

CIRCLEVILLE TREE COMMISSION MEETING MINUTES 7/9/2026

The Circleville Tree Commission convened in Council Chambers 2nd Fl., 127 South Court Street, on Thursday, July 9, 2026, at 6:00 p.m. Members present at Roll Call: Chair Beth Kowalski, Alan Gribler, Felicia Speakman and Matthew Fausnaugh. Other guests present: Council Liaison Sheri Theis, Tyler Mitten, City Arborist, and Chris Cupp, Service Department. Absent Members: Vice Chair Lisa Wiseman, Christopher Burton, and Joe Bradshaw.

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

Old Business:

1. Kowalski motioned to approve the meeting minutes from June 11, 2026. Speakman seconded. Motion carried.
2. Community Outreach & Visibility Report: Burton spoke via speaker phone, stating that he posted signs on Pickaway, Watt, and Mound Streets, in front of the trees for optimal visibility. Burton noted he is looking for a storage spot for the signs, and they'll be used again for fall planting. Burton stated he used pictures to create a social media post in which he sent to Hannah. This post specifically emphasized how the trees help shade areas in the City, especially in the extreme heat.

Burton asked the group about their thoughts on TC having their own social media page. Kowalski highlighted it could become an action item, though would need approval from the City. Theis pointed out that the challenge would be gaining enough followers, whereas the City's website and Instagram page already receives community feedback and interaction, therefore, would more than likely see TC posts there. Burton stated that using the City's Facebook page would be easier, though when there are community events such as Arbor Day, etc., the TC could be more active with postings and vocal if they had their own page.

3. IRA UCF Planting, Phase 4 status: Mitten stated it is completed. Theis asked if they have been watered because the trees look stressed during the heat wave. Mitten confirmed they are being watered but unfortunately the plants were poor this time around as there was too much time lapsed getting them into the ground, which are not ideal circumstances for tree health. Mitten stated they are under warranty.
4. Arboretum Planning: Mitten plans to apply for arboretum designation. During last meeting, TC approved funding for two maps at \$500 per map. Mitten stated they could move forward only for this year and then revisit, because this would be an annual cost but would not be automatic renewal. The group collectively agreed. Mitten stated the invoice would be forwarded to the Service Department to be paid from grant funds.
5. Farm Market Presence: Kowalski spoke to Shawna Hartsaugh last month with Uptown, noting they are welcoming of the TC to participate in the farm market and willing to share their tent. Kowalski stated there weren't enough people to do it last month. Kowalski asked if anyone would be willing to this month. It is the fourth Thursday every month from 5-8 p.m. With scheduling conflicts, it is agreed that trying in August or September would be better. September will be the last farm market event.

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New Business:

1. Arbor Day Membership Renewal: Speakman motioned to renew the annual membership fee of \$30. Gribler seconded. Motion carried. Clerk Kolesar will submit the invoice and voucher to the Auditor.
2. Arborists' Report: Mitten stated he's currently working on the Grant Progress Report for the first half of the year. Also exploring the idea of developing a tree maintenance request form online to possibly assist with phone calls/requests at the Service Department. Additionally, Mitten noted he's working with the Service Department this month to perform any tree maintenance needed, currently focusing on street trees, clearance, and hazardous/dead branches over or near streets. Mitten brought up phase 5 planting and where some possible sites could be, stating it is relatively urgent so decisions can be made and plans aligned. Chris Cupp stated something to consider is they'll be opening a 100'x80' area at the Pickaway Park for a parking lot, so anything in that area will be removed. Mitten said there will be 20 replacement sites from phase 1 near the school, Clark Drive is a possibility as it's a main thoroughfare without any trees.
3. Service Department Report: Chris Cupp spoke about the Service Department working with Tyler to perform tree maintenance around the City. Cupp stated they've had to remove a few trees this year, mainly due to damage. Currently they're working on clearance pruning.
4. Field Trips: Members discussed potential dates to drive around and write down addresses. Kowalski stated she will send an email out to members to confirm who can participate on July 25th starting at 9am.

Other Business:

1. Officer Elections: Kowalski motioned to nominate Burton as Chair. Gribler seconded. Motion carried. Kowalski motioned to nominate Wiseman as Vice Chair. Speakman seconded. Motion carried. Kowalski motioned to nominate Speakman as Publicity Chair. Gribler seconded. Motion carried.

Tabled Business:

1. Approval of Changes to Comprehensive Tree Plan including pruning procedures.
2. Status of IRA UCF Planting, Phases 1 & 2, including possible legal action.

Upcoming Events: The next Tree Commission meeting is Thursday, August 13, 2026, at 6:00 p.m.

Kowalski motioned to adjourn the meeting at 7:08 p.m. Speakman seconded. Motion carried.

Minutes prepared by Sarah Kolesar, Assistant Clerk.