

CIRCLEVILLE TREE COMMISSION MEETING MINUTES 11/13/2025

The Circleville Tree Commission convened in Council Chambers 2nd Fl., 127 South Court Street, on Thursday, November 13, 2025, at 6:00 p.m. Members present at roll call: Chair Beth Kowalski, Alan Gribler, Christopher Burton, Felicia Speakman, Council Liaison Sheri Theis, City Arborist Tyler Mitten and Sarah Kolesar, Clerk. Invited guests present: Volunteers Doug Baker and Paul Hang, and Robert Boehle, ODNR.

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

Matt Fosnaugh was initially marked absent but arrived at 6:02 p.m. VC Lisa Wiseman was initially marked absent but arrived at 6:04 p.m.

Old Business:

1. Kowalski motioned to approve the meeting minutes from October 9, 2025. Seconded by Burton. Motion carried.
2. Tree Commission logos on the visibility vests: Burton noted the vests were picked up and used last week for the November 7th planting. Theis noted they are now in storage bins to keep them safe and clean. Burton stated pictures were taken of Members and volunteers who were at the planting site on November 7th. Additionally, Burton emphasized that Twisted Willow did not charge for the printing on the vests.
3. Community Outreach & Visibility Report: Burton asked Members what expectations they have of him or what they would like to see such as a monthly report, etc. Burton stated the City Facebook page shared two posts that he created and that he has two additional posts that he's working on.
4. Document for person's receiving a tree: Kowalski presented two separate documents, one specifically for those who have asked for a tree and one to those who get a tree that didn't necessarily ask for one but also didn't refuse it. Kowalski emphasized that the Owner's manual is available though it would need to be requested. Members collectively agreed that letters would be handed out directly to homeowners or left at their door.
5. IRA UCF Planting, Phase 3 plans: Mitten noted that he evaluated progress thus far and phase 3 is about 70% complete, also noting there are stakes missing from sites that are supposed to have stakes, and an issue with a gas line rupture on Corwin Street that he will address. Other than these issues, Mitten stated the trees that have been planted so far look good.
6. November 7th planting details: Gribler highlighted that planting went well and there was a great group of students that assisted. Additionally, Theis emphasized that the students each had a different role that seemed to work well and planting was a success.
7. Tree City USA Application: Theis stated that Lisa accessed the online application and is assisting with this. They will prepare the required documentation for the Service Department because they need to know the cost of tree planting, tree maintenance, tree removal, etc., as the Service Department tracks the budget. Theis noted they will continue working on submitting the necessary forms before the deadline of December 1, 2025.

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New Business:

1. Arborists' Report: Mitten explained the status of Phase 3 above, and noted the new park is still underway and being cleared of brush and invasive species. Mitten stated that the Phase 2 replacement trees have been completed by Rhoads. Mitten emphasized that he has not heard from the contractor regarding Phase 1 planting and at this point it is between them and the Service Department. Mitten stated that the next planting would begin in March 2026 and would recommend the Tree Commission meeting again in January to discuss planting details. They also emphasized that aside from deciding planting locations for Phase 4, they also have the Arbor Day Celebration to plan and discuss. Members discussed and agreed to reconvene in January 2026. Kowalski highlighted that the next meeting will be January 8, 2026.
2. Tree Marker ideas (instead of white stakes): Gribler recommended tree mates which cost approximately \$7-\$8 each. Kowalski stated that if they are unable to set up an account with the business then she would purchase the tree mates and be reimbursed. Gribler recommended purchasing 25 tree mates. Members discussed and agreed to move forward trying marking paint and high flags instead of white stakes.
MOTION-ROLL CALL-VOTE:
Kowalski motioned to authorize up to \$500 for the purchasing of tree mates, t-posts, and zip ties. Seconded by Bradshaw. Motion carried.
MOTION-ROLL CALL-VOTE:
Kowalski motioned to authorize an additional \$100 for the purchasing of marking paint and high flags. Seconded by Wiseman. Motion carried.
3. Wastewater Treatment Plant tree removal: Kowalski noted there was information in the City newsletter explaining tree roots invading draining systems, invasive species, overgrowth, and homeless camping out. They explained that the area was clearcut and there are concerns about erosion of the riverbank.

The next Tree Commission meeting is Thursday, January 8, 2026, at 6:00 p.m.

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

Minutes prepared by Sarah Kolesar, Assistant Clerk.

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Tabled Business:

- a) Approval of Changes to Comprehensive Tree Plan
- b) Legal Status of IRA UCF Planting, Phase 1
- c) Addition of pruning procedures to CTP