



Holly Springs Tree Commission

Date: February 12, 2019

Location: 3235 Holly Springs Parkway

6:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. OATH OF OFFICE
 - Brandi Hackett
- III. TREASURER'S REPORT – January 2019
- IV. NEW BUSINESS
 - A. Discuss and approve/deny the election of Secretary
Presented By: Robert H. Logan, City Manager
 - B. Discuss the Committee Appointments:
Presented By: Robert H. Logan, City Manager
 - 1) Tree City USA
 - 2) Arbor Day
 - 3) Great American Cleanup
 - 4) Landscape and Beautification
 - 5) Yard of the Month
 - C. Update on the Tree City and State Arbor Day Event
Presented By: Marc Teffeau, Chairman
 - D. Report on the Georgia Urban Forestry Council quarterly meeting
Presented By: Marc Teffeau, Chairman
 - E. Discuss the Tree City presentation to City Council
Presented By: Marc Teffeau, Chairman
 - F. Discuss the Arbor Day Event plans
Presented By: Colleen Konwick, Treasurer

G. Approve/deny the January 15, 2019 meeting minutes

V. REPORTS

VI. ADJOURNMENT



**Holly Springs Tree Commission
Budget to Actual Comparison Report
As of January 31, 2019**

Revenues	December 2018 Transactions	2018 Annual Budget	YTD Transactions	% Variance
Development Fees/Recompense	-	24,950.00	-	0.00%
Interest Revenue	0.38	50.00	0.38	0.76%
TOTAL REVENUES	\$ 0.38	\$ 25,000.00	\$ 0.38	0.00%
Expenditures				
Landscaping/Tree Planting & Care	-	8,000.00	-	0.00%
Tree Maintenance		8,000.00		
Tree Removal		5,500.00		
Travel	-	750.00	-	0.00%
Dues and Fees	-	500.00	-	0.00%
Education and Training	-	1,000.00	-	0.00%
Tree Seedlings	-	500.00	-	0.00%
Banners & Shirts		250.00		
Books and Periodicals	-	500.00	-	0.00%
TOTAL EXPENDITURES	\$ -	\$ 25,000.00	\$ -	0.00%

2018 Tree Commission Committee Appointments

Tree City USA - Marc Teffeau

Arbor Day - Colleen Konwick

Great American Cleanup – Chief Michael Carswell

Landscape and Beautification – Chief Michael Carswell

Yard of the Month - Cheryl Vann

City of Holly Springs
Tree Commission Meeting Minutes
January 15, 2019
6:00 p.m.

Board of Directors Present: Chairman Marc Tefteau, Vice Chairman Jennifer Wade, Michael Carswell, and Treasurer Colleen Konwick.

Elected Official and Staff Present: Mayor Pro Tem Michael Roy Zenchuk II, City Manager Robert H. Logan, Community Development Director Nancy Moon, City Arborist Jackie Bertram and Assistant City Clerk Donna Sanders.

Chairman Tefteau called the meeting to order.

Mayor Pro Tem Michael Roy Zenchuk II administered the Oath of Office to the Tree Commission Board of Directors.

Vice Chairman Jennifer Wade made a motion for the officers to remain the same for 2019. Michael Carswell seconded the motion. Motion carried 4-0.

City Manager Robert H. Logan said the vacancy for Secretary will need to be discussed and voted on during the February meeting.

No action taken.

Treasurer Konwick presented the financial report for December 2018.

Chairman Tefteau said he was adding item F to discuss the Tree City and State Arbor Day Event to the agenda, if there was no objection from the Board of Directors, and for the December meeting minutes to be moved to item G. There was no objection from the Board.

City Manager Robert H. Logan presented Brandi Hackett's Tree Commission application to the Board for consideration to fill the vacancy of Cheryl Vann, who resigned on January 9, 2019.

Michael Carswell made a motion to recommend Brandi Hackett's Tree Commission application to City Council for approval. Treasurer Konwick seconded the motion. Motion carried 4-0.

Vice Chairman Wade made a motion to table Committee Appointments until the February meeting. Treasurer Konwick seconded the motion. Motion carried 4-0.

City Manager Robert H. Logan gave a brief overview of the city arborist's responsibilities and credentials. Mr. Logan said City Arborist Jackie Bertram is a contractor of the City and works with the Community Development Department.

City Manager Robert H. Logan gave an update of the projects planned for 2019. Mr. Logan said he would like for the Tree Commission to be involved in the landscaping project for the Town Center area

and the landscaping of the public areas and medians upon the completion of the Holly Springs Widening Project later this year.

Treasurer Konwick gave an update on the Arbor Day event scheduled for February 15, 2019 at the Train Depot from 10:00 a.m. to 4:00 p.m. Treasurer Konwick said the City of Holly Springs will give out free seedlings of 50 Crepe Myrtles, 50 Dogwoods, 20 Live Oaks, and thorn less Blackberry bushes along with instructions on how to plant each tree. Treasurer Konwick requested the City to install the Arbor Day banner at the Train Depot prior to the event. Treasurer Konwick also requested a press release be sent to the editor.

Chairman Tefteau spoke regarding the Tree City and State Arbor Day event to be held on February 7, 2019 in Duluth, Georgia. Chairman Tefteau said the focus will be on tree ordinances as well as recognizing Tree City USA communities. Chairman Tefteau said he will be attending and asked Assistant City Clerk Donna Sanders to register him for the event. Chairman Tefteau also said he would present the Tree City USA recognition at the City Council meeting on February 4, 2019.

Treasurer Konwick motioned to approve the December 11, 2018 meeting minutes. Vice Chairman Wade seconded the motion. Motion carried 4-0.

Reports

Chairman Tefteau thanked Cheryl Vann for her service on the Tree Commission.

Vice Chairman Wade motioned to adjourn. Treasurer Konwick seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted,

Marc Tefteau
Holly Springs Tree Commission Chairman

Attest:

Donna Sanders
Assistant City Clerk