day.
- 5) The forestry staff is involved in budget talks for next year.
- 6) The staff will begin hanging Christmas lights throughout the town in the coming weeks.
- 7) New business: items needed for future community events. Wagon, signage, game, swag. Signs with QR code for trucks.
- 8) Solicit ideas for adding new trees from the public.
- 9) Plant-a-tree-a-month with public engagement.
- 10) Solicit agenda items for following month’s meeting from Committee at end of each meeting.

7. Adjourn:

- Kathy adjourned the meeting at 7:02 P.M. on the 21st day of October 2024.

Next meeting is scheduled for **Monday, November 18th, 2024, at 5:30 pm**

Signature:


for BTAC 11/21/24