

**SHADE TREE COMMISSION**  
**January 24, 2017**  
**MOTION SUMMARY**

ITEM 1. Roll Call

Chairman Olen called the meeting to order at 7:00 p.m.

Members Present: Shannon Brewster, Jim Buck, Dave Carey, Tom Glissman, Marisa Sulek (arrived 7:02 p.m.), Tom Wolber, Becki Wood-Meek, Councilmember George Hellinger, Vice-Chairwoman Susan Wright, and Chairman Paul Olen

Staff Present: Ted Miller (Parks and Natural Resource Director), Doug Richmond (City Arborist), Linda Mathews (Customer Service Liaison)

ITEM 2. ELECTION of Chair and Vice-Chair

**Motion:** Vice-Chairwoman Wright moved to nominate Mr. Olen as Chairperson, seconded by Mr. Carey. There were no other nominations. Motion approved by a 10-0 vote.

**Motion:** Chairman Olen moved to nominate Ms. Wright as Vice-Chairwoman, seconded by Mr. Wolber. There were no other nominations. Motion approved by a 10-0 vote.

Mr. Wolber volunteered to assume the responsibility of writing the Annual Report.

ITEM 3. APPROVAL OF MOTION SUMMARY of Shade Tree Commission meeting of October 25, 2016 as recorded and transcribed.

**Motion:** Vice-Chairwoman Wright moved to approve the Motion Summary for the October 25, 2016 meeting, seconded by Councilman Hellinger. Motion approved with a 10-0 vote.

ITEM 4. PUBLIC COMMENTS

ITEM 5. RECOMMENDATION of the Tree Bank Fund

Mr. Miller reviewed the revised language to designate Tree Bank Funds for street tree replacement. Mr. Miller explained that funds can carry over from year to year. Discussion was held to keep a reserve balance in the fund. The Commission recommended that language be added to designate that 25% of the years beginning balance remain as a reserve balance at the end of the year.

Discussion was held on the use of the fund for site prep. The Commission recommended that twice a year they are updated on the status of the Tree Bank Fund.

Mr. Wolber discussed the use of the fund to also be used for educational and professional purchases. Mr. Wolber requested that the fund not be used for hanging baskets and holiday trees.

Mr. Wolber voiced questions regarding the 2017 Tree Fund Budget. Mr. Miller reviewed the budget and addressed the allocation of funds.

Mr. Miller to incorporate recommendations by the Commission into the language and bring forth at the next meeting for review.

#### ITEM 6. ARBORIST REPORT

Mr. Richmond reviewed with the Commission the Arborist Report. Discussion was held regarding the street pruning. Mr. Richmond estimated that 75% of the pruning was completed by city staff.

#### ITEM 7. STAFF COMMENTS

#### ITEM 8. MEMBER COMMENTS

Mr. Wolber voiced a concern regarding plans approved by Council in the past without the approval by the Shade Tree Commission. Mr. Richmond informed them that all plans that have been submitted to him have been presented to the Commission. Discussion was held on the timing of review of landscape plans throughout the development process.

Discussion was held regarding the date of June 10, 2017 for the upcoming NOW Festival and educational table by the Shade Tree Commission.

Mr. Olen discussed upcoming community outreach and educational opportunities that will be upcoming, including Arbor Day and the NOW Festival. The Commission requested that Mr. Carey inquire about tree saplings to distribute for Arbor Day.

Vice-Chairwoman Wright requested that discussion on upcoming agendas include Arbor Day, Watershed Festival, First Friday events, and the Annual Report to City Council.

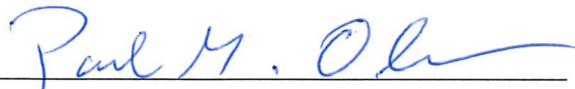
Mr. Carey discussed the documentary, Trees in Trouble, and discussed possible venue locations to watch the film.

#### ITEM 8. PLAN REVIEWS

- a. Midway Structural – Approved as submitted
- b. Ohio Wesleyan Honor Housing – 81 Oak Hill Avenue – Approved as submitted
- c. Braumiller Woods Section 3 – Approved with changes to tree species as recommended by City Arborist

ITEM 9. ADJOURNMENT

**Motion:** Mr. Carey moved to adjourn the meeting, seconded by Chairman Olen. The Shade Tree Commission meeting adjourned at 8:08 p.m.

  
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Chairman Olen

  
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Clerk