

**Winterville Tree Commission Meeting**  
**Friday, April 27, 2018**  
**Minutes**

**Present:** Holly Campbell, Bob Bonsall, Averil Bonsall, Roger Cauthen

1. **Approval of minutes:** The minutes of the March 30 Meeting were unanimously approved, with the proviso that they be amended to include additions from Holly.

**2. Old Business:**

- Progress in making the Winterville Tree Commission official:
  - i. Website – We now have a page on the City website. It includes the Winterville Tree Ordinance, information about Arbor Day and The Tree Tour, a heading title for “Tree City USA” and a photo of the Winterville Tree City USA plaque – but the link has not been set up yet. We also agreed that information about the Commemorative Tree Program should be added. Averil said she would talk to JoAnn Snow about adding links to these.
  - ii. Develop a budget – This is now a priority. The City prepares its budget for the following year in June/July. At the moment any funding we receive for our programs comes from the City Works budget. A separate line item in the City budget is important, because it gives the Commission control of its own funding. Roger will mention the possibility of a Tree Commission budget to Mayor Ferrelle at a meeting this morning. Bob and Averil will draft a simple budget.
  - iii. Bylaws – Holly will develop a first draft of the Tree Commission bylaws. It was agreed that the simpler it is, the better, with possible updates if/when the Commission gets bigger. This will give us an official document for future use. If the Commission increases in size, it would be possible to consider separate “special-area” committees.
  
- Development of a two-page Ordinance Overview for residents, to be posted on the Commission webpage. Averil and Bob agreed to do this over the next few months. This is not a priority now.
- It was suggested that the Tree Ordinance be amended to allow the City Arborist to become a voting member of the Tree Commission., and the number of Commission members allowed should be increased. We discussed this with Roger Cauthen, and he agreed.
- Addition of Seth Hawkins as ex-officio member was reviewed. It was agreed that he is very interested in the Winterville Tree Commission, he is a staff advisor, gives a lot of support, and is a connection to various organizations that would support us. On review, it was agreed unanimously that he should be invited to become a voting

member of the Commission. This would also give us an odd number of Commission members, which is important when voting takes place.

3. **Review of Tree Tour:** Everyone agreed that the Tree Tour went well. We had 30 attendees, plus the speakers and the Commission members. Points to consider for next year's tour were discussed.
  - a. There was not enough walking included
  - b. Some topics were not dealt with at a citizen level (too much personal research included).
  - c. There should have been a wrap-up at the end of the tour to pull it all together. This would also have given the Tree Commission more of a role in the event.
  - d. There should be follow up with Jack to discuss the results of having the sheep on his land. Averil will do this.
  - e. NOTE: Immediately after the Tour, we discussed how useful a sign-in sheet would have been for any follow-up.
4. **Follow-up on Tree Tour for participants and Winterville residents:** Bob suggested a class at the Winterville Center. This was discussed and it was agreed that a class on Invasive plants would be useful. Averil agreed to talk to Jack Eisenmann about the possibility of such a class being held at the Community Center. Bob and Averil will plan this class, with input from Holly and Roger. Holly reminded us that we will need to publicize this.
5. **Action items for Marigold Festival:**
  - Each Commission member will select 1-2 trees (or more?) – for a total of up to 10
  - Holly will make large tree tags, leaving blanks for the information needed
  - Tag ideas: Holly suggested that we have information on how to protect a tree (aimed at kids); Roger suggested tags for trees with needs e.g. this tree needs pruning; large and small trees; some with tags providing information on what the tree does for us – with numbers where relevant – how much water is absorbed, tree canopy/shade, Commemorative tree with info about the Commemorative Tree program.
6. **Landmark trees – further discussion.** Should we develop our own list of trees and come up with a tour? This was put on hold for future meetings (shortage of time)
7. **Follow-up on preserving trees during public works:** The main concern is that trees in construction areas e.g. the Firefly Trail, should have **visible protection**, such as tape, so that construction workers are sure to preserve them, and not damage their roots.
8. **Firefly Trail:** Tree loss/replacement (2 for 1?) -- shade for trail. Is there room on Firefly right-of-way for trees? Roger had answers to most of this, and said that it will be covered by the Tree Ordinance. The points covered were:
  - ACC hires associates who determine the boundaries, ensure that the minimum tree canopy remains at 60%, and mark the right-of-way.

- Other design elements are yet to be developed, so there is still time to discuss the protection and management of trees along the Trail, supplemental planting, protection of groups of trees and of Commemorative trees.
- Bob discussed shade trees along the trail with the engineer at the Public meeting (4-18-2018), and he liked the idea.
- Areas of Winterville section discussed –
  - North end of Main Street – probable loss of some big trees. We need to take photos of this site, and request tree replacement.
  - End of N. Georgia Street – trees should be OK – the Trail will be at grade level in the cut.
- It was agreed that Commission members need to see the Trail sites, and not just check it out on a map. Bob sent out the map of the Winterville section taken from the ACC site (as presented at the April 18 public meeting). He also said that the recent satellite images on Apple Maps are useful.

9. **Tree Commission Calendar:** Averil will start an on-going calendar of all dates that involve Tree Commission members and events.

10. **Dates of next meeting(s):** It was agreed that **the last Friday of the month at 7:45 a.m.** works well for us all with a couple of exceptions.

- The following dates are currently good for all Commission members – **May 18, June 29, July 27, August 24, Sept. 28.**
- It was also agreed that because of the background noise at Little City Diner, **future meetings will be held at the Bonsall residence**, with breakfast provided.