

Town of Berryville  
Berryville-Clarke County  
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**BERRYVILLE TREE BOARD  
REGULAR MEETING**

Wednesday, April 4, 2018 - 7:30 p.m.  
Berryville-Clarke County Government Center  
101 Chalmers Court – **AB Meeting Room** – Second Floor  
Berryville, Virginia

**AGENDA**

1. **Call to Order** – Bryant Condrey, Chair
2. **Approval of Minutes** – March 7, 2018
3. **Welcome New Board Member** – Howard Morrison
4. **Discussion of Tree Planting Event, Saturday, May 5, 2018**
5. **Other**
6. **Adjourn**

Patricia Dickinson  
*Mayor*

Harry Lee Arnold, Jr.  
*Recorder*

*Council Members*

Donna Marie McDonald  
*Ward 1*

Allen Kitselman, III  
*Ward 2*

Erecka L. Gibson  
*Ward 3*

David L. Tollett  
*Ward 4*

Keith R. Dalton  
*Town Manager*

**BERRYVILLE TREE BOARD**  
**Berryville-Clarke County Government Center**  
**MEETING MINUTES**  
**March 7, 2018**

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A meeting of the Berryville Tree Board was held on Wednesday, March 7, 2018 at 7:30 p.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members present: Bryant Condrey, Sharon Strickland, Kathy Birch, Kara Rodriguez

Members absent: None

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Press present: None

Chair Condrey called the meeting to order at 7:33pm.

**Approval of Minutes**

Ms. Rodriguez moved to approve the minutes of the January 3, 2018 meeting, seconded by Ms. Birch, the motion passed by voice vote.

**Discussion of Tree Planting Event, Saturday, May 5, 2018**

Chair Condrey introduced the topic of the Tree Planting that will be held on Saturday, May 5, 2018. Ms. Birch recommended flyers and Ms. Rodriguez recommended posting information to the Clarke County Community Facebook page. It was determined that the event would begin at 11:00am which would enable members of the Tree Board to set up a table at the Clarke County Farmers' Market to let people know of the event.

Ms. Dunkle said she would contact Farmers' Market representatives to assist with advertising and to secure a table at the Market. She said that Casey Trees will be donating a tree and that public works will be able to dig the hole ahead of the event. There was a discussion about raffling off a tree and Ms. Rodriguez said she would contact River's Edge Landscaping to see if they would donate one. It was determined that visitors to the Farmers' Market could put their names into a jar and a name would be drawn to win the tree. All Board members agreed to attend the event.

Vice Chair Strickland agreed to draft a press release and contact Master Gardeners and Rappahannock Electric Cooperative to advertise the event. Vice Chair Strickland said she had a sandwich board that could be used for the event. She added it could be located at the Farmers' Market. She said she had a card table and chairs that she could bring.

**Discussion of Other Projects**

There was no further discussion on other projects.

**Other**

Chair Condrey said the next meeting for the Board will be held on Wednesday, April 4 at 7:30pm to finalize the tree planting effort.

**Adjourn**

There being no further business, Ms. Rodriguez made a motion to adjourn the meeting, seconded by Vice Chair Strickland, the motion passed by voice vote at 7:37pm.

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Bryant Condrey, Chair

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Christy Dunkle, Recording Secretary

**BERRYVILLE TREE BOARD**

**Agenda Item 4**

**Discussion of Tree Planting Event, Saturday, May 5, 2018**

**April 4, 2018**

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Final plans for the tree planting event should be discussed at this meeting.

***March 7, 2018 Staff Report***

*A tree planting event, to replace a tree by the playground in Rose Hill Park, will take place on Saturday, May 5, 2018. The event is scheduled to occur on opening day of the Clarke County Farmers' Market. A time for the event should be determined.*

*Town staff has obtained a tree from Casey Trees for the event and will coordinate delivery and placement. Staff will also request that Public Works prepare a hole for the tree prior to the event. Shovels will be available for those participating.*

*Items that should be discussed should include, but not be limited to:*

- Public announcements of the event;*
- Identify those who would be participating in the event;*
- Contact Clarke County Farmers' Market representatives to let them know of the event and request they advertise it with their materials;*
- Contact Master Gardeners to see if they would like to be part of the event;*
- Identify sources of free whips to distribute to attendees;*
- Contact Berryville Main Street to assist with marketing the event;*
- Coordinate other projects (e.g., park clean-up) with BMS or other organizations/agencies.*

**Recommendation**

Discuss at the meeting.