



Town of Erie

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Tree Advisory Board

Wednesday, September 9,
2026

6:30 PM

Town Hall Community Room

1. **Call Meeting to Order**
2. **Roll Call and Verification of Quorum**
3. **Approval of the Agenda**
4. **Approval of Minutes**
 - a. Approval of Tree Advisory Board July 8, 2026, Meeting Minutes
5. **Public Comment**
6. **General Business**
 - a. 2026 Arbor Day/Earth Day Celebration Recap Continued
 - b. 2027 Budget and Work Plan
 - c. Fruit Tree Rescue
 - d. Tree Talk Newsletter
 - e. 2026 Planting Your Future
 - f. Other Business
7. **Adjournment**

Next regular in-person meeting: Wednesday, October 14, 2026 @ 6:30 p.m.

Translation Services

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or other accommodation should [email the Town Clerk's Office](#) or call 303-926-2710. Please submit requests at least 48 hours prior to the meeting.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor [llame a la Ciudad](#) 303-926-2710. Por favor envíe sus solicitudes al menos 48 horas antes de la reunión.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes Tree Advisory Board

Wednesday, August 12, 2026

6:30 PM

Community Room Town Hall

In Person
Doors lock @ 6:45 pm

1. Call Meeting to Order @ 6:32 pm

2. Roll Call and Verification of Quorum

A. Jason Shimmel (Chair), present
Claudia Smelko (Vice Chair), present
Leanne Vielehr (Secretary), present
Amy Demeyer, present
Patricia O'Donnell, excused
Taylor Thomson, excused
Lianna Walsh, excused
Erie Council Liaisons: Emily Baer and Brian O'Connor
Staff Liaison: Tom Read, Isaac Wright (Forestry intern)

3. Approval of the Agenda

A. Approve agenda
a) Motion: Claudia
b) Second: Amy

4. Approval of Previous Meeting Minutes

A. July 2026 Tree Advisory Board Meeting Minutes
a) Motion: Amy
b) Second: Claudia
B. Jason/Claudia to send approved minutes to Erie Town Clerk

5. Public Comments

A. Public Comment:
1) none

6. General Business

A. 2026 Arbor Day/Earth Day Celebration Recap Continued
1) Recap meeting set for Tues, 8/25.
2) Erica has notified the Town Clerk to post it as a official meeting
3) Tom and Eryka will be meeting with the Town staff events person to discuss the location and times of the next year's Arbor Day event. Tom/Eryka will get answers to these questions before the recap meeting.
a) Questions we are asking:
• If we request the Post shelter?
• Will we get denied?
• Can we stay there?
• Are we negatively impacting the park?
• Is there lost revenue?
• Can we rectified potential negative impacts?
B. 2027 Budget and Work Plan
1) Council will have a budget study session next and will likely get approved in October

- 2) Requested \$4500 budget for 2027
 - 3) The calendar we present to Council each year is roughly our "Work Plan". We just need to expand it to include preparation times for our events.
 - 4) We need to assign budget amounts for each event to be allocated to each event, a monthly "schedule".
 - a) Jason to take a first stab at drafting the "Work Plan" and we can do a deep dive in September's meeting.
 - b) Tom suggested that we can consider adding a budget amount to Tree Walks. We could consider buying books to give away at each walk
 - c) Could add budget to School Tree Planting for better graphics?
 - d) Add budget for attending other events like Erie Town Fair, Erie Air Fair, Biscuit Day, etc.
 - e) Once we have the track record of our "Work Plan", we can defend future requests for larger budget amounts if needed.
- C. Fruit Tree Rescue
- 1) Had a good chokecherry harvest
 - 2) SAB was asking if we could help advertise the program
 - a) Can we ask local nurseries to post a flyer
 - b) Put flyers up at Library/Rec Center
 - c) Could announce at Active Adult Lunch, takes place every Thursday, Tom to reach out to attend and announce at next week's lunch
 - d) Jason to ask Karen (SAB) if they have already reached out to Town communication staff, made social media posts, etc?
- D. Bi-Annual Report
- 1) Leanne gave the presentation to the Board
 - 2) Thanks to Tom for putting the slides into the new Town format
- E. Tree Talk Newsletter
- 1) Have 2 topics about drought
 - 2) We'll add a blurb for Fruit Rescue
 - a) Leanne to send Tom text for newsletter (Jason to send Leanne the contact link)
 - 3) Next newsletter is Oct.
 - a) Deadline for content, Oct. 1st
 - Include Tree Walks, fall watering, mulching (recycling center and mulch pile)
 - 4) Japanese Beetle could be a summer topic, facts, what plants do they like vs avoid, why full elimination is not possible. Provide alternatives
 - 5) Another topic in future: tree alternative species
- F. Tree Walks
- 1) Sept. 25th- Old Town (starting at Town Hall) with HPAB @ noon
 - 2) Oct. 30th – Cemetery @ noon (HPAB might also join for this one too)
 - a) Encourage people to wear a costume
 - 3) Tom to share these dates at Active Adult Lunch
 - 4) Need to make sure we advertising those dates.
 - a) Will discuss at September meeting who can help advertise
 - 5) In the past, staff would plant a tree with the 5th graders. It takes coordination with school maintenance staff to make sure the tree has irrigation.
 - a) Could we do a contest where a school could win a tree? Would be easy to fund it. Can explore in the future.
- G. Linear Park Update
- 1) Update: Just received bids from contractors to install irrigation. It will go to Council on the Consent Agenda. Mainline irrigation line install likely to happen late Q3 into Q4. Planting will take place spring of next year.
 - a) Can explore how we have a volunteer planting event in the spring

H. 2026 Planting Your Future

- 1) Jason prepared a "How to" Instruction guide for Board members that can be accessed remotely.*
- 2) Reaching out to teachers in fall giving them a heads up that the program will be in the spring so they can plan there spring lessons. Contacting teachers again after winter break and putting info in January newsletter. (Add to "Work Plan")*
- 3) Bring pencils and flyers for Arbor Day/Earth Day event to school events.*

I. Other business

- 1) Free mulch available at the Recycling Center when the center is open*
- 2) Jason was approached by a resident that was concerned about commercial projects that have dead trees. How can that be addressed? Town Building Department has inspectors that can enforce code compliance.*
 - a) "Erie Submit" website or app to report things or questions.*

Z. Adjournment @ 8:11 pm

- A. Next regular in-person meeting: Wednesday, September 9th, 2026 at 6:30pm*