



TREE BOARD REGULAR MEETING
Zoom Webinar and Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
TREE BOARD REGULAR MEETING
Monday, February 27, 2023, at 6:00 PM

A. CALL TO ORDER

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comment**

The purpose of the Public Comment is for members of the public to speak to the Tree Board on any subject not scheduled on the Agenda. To accomplish scheduled agenda items, comments should be limited to three- minutes for those attending in person or an appropriate time as deemed by the Chair. The Tree Board is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Tree Board must state their name and address for the record and sign-in.

4. Consent Agenda

The Consent Calendar is intended to allow the Tree Board to spend time and energy on the important items and not routine actions. A Tree Board Member may request an item on this calendar to be 'pulled' off the Consent Calendar and considered separately as a Regular Agenda item. Items remaining on the Consent Calendar will be approved by Tree Board with one vote.

- a. 04.25.22 Minutes
- b. 7.25.22 Minutes
- c. 9.26.22 Minutes

5. Approval of Agenda

B. REGULAR MEETING

- 1. Appointment of Chair and Vice-Chair for 2023**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
- 2. Arbor Day Proclamation**

3. Arbor Day Event Presentation

- Discussion
- Staff Presentation: Karina Gomez, Court Clerk/Admin Assistant

4. Work Plan Review

- Legislative
- Staff Presentation: Karina Gomez, Court Clerk/Admin Assistant

C. BOARD MEMBER PETITIONS

Board Members may ask for items to be added to future agendas.

D. COMMUNICATIONS

Board approval may be sought for administrative actions in association with staff reports.

1. Town Staff
2. Town Management
3. Board Members
4. Chair

E. ADJOURN

Tree Board MEETING

Monday, February 27, 2023, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_c-Svkm6iTN2JoOhczP0uKg

The Town of Severance does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a town service, program, public meeting, or activity, call 970-686-1218 at least 72 hours in advance. Disabled access is available from the front entrance of the Town Hall.



TREE BOARD MEETING
Zoom Webinar and Town Board Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MINUTES
TREE BOARD MEETING 2022-04TB
April 25, 2022, at 6:00 p.m.

Present:

Georgia Perry
Tracy Baszler
Savannah Waggoner
Rodney Simpson
Adam Smith

Absent:

Mark Suchy

Staff:

Karina Gomez, Court Clerk
Nicholas Wharton, Town Manager

A. CALL TO ORDER

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comment:**

The purpose of the Public Comment is for members of the public to speak to the Tree Board on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three- minutes for those attending in person or an appropriate time as deemed by the Chair. The Tree Board is not obligated to make decisions or action on comments but may choose to schedule the matter for a later discussion. Those addressing the Tree Board must state their name and address.

4. **Consent Calendar**

- **Minutes- 2022-02 March 28, 2022**

MOTION WAS MADE BY BOARD MEMBER BASZLER, second by Member Waggoner to approve the Consent Calendar, All Members present voting Yes,

- **MOTION PASSED**

5. **Approval of Agenda**

- **MOTION WAS MADE BY BOARD MEMBER WAGGONER**, second by Member Baszler to approve the Agenda, All Members present voting Yes,

- **MOTION PASSED**

B. **REGULAR MEETING**

1. **Civic Clerk Training**

- Presentation: Jesse Porquis, CivivPlus Implementation Consultant
- Discussion

2. **Tree Board Roles and General Discussion**

- Staff Presentation: Nicholas Wharton, Town Manager
- Discussion

3. **Town Events**

- Staff Presentation: Karina Gomez, Administrative Assistant/ Court Clerk
- Discussion

C. **BOARD MEMBER PETITIONS**

Board members may ask for items to be added to future agendas.

D. **COMMUNICATIONS**

Board approval may be sought for administrative actions in association with staff reports.

- **Town Staff**
- **Town Manager**
- **Town Board Members**

E. **ADJOURN – 6:44 PM**

TOWN OF SEVERANCE

Rod Simpson, Tree Board President

ATTEST:

Karina Gomez, Court Clerk



TREE BOARD WORK SESSION & MEETING
Zoom Webinar and Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MINUTES
WORK SESSION & MEETING 2022-05TB
Monday, July 25, 2022, at 6:00 PM

Present:

Chair:

Rodney Simpson

Vice-Chair:

Board:

Georgia Perry
Tracy Baszler
Mark Suchy

Absent:

Savannah Waggoner & Adam Smith

Audience: NONE

Staff:

Nicholas Wharton, Town Manager
Karina Gomez, Clerk

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

3. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Tree Board on any subject not scheduled on the Agenda. To accomplish scheduled agenda items, comments should be limited to three- minutes for those attending in person or an appropriate time as deemed by the Chair. The Tree Board is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Tree Board must state their name and address for the record.

4. Consent Agenda

The Consent Calendar is intended to allow the Tree Board to spend time and energy on the important items and not routine actions. A Tree Board Member may request an item on this calendar to be 'pulled' off the Consent Calendar and considered separately as a Regular Agenda item. Items remaining on the Consent Calendar will be approved by Tree Board with one vote.

a. 4.25.22 Minutes

MOTION WAS MADE BY Board Member Suchy, seconded by Board Member Baszler to Approve the 4.25.22 Minutes . All Council Members present voting Yes,

MOTION PASSED

5. Approval of Agenda

MOTION WAS MADE BY Board Member Suchy, seconded by Board Member Perry to Approve the Agenda. All Board Members present voting Yes,

MOTION PASSED

B. REGULAR MEETING

1. Severance Days

- Discussion
- Staff Presentation: Karina Gomez, Court Clerk/Admin Assistant
Discussion Only - No Action Taken

2. Tree Lawn

- Discussion
- Staff Presentation: Karina Gomez, Court Clerk/Admin Assistant
Discussion Only - No Action Taken

C. COMMUNICATIONS

Board approval may be sought for administrative actions in association with staff reports.

1. Town Staff

2. Town Board Members

D. ADJOURN

6:53 pm

TOWN OF SEVERANCE

Rod Simpson, Tree Board Chair

ATTEST:

Karina Gomez, Court Clerk



TREE BOARD REGULAR MEETING
Zoom Webinar and Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MINUTES
REGULAR MEETING 2022-06
Monday, September 26, 2022, at 6:00 PM

Present:

Chair:

Rodney Simpson

Vice-Chair:

Savannah Waggoner

Board:

Georgia Perry

Tracy Baszler

Absent: Mark Suchy and Adam Smith

Audience: None

Staff:

Nicholas Wharton, Town Manager

Karina Gomez, Clerk

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

3. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Tree Board on any subject not scheduled on the Agenda. To accomplish scheduled agenda items, comments should be limited to three- minutes for those attending in person or an appropriate time as deemed by the Chair. The Tree Board is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Tree Board must state their name and address for the record.

4. Consent Agenda

The Consent Calendar is intended to allow the Tree Board to spend time and energy on the important items and not routine actions. A Tree Board Member may request an item on this calendar to be 'pulled' off the Consent Calendar and considered separately as a Regular Agenda item. Items remaining on the Consent Calendar will be approved by Tree Board with one vote.

MOTION WAS MADE BY Board Member Baszler, seconded by Vice Chair Waggoner to Approve the Consent Agenda. All Board Members present voting Yes,

MOTION PASSED

- a. Minutes 7.25.22

5. Approval of Agenda

MOTION WAS MADE BY Board Member Baszler, seconded by Vice Chair Waggoner to Approval of Agenda. All Board Members present voting Yes,

MOTION PASSED

B. REGULAR MEETING

1. Ziggi's Severance Site Plan

- Discussion
- Staff Presentation: Karina Gomez, Court Clerk/Admin Assistant

MOTION WAS MADE BY Board Member Baszler, seconded by Vice Chair Waggoner to Approve and forward a recommendation of approval to the Severance Planning Commission and Town Council for the Ziggi's Severance Landscape Plan with recommendation and conditions. All Board Members present voting Yes,

MOTION PASSED

2. Clearview Library Site Plan

- Discussion
- Staff Presentation: Karina Gomez, Court Clerk/Admin Assistant

MOTION WAS MADE BY Board Member Tracy Baszler, seconded by Board Member Georgia Perry to Approve and Forward a recommendation of approval to the Severance Planning Commission and Town Council for the Clearview Library Landscape Plan with recommendations and conditions. All Council Members present voting Yes,

MOTION PASSED

C. BOARD MEMBER PETITIONS

Board Members may ask for items to be added to future agendas.

D. COMMUNICATIONS

Board approval may be sought for administrative actions in association with staff reports.

1. Town Staff
2. Town Management

3. Town Board Members

4. Chair

E. ADJOURN

7:25 PM

TOWN OF SEVERANCE

Rod Simpson, Tree Board Chair

ATTEST:

Karina Gomez, Court Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Appointment of Chair and Vice-Chair for 2023	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management asks that the Tree Board discuss the Chair and Vice-Chair appointments and take action. • Actions that may be taken: ○ Move to appoint a Chair for a one-year term ○ Move to appoint a Vice-Chair for a one-year term		<u>Action Requested</u>
BRIEF SUMMARY		
Per Chapter 2, Article 7 of the Severance Municipal Code: Sec. 2-7-70. - Officers. The Tree Board shall select a Chair who shall serve a term of one (1) year with eligibility for reelection. A Vice Chair may be selected from the entire membership of the Tree Board. However, no alternate member shall be eligible to serve as an officer of the Tree Board. In the absence of both the Chair and Vice Chair, any member of the Tree Board may conduct the meeting.(Ord. 2021-03 §1)		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Tree Board take action and move to appoint a Chair and Vice-Chair for a one-year term.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Arbor Day Proclamation	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Management asks that the Tree Board discuss the Arbor Day Proclamation and take action. • Actions that may be taken: ○ Move to forward a recommendation of the Arbor Day Proclamation to the Town Council ○ Take not Action		<u>Action Requested</u>
BRIEF SUMMARY		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Tree Board take action and move to forward a recommendation of the Arbor Day Proclamation to the Town Council.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Arbor Day Proclamation 4.28.23		



OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as **ARBOR DAY**

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____

Mayor _____



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Arbor Day Event Presentation	Karina Gomez, Court Clerk/Admin Assistant	Karina Gomez
ACTION REQUESTED		
Management and Staff request direction from the Tree Board on events related to Arbor Day.		<u>Presentation</u>
BRIEF SUMMARY		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management and Staff request direction from the Tree Board on events related to Arbor Day.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Arbor Day Event Presentation 2023		

ARBOR DAY EVENT

2023

Ideas/plans for the event

Have the students at elementary school compete in a poster contest

- We can pick a theme we would like to have this be

Eaton Grove to donate a tree of our choice to be planted at the school

Arbor Week Challenge will be presented on Social Media and Website to encourage residents to celebrate Arbor Day

Poster Contest

- One entry per student
- Must be a resident of Severance and/or attend school in Severance
- Must be an original artwork created by a student in K-5th grade
- The poster must relate to the contest theme. All words must be legible and spelled correctly
- Entries may be done in marker, crayon, paint pens, watercolor, oil pastels, ink, acrylic, and colored pencil
- Entries must be done on paper
- The student's name, grade, and contact phone number must be printed on the back of the poster
- 1st, 2nd, and 3rd overall places will be awarded



Town of Severance

ARBOR DAY

Poster Contest

Poster Theme: *Why are trees important for Severance?*

- One entry per student
- Must be a resident of Severance and/or attend school in Severance
- Must be an original artwork created by a student in K-5th grade
- The poster must relate to the contest theme and all words must be legible and spelled correctly
- Entries may be done in marker, crayon, paint pens, watercolor, oil pastels, ink, acrylic, and colored pencil
- Entries must be done on paper
- The student's name and grade, must be printed on the back of the poster
- 1st, 2nd, and 3rd overall places will be awarded

Ground breaking ceremony
**FRIDAY
APRIL 28**
@ 8:30am
AT Range View Elementary



Winners will get to be the first to break ground for the new tree! As well as have their art in a Tree Board Calendar.

Posters must be turned in to your teacher by Friday, April 21st.

● **Winners will be announced April 25th and will attend the ground breaking ceremony on Arbor Day, April 28th.** ●

PHOTO CONTEST THEME

What is your favorite tree in Severance?

Where is your favorite place to be outside in Severance?

Why are trees important?

Do you have any ideas or thoughts on what you would like this to be?

Winners of the Contest

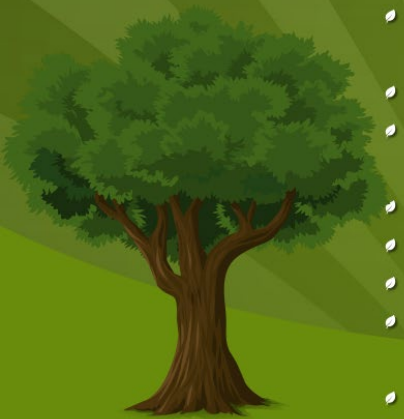
- Tree board will pick their top 3
- Winners will be at the ground-breaking ceremony and get to start the dig of the planting
- Winners will get to be in the picture of the donated tree with the tree board





ARBOR *Day* CHALLENGE

In honor of Arbor Day, we can ALL celebrate trees in our town! Severance residents are you up for the challenge? From now until April 30th try any or all of these:



- Learn a name of one new tree in your yard or park
- Hug a Tree!
- Range view students- participate in the poster contest
- Write a poem about a tree
- Photograph a tree
- Plant a tree on your property
- Enjoy the Arbor Day bingo with your family
- Pick up a FREE tree at Community park during Clean up Day-Saturday 4/29

(While supplies last, first come, first served.)

*For more details on the poster contest, Arbor Day bingo, and clean up day please visit townofseverance.org

ARBOR DAY CHALLENGE

This will go out on all social media and our website starting the week of April 17th. (it will run for two weeks)

ARBOR DAY BINGO

Take a stroll through Severance Parks to find
or complete a task to get a BINGO!

Oak Tree	Art in the Park	Birds Nest	Y shaped Stick
3 Types of leaves	Play in the park	See a dog in the park	Walk down the GWT
Read a book under a tree	Plant a tree at home	Stroll around Blue Spruce lake	Count the trees at Overlook Park
Visit the Community Gardens	Find out what type of trees you have at home	Picnic at the Park	Pick up trash at a park in town

ARBOR DAY BINGO



TOWN OF SEVERANCE
1898 • 2018
CENTENNIAL YEAR

CLEAN UP DAY

SATURDAY, APRIL 29TH
FREE TO ALL RESIDENTS!

NEW LOCATION-COMMUNITY PARK

- ✓ **Curbside trash pickup**
- ✓ **FREE Wood Chip Mulch**
- ✓ **Roll offs at Community Park for larger items**
- ✓ **Document shredding**
- ✓ **Free trees to the first 50 people**

Smart
document management, LLC
Storage • Retrieval • Shredding

Burning
DISPOSAL

NORTHERN COLORADO
TREE SERVICE
970.775.8877
www.northerncoloradotreeservice.com

Berven Forestry
970-402-4951
www.bervenforestry.com

For additional information or questions contact the Town of Severance at 970-686-1218.

FREE TREE AT CLEAN UP DAY

We will be adding the free trees to our Town Clean Up day.

First come first serve while supplies last



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Work Plan Review	Karina Gomez, Court Clerk/Admin Assistant	Karina Gomez, Nicholas Wharton
ACTION REQUESTED		
Management & Staff asks that the Tree Board discuss the 2023 Work Plan and take action. Actions that may be taken: • Move to approve the 2023 Work Plan • Take no action		<u>Action Requested Presentation</u>
BRIEF SUMMARY		
Management and Staff are presenting the 2023 Work Plan that includes urban benefits of planting trees, Best Management practices for pruning, trees that were removed, and upcoming tree planting projects. The plan shows locations of plantings and staff recommendations for the plantings. Staff will use this plan as a template for planting projects throughout the spring and summer.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management and Staff recommend that the Tree Board take action and Approve the Tree Board 2023 Work Plan with any changes and recommendations discussed.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. 2023 Tree Board Work Plan		



TREE BOARD 2023 WORK PLAN





The Town of Severance strives to promote the overall health and maintenance of trees in our Town. Trees are public infrastructure that appreciates as they grow; therefore, it is essential to protect and maintain what we have. Our urban forest provides endless benefits by sequestering and storing carbon, reducing stormwater runoff, energy costs, and the heat island effect through shading and producing oxygen. The Town of Severance was awarded Tree City USA status in 2018 and is now in its fourth year as a Tree City USA. The Tree City USA Award Program was created to recognize those communities that effectively manage their public tree resources and strive to heighten the public's awareness of the many benefits that trees provide. Commitment to obtaining the Tree City USA has provided the Town of Severance with a framework for sustained improvement regarding the town's tree care practices.

We want to thank the Town Tree Board for their guidance and helping us achieve our goals as a Town and for giving their time to help our community. The sharing of ideas and concepts that coincide with the Tree Board's participation will help ensure that Severance remains at the forefront of the community for years to come.

Sincerely,

Town Management and Staff



Tree Pruning Best Management Practice

Pruning Schedule - The maintenance pruning schedule shall be dictated by tree species, age, function, and placement.

- Trees less than 7 years old should receive structural pruning on an annual or biennial basis.
- Trees 7-20 years old should receive structural pruning every two to five years.
- Trees 20 years old and older receive maintenance pruning every five to seven years to clean dead, diseased, dying, and defective branches from the crown.
- Trees adjacent to roadways, walkways, and signs are annually inspected for safety and clearance issues, and maintenance pruned as necessary.

Pruning Practices - To encourage the development of a strong, healthy tree, the following guidelines shall be followed when pruning.

General Pruning shall not be conducted without a clear objective or outcome.

- Prune first for safety, next for health, and finally for aesthetics.
- When removing branches, the pruning cut shall not damage the branch bark ridge and branch collar.
- Heading cuts should not be used except in storm response and crown restoration procedures.
- Cleaning thinning shall be performed to remove dead, diseased, dying, and defective branches, which reduces hazards, promotes health, and improves appearance.
- Assess how a tree will be pruned from the top down. Ideally, lateral branches should be evenly spaced on the main stem of young trees.
- Remove any branches that rub or cross another branch. Make sure that lateral branches are no more than one-half to three-quarters of the diameter of the main stem to discourage the development of co-dominant stems.
- Do not remove more than one-quarter of the living crown of a tree at one time. If it is necessary to remove more, do it over successive years.
- Remove basal sprouts and vigorous epicormic sprouts.
- Make the pruning cut at a lateral branch that is at least one-third the diameter of the stem to be removed. If it is necessary to remove more than half of the foliage from a branch, remove the entire branch.



Parks and Town Grounds Maintenance

The Parks Program is ultimately responsible for determining the maintenance needs of trees, shrubs, and flowers within the parks system. Inspections will be done on a periodic basis to establish maintenance needs for the Program's annual work plan. Work will be scheduled as staffing and budgetary constraints permit. Maintenance needs will be determined according to the existing health and projected viability of each plant and routine park inspections are performed every week or as needed to check for damage or other problems. Work is performed as required to correct these situations. Any damage resulting from vandalism is reported to the Police Department for investigation and photographs are taken if appropriate.

The Town Arborist performs these routine maintenance tasks and may request support and assistance from additional park staff:

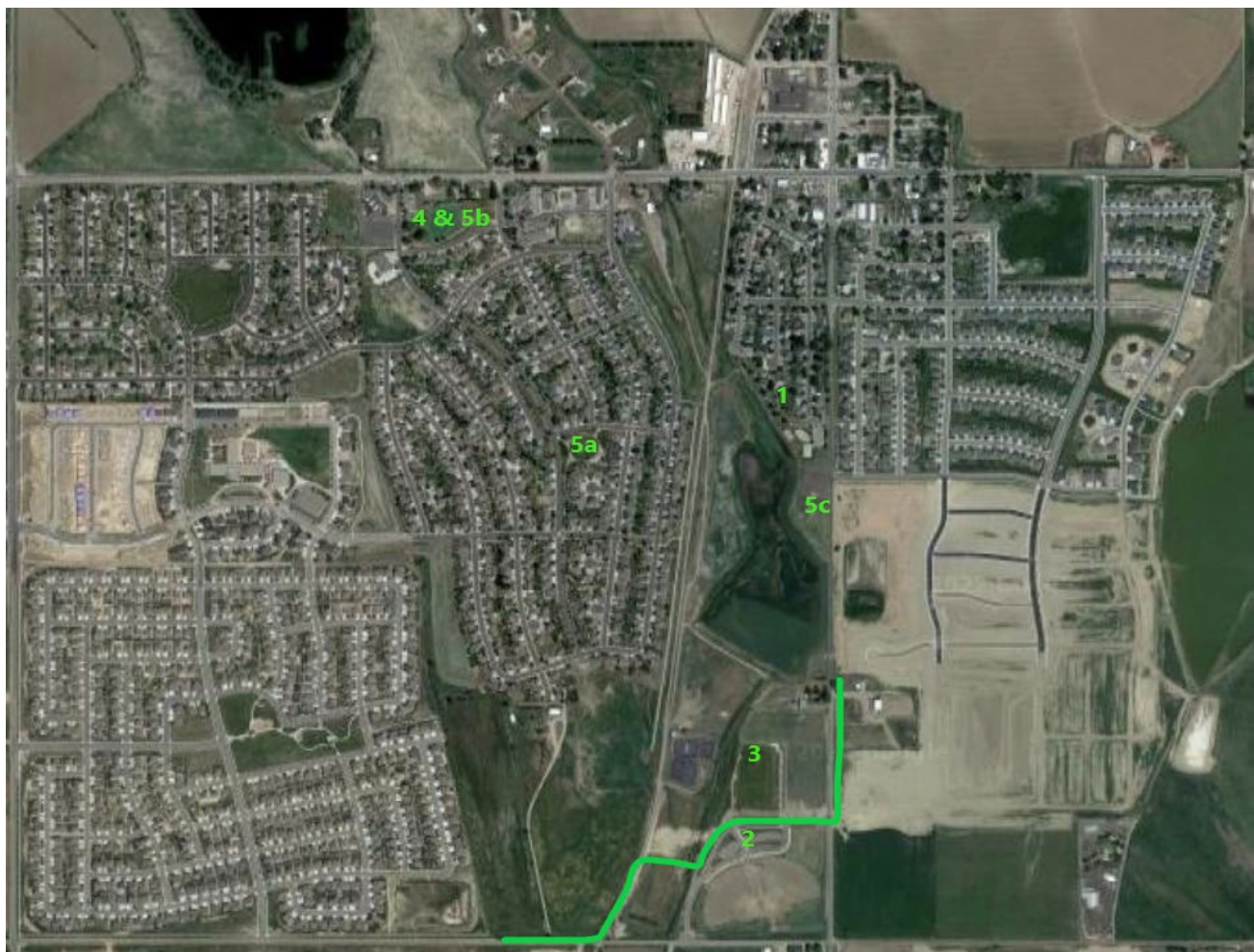
- Pruning/Removal - small trees, shrubs, hedges
- Watering - supplemental as needed by stressed or non-established plants
- Planting - as need is determined
- Herbicide Application - to maintain a vegetation-free zone around plants
- Mulching - to protect new plants and shrub beds
- Staking/Wrapping - to protect young or recently transplanted trees

*Major trimming/removal and insect/disease control is contracted to private firms. Contracts are administered by the Public Works Director.



2023 Projects

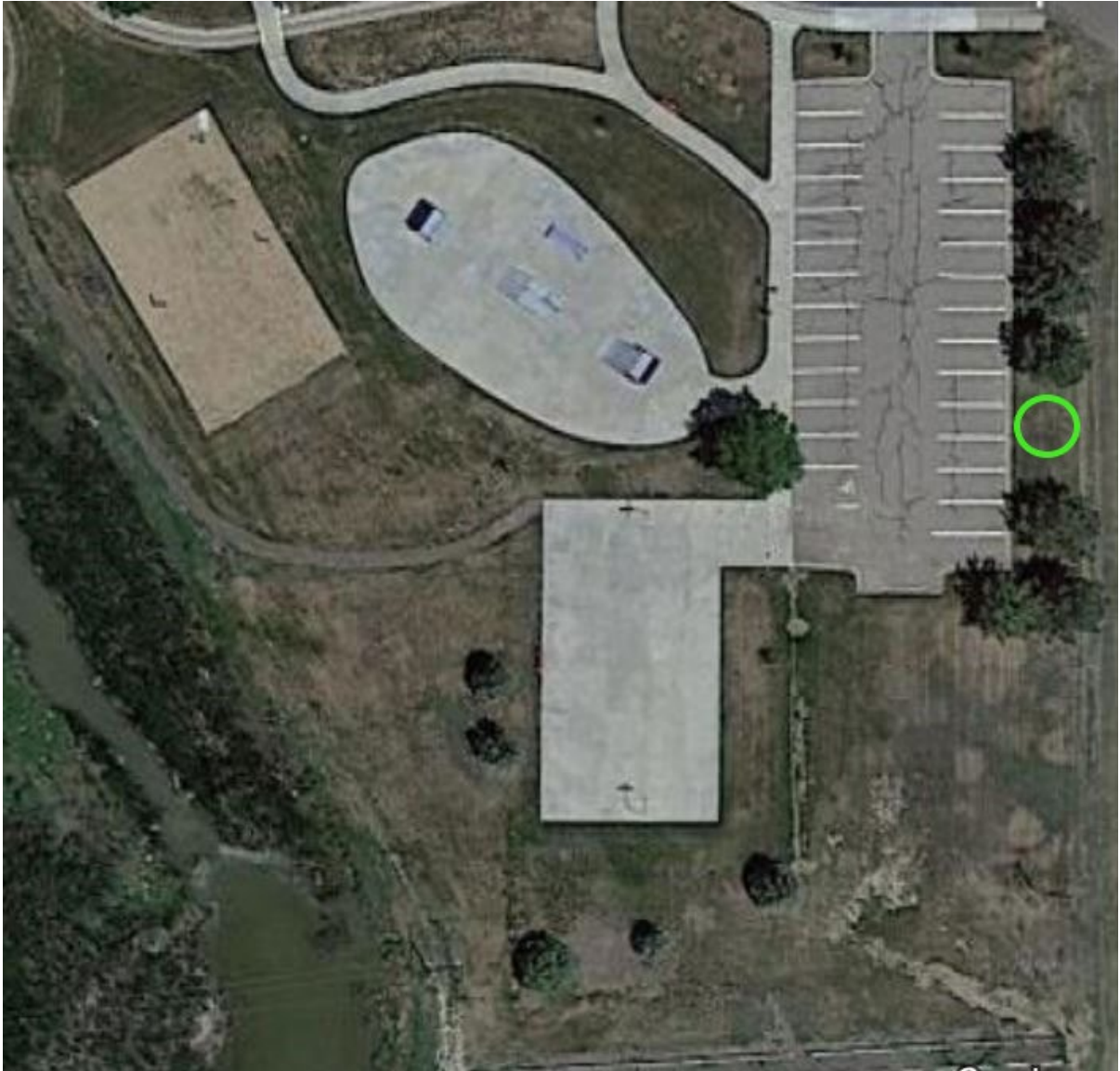
As directed by the Town of Severance Tree Board, the Parks Program will focus on completing the following planting projects for 2023.



1. Lakeview Park: One (1) tree.
2. The New Great Western Trail connection: Ten (10+) trees.
3. Severance Community Park: Eight (8) trees.
4. Blue Spruce: Four (4) trees.
5. Tree Replacements
 - a. Three (3) Trees @ Blue Spruce
 - b. Two (2) Trees @ Dog Park
 - c. Additional trees as identified throughout the year



Lakeview Park



There will be one (1) additional tree on the east side of the parking lot and fill in the opening. This tree will additionally help as a windbreak from 1st Street. It will also provide residents more privacy from oncoming traffic on 1st Street.



The New Great Western Trail Connection



The placement of the trees throughout the trail will be determined, once official plans are out.



Karen Suman



There will be two (2) trees planted on the north side of Karen Suman. This will create shade along the sidewalk.



Severance Community Park



Add eight (8) new trees that surround the playground equipment to provide shade/cooling in the summer and to protect from snowdrifts in the winter.



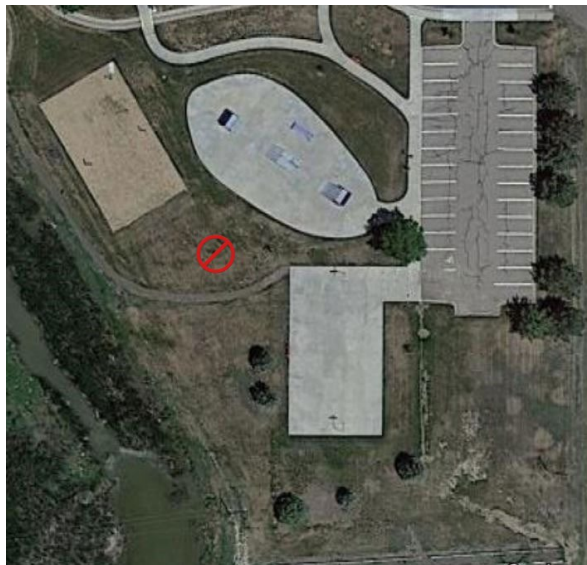
Blue Spruce



These trees would additionally help as a windbreak. In the summer it will create more shade around the lake for residents fishing, walking, or just hanging out at Blue Spruce



Tree Replacement 2023



One (1) Tree @ Lakeview Park



Two (2) Trees @ Dog Park



Three (3) Trees @ Blue Spruce



Carry Over Projects from 2022

1. Public Works Building: Five (5) Trees – Once sod goes in at the Public Works Building the 5 trees will be planted.
2. 2nd Ave (North of Public Works Building): Along the Fence line between the sidewalk: Four (4) to Six (6) trees.
3. Water Tank Location: Three (3) Trees – TBD: New water tower going in, new landscape.