



## Action Summary Tree Board

*Stormi Bivin, Chair*  
*Richard Cosola, Vice Chair*  
*Kay Brown*  
*Debbie Evans*  
*Steve Lisi*  
*Dr. Charles Sandell*

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Wednesday, December 5, 2018

2:00 PM

Village Hall - Council Chambers

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### I. CALL TO ORDER

Stormi Bivin, Chairperson, opened the meeting at 2:00 p.m.

### II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was observed.

### III. ATTENDANCE

Members present: Stormi Bivin, Richard Cosola, Debbie Evans, Kay Brown (left at 3:00 p.m.), Charles Sandell, and Steve Lisi

Members absent: None

Staff present: Brian Hopper, Operations Supervisor, Landscape Division; David Flinchum, Planning and Zoning Manager; Ryan Harding, Planning and Zoning; Michelle Diaz, Assistant Recording Secretary; and Chris Macfarlane, Public Works

Stormi Bivin requested to move "Landscape Enhancement Project," a presentation by David Flinchum (under VII. NEW BUSINESS), to be first on agenda items (before the Approval of Minutes).

A motion was made by Richard Cosola to move the "Landscape Enhancement Project," a presentation by David Flinchum, under VII. NEW BUSINESS on the agenda to be the first item of discussion, seconded by Charles Sandell and passed by Stormi Bivin, Richard Cosola, Debbie Evans, Kay Brown, Charles Sandell, and Steve Lisi (6-0).

### IV. APPROVAL OF MINUTES

#### A. [T-088](#)

#### SEPTEMBER 5, 2018 TREE BOARD MINUTES

Debbie Evans stated a correction be made under Section VI. OLD BUSINESS, Sub-section A. LANDSCAPE REGULATIONS – CORY CRAMER, on the seventh paragraph, second sentence. Ms. Evans requested that the word "at" be changed to "as" ("...describes grubbing at as the removal of vegetation...").

Stormi Bivin suggested a change be made to an item under Section VIII.

COMMENTS, on the fourth paragraph, second sentence. Ms. Bivin requested that the word “peripheral” be changed to “periphery”.

A motion was made by Charles Sandell, seconded by Debbie Evans, to approve and adopt the September 5, 2018 Tree Board meeting minutes, with corrections, passed by Stormi Bivin, Richard Cosola, Debbie Evans, Kay Brown, Charles Sandell and Steve Lisi (6-0).

## V. STAFF UPDATES

### A. [T-089](#) RECENT PLANTINGS & STATUS UPDATES - BRIAN HOPPER

Brian Hopper updated the Tree Board on recent plantings and status updates.

Mr. Hopper discussed Tree City USA and the Tree City USA Growth Award. Mr. Hopper advised that initial approval from the State Forester has been received and forwarded to Arbor Day Foundation for final approval. We will be expecting approval in approximately a couple of weeks and will inform Tree Board members when approval is received.

## VI. OLD BUSINESS

### A. [T-090](#) HOA EDUCATION ON HAT-RACKING

Brian Hopper advised that approximately 1,500 “Tree Care Tips” brochures were sent out to approximately 150 HOAs/property management companies, along with a cover letter from Mr. Hopper.

There was discussion on hat-racking and invasive plants.

### B. [T-091](#) TREE INVENTORY - PHASE I

Brian Hopper advised that Tree Inventory Phase I has been completed.

## VII. NEW BUSINESS

### A. [T-092](#) LANDSCAPE ENHANCEMENT PROJECT - DAVID FLINCHUM

David Flinchum informed Tree Board members of the “Roadway and Bikeway Enhancement Projects” and discussed the bike path loops.

### B. [T-093](#) F.L.O.W.E.R. AWARD RECOMMENDATIONS/APPROVAL

One F.L.O.W.E.R. Award nomination was received by Kay Brown. Stormi Bivin stated that she has two nominations and Steve Lisi has one nomination, which will be sent to Tree Board members by staff. Debbie Evans also indicated that she will be sending one nomination to staff, which will be forwarded to Tree Board members.

It was agreed by all Tree Board members that F.L.O.W.E.R. Award nominations be submitted to Brian Hopper by February 1, 2019.

- C. [T-094](#) EARTH/ARBOR DAY 2019 EVENT
- Brian Hopper advised that Earth/Arbor Day Event is still scheduled for 2019 and will provide information once available.
- D. [T-095](#) TREE SEEDLING GIVEAWAY
- Brian Hopper advised that the Tree Seedling Giveaway is once again scheduled for 2019. Mr. Hopper stated that he will try to obtain Walter's Viburnum and Firebush seedlings for the giveaway program.
- E. [T-096](#) "TREE CARE TIPS", PROPER PRUNING FLYER - UTILITY BILL INSERTS
- Brian Hopper confirmed that the same "Tree Care Tips" brochure is scheduled to be sent out this Spring with the Utility bill inserts, as we do each year.

## VIII. COMMENTS

Brian Hopper advised that he will send Tree Board members the GIS breakdown on the Tree Inventory, once he receives it.

Stormi Bivin requested if the Tree Board minutes of the previous meeting be sent to her before any upcoming Tree Board meeting. Michelle Diaz stated that staff will look into this request and will advise Ms. Bivin.

## IX. ADJOURN

A motion was made by Richard Cosola, and seconded by Charles Sandell to adjourn at 3:30 p.m. The motion was unanimously passed 5-0, with Stormi Bivin, Richard Cosola, Debbie Evans, Charles Sandell and Steve Lisi in favor, with Kay Brown absent.

## NOTICE