



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

AGENDA
REGULAR MEETING 2022-04TB
April 25, 2022
6:00 p.m.

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

The Consent Calendar is intended to allow the Town Council to spend time and energy on the important items and not on routine actions. A Council 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 Town Council with one vote.

- **Minutes- 2022-3 March 28, 2022**

5. Approval of Agenda

B. REGULAR MEETING

1. Civic Clerk Training

- Presentation: Jesse Porquis, CivicPlus Implementation Consultant

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. COMMUNICATIONS

- Town Staff
- Town Manager
- Town Board Members

D. ADJOURN

*Regular Tree Board Meeting 2022-04TB
Monday, April 25, 2022, 6:00 PM (MDT)*

Registration URL

https://us02web.zoom.us/webinar/register/WN_NAkp1vvgQHGO2h8z5GWjQQ



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Tree Board Roles & General Discussion	Nicholas J. Wharton, MPA	Nicholas J. Wharton, MPA
ACTION REQUESTED		
<p>Management and staff ask that the Tree Board review this AIS, the attached bylaws and ask any clarifying information as needed.</p>	<input type="checkbox"/> Annexation <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action	
BRIEF SUMMARY		
<p>It was brought to the attention of management that the Tree Board has several questions regarding the function of this advisory board and any budgets associated. Below is the primary function of the Tree Board.</p> <p style="padding-left: 40px;">Sec. 2-7-20. - Purpose.</p> <p style="padding-left: 40px;">The Town Tree Board is created for the following purposes to study, investigate, council and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. The Tree Board, when requested by the Board of Trustees, shall consider, investigate, make finding, report and recommend upon any special matter of question coming within the scope of its work. The board shall serve as an advisory board to the Town Board of Trustees. (Ord. 2021-03, §1)</p> <p>The Tree Board is an advisory board only, which only makes recommendations to the Town Council, and therefore has no budgetary powers. Management runs all daily operations for the Town of Severance, and thus the Tree City USA and Tree Board funds are allocated by Management. Currently, Tree City USA funds are allocated on an annual basis for maintenance of our current trees, and additional trees to our Town. Any funds allocated to the Tree Board in general, are allocated to cover the general costs of meetings, meals, and supplies.</p>		
PUBLIC SUPPORT/CONCERN		
None at this time.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Tree Board Bylaws 		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Town Events	Karina Gomez	Karina Gomez
ACTION REQUESTED		
<p>Management and Staff ask that the Tree Board discuss the annual Town events and provide feedback and direction. No action is needed at this time.</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Annexation <input type="checkbox"/> Zoning <input type="checkbox"/> Concept Plan <input type="checkbox"/> Final Plat <input checked="" type="checkbox"/> <u>Discussion</u> <input type="checkbox"/> Action
BRIEF SUMMARY		
<p>As discussed on the upcoming Arbor Day, Management and Staff would like the Tree Board members to select three winners. The winners will get goodie bags for Arbor Day. As recommended by Management, there will be no calendars this year. Winners will take part in the groundbreaking ceremony of planting the tree at Range View Elementary. Management and Staff would like to present the annual Town events and seek Tree Board volunteers for these events.</p>		
PUBLIC SUPPORT/CONCERN		
None at this time.		
RECOMMENDATION		
Management & Staff asks that the Tree Board discuss the annual Town events and provide feedback and direction.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet:</p> <ul style="list-style-type: none"> • Annual Event Flyers 		

JUNE 10TH

SUMMER CONCERT SERIES



What is it?

Kick off the summer with great Colorado summer weather, delicious food trucks, great entertainment, and community fun!

For more information contact

970-686-1218

communications@townofseverance.org

JULY 8TH

SUMMER CONCERT SERIES



What is it?

Come out and enjoy the great Colorado summer weather, delicious food trucks, and community fun! Help the Town of Severance show our support for our Military and 1st responders.

For more information contact

970-686-1218

communications@townofseverance.org

AUG. 19TH, 20TH, AND 21ST

SEVERANCE DAYS

What is it?

Severance Days is our community event to bring the community together. This annual event features family-oriented fun and entertainment throughout the day including a parade, market vendors, food trucks & refreshments, activities, contests, and live entertainment. Severance Days will conclude with a spectacular evening concert and fireworks display.

For more information contact

970-686-1218

communications@townofseverance.org

TRICK OR TREAT PARADE



OCTOBER 29TH

HALLOWEEN PARADE



What is it?

This is our annual Halloween event for the Town of Severance. Come parade through Town Hall and show off all those great costumes! This family-friendly event will be a safe place for kids and families to trick-or-treat through Townhall and trunk-or-treat.



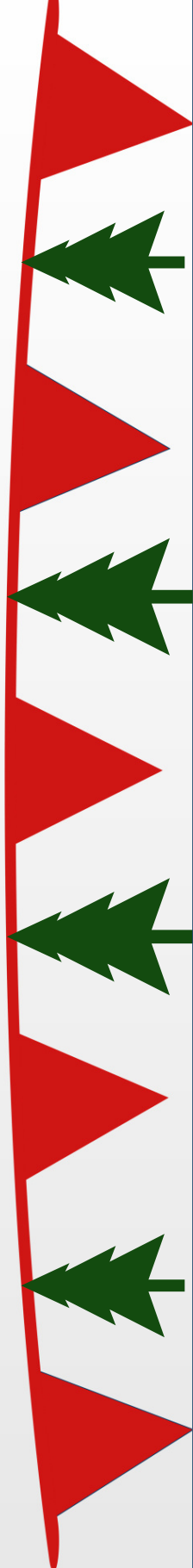
For more information contact

970-686-1218

communications@townofseverance.org

DECEMBER 10TH

TOWN CHRISTMAS



What is it?

The Town of Severance rings in the holiday season with our Annual Town Christmas. The event includes carriage rides, photos with Santa, cookies and hot chocolate, holiday entertainment, kids' activities and crafts, tree lighting ceremony, and a Fireworks show! Celebrate the holidays with us!

For more information contact

970-686-1218

communications@townofseverance.org

2022 TOWN OF SEVERANCE EVENTS VENDOR APPLICATION (NON-FOOD VENDORS)

June Summer Concert- Friday, June 10th, 5:30pm-8:30pm

First Responder and Military Appreciation Concert - Friday, July 8th, 5:30pm-8:30pm

Severance Days- Saturday, August 20th, 11am-6pm

Town Christmas- Saturday, December 10th 2pm-4pm

Welcome vendors and thank you for your interest. Complete this application to be considered for participation as an event vendor. PLEASE DO NOT SEND PAYMENT UNTIL YOU HAVE BEEN CONTACTED FOR CONFIRMATION OF ACCEPTANCE. Complete and drop off, Mail or Email Applications to Town of Severance at PO Box 339, Severance, CO 80546. If you pay in person or via phone by credit card, please note, there is a 3% credit card processing fee. Email: humanresource@townofseverance.org. If you have any questions, please feel free to call 970-686-1218 or email at the above address.

Name of Business/Organization: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Please provide a description of your booth and business: _____

Allocated booth area 10x10. Must provide your own canopy, table, and chairs. No shade and will be on grass

Providing your own generator: Yes _____ No _____

Vendor Booth Type: Commercial _____ Non-Profit _____

Booth fee at all events: **Fee without electricity \$125.00** **Fee with Electricity \$175.00**

Electricity is available on a limited basis- 15 available "first come" -110v electrical connection

Is electricity needed? Yes _____ No _____

Circle all Applicable

EVENT:

Application Deadline:

June Concert

May 13th

July Concert

June 10th

Severance Day

July 17th

Town Christmas

November 4th

Vendors will be notified of booth location & parking one week prior to event via email, with an attached map of location. All vendors are responsible for keeping their area clean and picking up all trash upon departure. All vendors are liable for their own incidentals, and the Town is not responsible for injury and or lost or broken valuables. I agree to abide by all rules and regulations employed by the Town of Severance Staff and understand space is not guaranteed until application is approved and payment is received in full.

Applicant Signature: _____ Date: _____

Town Hall Administration to complete: Total Due: _____ Amount Paid _____ Check # _____
Credit Card _____ Cash _____ Received by _____ Date _____ Booth Number _____