

TREE COMMISSION MINUTES 6/12/2025

Circleville Tree Commission convened in Council Chambers, 127 South Court St. on Thursday, June 12, 2025, at 6:00 p.m. Members present at roll call: Chair; Beth Kowalski, Lori Pritchard, Mark Fouch, Alan Gribler, Christopher Burton, Council Liaison Sheri Theis, and Sarah Kolesar, Clerk. Other guests present: Paul Hang and Doug Baker, volunteers. Absent members: Tyler Mitten, City Arborist, and Laura Schweitzer.

Kowalski called the meeting to order at 6:00 p.m.

Lisa Wiseman, Vice Chair, was initially marked absent but arrived at 6:27 p.m.

Old Business:

1. Fouch motioned to approve the meeting minutes from May 8, 2025. Seconded by Gribler. Motion carried.
2. Community Outreach: Burton spoke about talking with residents about what the Tree Commission does and the process of distributing and caring for City trees. Burton suggested that it would be beneficial for the Tree Commission to have its own social media/community outreach page to share with the public TC updates and events. Kowalski agreed that publicity expansion regarding the Tree Committee would be beneficial and helpful.
3. Request a tree program:
 - a) Signage Placement: Kowalski stated that Mitten is postponing placing signs until the new planting sites are complete.
 - b) Contract of homeowner expectations: Kowalski presented a letter that she and Mitten drafted for homeowner expectations regarding care of the trees.
4. IRA UCF Planting, phase 1: Kowalski shared an update received from Mitten, in which he stated that it is unknown at this time if this portion of the planting will be completed or if the trees to be replaced under warranty will be fulfilled. The contractor has stopped all communication. Mitten highlighted that the Tree Commission may need to determine the next course of action to get these trees replaced.
5. IRA UCF Planting, phase 2: Rhoads Landscaping began planting on June 9, 2025, and have planted 9 trees at the fairgrounds. Mitten explained that he had to address the depth of their planting but noted that they were receptive to his educating and redirecting.

New Business:

1. Tree Inventory
Discussion: Kowalski shared information sent from Mitten, noting the inventory of pre-existing City owned trees is mostly complete. Newly planted trees will continually be added until the end of the grant with information such as date planted, nursery stock type, vendor, and season planted.
2. Grant Fund Disbursement
Discussion: The Commission reviewed the amount of IRA UCF Grant funding that has been submitted for reimbursement at this time.
3. Tree City USA Sign Placement
Discussion: Kowalski stated that she will send the list of 7 entrances to the City where the Tree City USA signs can be placed. It is desired that the signs be in an area with trees, preferably mature trees, if possible. The Tree City signs can be added to the "Welcome to Circleville" signs where appropriate.

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4. Approval of ordering additional TC Supplies

Discussion: The TC unanimously approved the purchase of up to \$50 of cardstock and laminating supplies for the “Future Tree Location” signs. They will organize and complete the purchase.

MOTION-ROLL CALL-VOTE:

Pritchard motioned to approve ordering cardstock and additional supplies up to \$50. Seconded by Burton. All Yeas, 0 Nays. Motion carried.

5. Open Issues/Other business

Discussion:

- a. Burton expressed the idea of ordering T-shirts or vests with the TC logo that TC members could wear when out in the community. Baker volunteered to research options for the next meeting.
- b. The City’s Arbor Day Foundation membership has been renewed.
- c. Wiseman and Burton completed the Sophomore Class of the Tree Academy in May and will be working on an Urban Site Index with Alistair, which will examine planting sites, soil conditions, and other factors throughout the City.

Tabled Business: Approval of Changes to Comprehensive Tree Plan

The next Tree Commission meeting is Thursday, July 10, 2025, at 6:00 p.m.

Burton motioned to adjourn the meeting at 6:45 p.m. Seconded by Wiseman. Motion carried.

Minutes prepared by Sarah Kolesar, Clerk.