

## TREE COMMISSION MINUTES 7/10/2025

Circleville Tree Commission convened in Council Chambers, 127 South Court St. on Thursday, July 10, 2025, at 6:00 p.m. Members present at roll call: Chair Beth Kowalski, Alan Gribler, Mark Fouch, Lisa Wiseman, Council Liaison Sheri Theis, and Sarah Kolesar, Clerk. Other guests present: Volunteers Paul Hang and Doug Baker, City Arborist Tyler Mitten. Absent Members: Laura Schweitzer and Lori Pritchard.

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

Christopher Burton was initially marked absent but arrived at 6:12 p.m.

### Old Business:

1. Fouch motioned to approve the meeting minutes from June 12, 2025. Wiseman seconded. Motion carried.
2. Community Outreach and Visibility:
  - a) Vests for volunteers: Doug Baker brought vest samples that can be worn while out in the community, noting each would cost \$12, excluding having the logo placed.  
**MOTION- ROLL CALL- VOTE:** Gribler motioned to purchase four S/M and six L/XL Vests. Fouch seconded. Motion carried.  
**MOTION- ROLL CALL- VOTE:** Kowalski motioned to reimburse Doug Baker for the purchasing of the vests. Wiseman seconded. Motion carried.
  - b) Any other outreach: Theis stated in addition to the vest she would like to order a T-shirt with the logo on it and if anyone else wishes for one they could be done at the same time as the vests.
3. Request a tree program:
  - a) Signage Placement: Mitten said he placed several signs near E. Franklin St. and Barthelmas Park.
  - b) Contract of homeowner expectations: Kowalski presented a letter for homeowners regarding caring for the trees, expectations, and contact information should they have any concerns or questions and discussed how to distribute the letters. Theis said letters can not be placed in mailboxes without a stamp but could be left at their door after stakes were placed/ tree was planted. Kowalski suggested that everyone brainstorms the best way to distribute letters and educate homeowners on care and rules regarding the trees and will revisit and formulate a plan at the next meeting.
  - c) IRA UCF Planting, phase 1: Kowalski noted that she will contact Law Director Kendra Kinney to discuss sending a letter to the Landscaper stating the City will file a Breach of Contract if they refuse to replace the dead trees under warranty.
  - d) IRA UCF Planting, phase 2: Mitten stated that trees are planted, and things have moved faster than in Phase 1. Mitten said the trees needing replaced will be replaced sometime this fall. Mitten noted that Rhoads is watering the trees that they planted.

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4. Approval of Tree City USA sign placement: Theis noted that one sign has already been placed at the Welcome Center. Kowalski stated that a sign will be requested at Ted Lewis Park and after discussion, specifically along the main entrance. In addition, Wiseman suggested placing a sign near 23 South and the Island Rd. overpass.

**MOTION- ROLL CALL- VOTE:** Burton motioned to forward Tree Sign requests to the Service Department. Fouch seconded. Motion carried.

### **New Business:**

1. Arborist's Report: Mitten gave an overview of current tree species and placement.
2. Term Endings / New Officer Election: Theis highlighted there are five TC Members whose terms end this month. Theis noted that she contacted each member to thank them for their service and to ask if they were interested in serving another term. Alan Gribler and Lisa Wiseman agreed to serve an additional term on the Tree Commission. Theis stated there will be three openings and applications will be available on the City website.

**MOTION- ROLL CALL- VOTE:**

Gribler motioned to nominate Beth Kowalski as Chairman for the Tree Commission for the 2025/2026 term. Fouch seconded. (All Yeas- 0 Nays). Motion carried.

**MOTION- ROLL CALL- VOTE:**

Kowalski motioned to nominate Lisa Wiseman as Vice Chairman for the Tree Commission for the 2025/2026 term. Fouch seconded. (All Yeas- 0 Nays). Motion carried.

**MOTION- ROLL CALL- VOTE:**

Kowalski motioned to nominate Christopher Burton as Publicity Chair for the 2025/2026 term. Gribler seconded. (All Yeas- 0 Nays). Motion carried.

The next Tree Commission meeting is Thursday, August 14, 2025, at 6:00 p.m.

Burton motioned to adjourn the meeting at 7:20 p.m. Seconded by Wiseman. Motion carried.

Minutes prepared by Sarah Kolesar, Clerk.

**Tabled Business:** Approval of Changes to Comprehensive Tree Plan