



November 15, 2019

**Meeting Notice
Tree Commission
November 21, 2019**

Notice is hereby given that the Tree Commission of the Village of Whitehouse, Ohio will meet on Thursday, November 21, 2019 at 7:00 p.m. The meeting will be held in the Classroom, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

- I. Call to Order
- II. Approve Minutes of the October 24, 2019 Meeting
- III. Old Business
 - A. Update on Eagle Scout Project
 - B. Tree Inventory
 - C. Forms & Docs
- IV. New Business
 - A. Prepare Meeting/Event Plan for 2020
 - B. Confirm Commission Members for 2020
 - C. Winter Newsletter Article
 - D. Plan Spring Seminar
- V. Discuss Other Issues as Appropriate under the Village Charter
- VI. Adjourn

Submitted by:
Jordan D. Daugherty, CPA
Village Administrator

MEMORANDUM

TO: The Village of Whitehouse Tree Commission- Sheri Luedtke, Elliot Tramer, Amy Schultz, Christine Manzey, Michelle Tippie, Dianne Toffler, Richard Bingham (Council Representative), and Mark Thomas (Staff Advisor)

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: Thursday, November 21, 2019 Tree Commission Meeting

DATE: November 15, 2019

The Whitehouse Village Tree Commission is scheduled to meet on Thursday, November 21, 2019 at 7:00 p.m. in the Classroom, 6925 Providence Street, Whitehouse, Ohio 43571.

Following the Chairperson's call to order, the Commission can review and approve the minutes of the October 24, 2019 meeting.

Under old business, the Commission can get an update on the Eagle Scout project and review tree inventory and Forms & Docs.

The Commission can then discuss the new business of preparing the meeting/event plan for 2020 and confirm members for next year. The Commission can also begin preparing the winter newsletter article and planning the spring seminar.

After addressing all of the scheduled agenda items, the Chair could ask for any other business as appropriate under the Tree Commission Ordinance before entertaining a motion to adjourn.

Respectfully,

Jordan D. Daugherty
Village Administrator

Whitehouse Tree Commission
Minutes of meeting on October 24th, 2019

Attendance: Commissioners: Sheri Luedtke (Chair), Chris Manzey, Amy Schultz, Elliot Tramer, Michelle Tippie, Dianne Toffler. Richard Bingham (Council Representative) and Mark Thomas (Staff Advisor)

Meeting was called to order at 7:02 P.M.

Minutes from September 26th were approved as printed.

Old Business

- A. Finalized Tree City USA and Growth Award for 2019. Elliot Listed projects 1-5 where points were earned. Elliot said we are in good standing with enough points for growth award. It was suggested that we remove one project (project for cemetery board) and submit it for 2020. This project is not complete at this time but we are continuing to work on it.
- B. The invasive plant project around the quarry will not happen this year. There were difficulties in scheduling with UT students so we were not able to coordinate all involved.
- C. Eagle Scout project is progressing. Noah Werning updated us through text. He has the list of trees to be used and their spellings. He is working with April at town hall to coordinate with the village web site.
- D. Tree Inventory- 6532 Lenderson, a tree was removed by the Village of Whitehouse. A Tupelo tree was planted in sub division Whitehouse Meadows (Big Buck Trail). Four more trees are being considered for plats 1 & 2. Smaller trees are being considered for the cul de sac which has a 10 foot island. Amy and Mark clarified plantings for plats 2 & 3
- E. The cemetery board will meet on Monday, October 28th at 6:00 P.M at Waterville Town Hall. Sheri and Amy will attend and give a report from the work at the cemetery on Cemetery Road.
- F. Village of Whitehouse has a budget of \$25,000 for purchase and care of trees. This is a great start to a master plan.
- G. Volcano mulching with stone was discussed. Resident will be notified and informational pamphlet will be made available to the resident. Sheri will drop off the information to the resident.

Forms and Doc. Tree bulletins from Arbor Day Foundation will be added to our document cabinet.

New Business- A letter was written by the tree commission members to explain concerns regarding the large evergreen trees on either side of the statue at the park entrance. Amy and

Sheri went to the Meeting of the Whole on October 22. The information was well received by those present. Various possibilities were discussed. The trees are very healthy now but when they show signs of decline they may be removed. It is also possible to limb the trees up some to open the park entry. For now the trees will be left as is. It was also discussed that the plan to plant 40 trees in the park might put undue stress on the public works department. Young trees take a lot of work in the area of watering and training. It might be better to plant 5 trees a year. This is a way to better care for the young trees, to assure success. One council member suggested that the tree commission be involved in the planning of the park trees.

The meeting was adjourned at 8:00 P.M.

Respectfully submitted,

Dianne Toffler

2019 Tree Commission Meeting Plan

| <u>Meeting Date</u> | <u>Business Items</u> | <u>Minutes</u> |
|---------------------|--|------------------|
| January. 2019 | Tree Commission Academy Graduation | |
| January 24, 2019 | Elect officers, Review – Tree Commission Academy Graduation, Spring Seminar - Bees Tree Inventory, Forms & Docs. | Michelle Tippie |
| February 28, 2019 | Arbor Day planning, , Projects for growth award, review & update tree ordinance Tree Inventory, Forms & Docs. | Michelle Tippie |
| March 28, 2019 | Finalize Arbor Day planning, Tree City USA 2019 attendance Metro Parks Enrichment Classes Tree Inventory, Forms & Docs. | Diane Toffler |
| April 2019 | Tree City USA 2019 Award Ceremony | |
| April 2019 | Earth Day | |
| April 25, 2019 | Begin Flower & Market Day planning, Summer Newsletter, Review Tree City 2019 Award Ceremony Tree Inventory, Forms & Docs. | Christine Manzey |
| May 3 – 10, 2019 | Arbor Day Celebration Event | |
| May 23, 2019 | Discuss EAB and ALB awareness, Review Market Day Tree Inventory, Forms & Docs. | Amy Schultz |
| June 27, 2019 | Prepare article for fall newsletter, Update Tree Inventory Farmers Market, Review Master Plan Tree Inventory, Forms & Docs. | Diane Toffler |
| July 25, 2019 | Review 2019 updates Tree City USA certification. Fall newsletter article. Review Market Day. Tree Inventory, Forms & Docs. | Elliot Tramer |
| August 22, 2019 | Begin formal preparation of Tree City USA renewal and Growth Award applications Tree budget preparation, Market Day Review, Review fall tree planting schedule. Quarry Invasives, Tree Inventory, Forms & Docs. | Christine Manzey |
| September 26, 2019 | Review Market Day, Growth and Tree City Award Review Schedule Quarry Invasives. Tree Inventory, Forms & Docs. | Elliot Tramer |
| October 24, 2019 | Finalize Tree City USA renewal application and Growth Award applications. Review Quarry work Tree Inventory, Forms & Docs. | Diane Toffler |
| November, 2019 | Northwest Ohio Urban Forestry Seminar | |
| November 21 , 2019 | Prepare meeting/event plan for 2020, confirm Commission Members for 2020, winter newsletter article. Spring Seminar. Tree Inventory, Forms & Docs. | Amy Schultz |
| December, 2019 | No meeting – Merry Christmas Everyone | |

2019 Tree Commission Meeting Plan

| <u>Meeting Date</u> | <u>Business Items</u> | <u>Minutes</u> |
|----------------------------|--|-----------------------|
| January 23, 2020 | | |
| February 27, 2020 | | |
| March 26, 2020 | | |
| April 22, 2020 | Earth Day | |
| April 23, 2020 | | |
| May, 2020 | Arbor Day Celebration Event | |
| May 6, 2020 | Tree City USA Awards –Bowling Green, OH | |
| May 28, 2020 | | |
| June 25, 2020 | | |
| July 23, 2020 | | |
| August 27, 2020 | | |
| September 24, 2020 | | |
| October 22, 2020 | | |
| November, 2020 | Northwest Ohio Urban Forestry Seminar | |
| November 19, 2020 | | |
| December, 2020 | No meeting – Merry Christmas Everyone | |