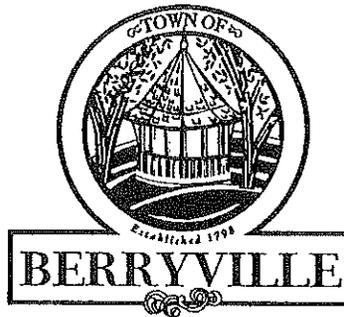


Town of Berryville  
Berryville-Clarke County  
Government Center  
101 Chalmers Court Suite A  
Berryville, VA 22611



[T] 540/955-1099  
[F] 540/955-4524  
[E] info@berryvilleva.gov

www.berryvilleva.gov

**BERRYVILLE TREE BOARD  
ORGANIZATIONAL MEETING**

Wednesday, January 2, 2019 - 7:30 p.m.  
Berryville-Clarke County Government Center  
101 Chalmers Court – **AB Meeting Room** – Second Floor  
Berryville, Virginia

**AGENDA**

1. **Call to Order** – Christy Dunkle, Planner
2. **Election of Officers** – Chair, Vice Chair
3. **Approval of Minutes** – December 5, 2018
4. **Discussion** – Tree City USA status
5. **Discussion of other projects**
6. **Other**
7. **Adjourn**

Patricia Dickinson  
*Mayor*

Harry Lee Arnold, Jr.  
*Recorder*

*Council Members*

Donna Marie McDonald  
*Ward 1*

Diane Harrison  
*Ward 2*

Erecka L. Gibson  
*Ward 3*

Kara C. Rodriguez  
*Ward 4*

Keith R. Dalton  
*Town Manager*

**BERRYVILLE TREE BOARD**  
**Berryville-Clarke County Government Center**  
**MEETING MINUTES**  
**December 5, 2018**

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A meeting of the Berryville Tree Board was held on Wednesday, December 5, 2018 at 7:30 p.m. in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

**Attendance:** Members present: Sharon Strickland, Howard Morrison, William Bigelow

Members absent: None

Staff present: Christy Dunkle, Assistant Town Manager/Planner

Others present: Pat Dickinson

Chair Strickland called the meeting to order at 7:35pm.

**Approval of Minutes**

Mr. Bigelow made the motion, seconded by Mr. Morrison, to approve the minutes of the August 1, 2018 meeting. The motion passed by voice vote.

**Discussion – Project Consideration**

Chair Strickland asked about the status of Hogan’s Alley. Ms. Dunkle said Berryville Main Street has been going through some staffing changes and would probably not be able to move forward on the alley project until spring.

Ms. Dickinson said the Board should come up with one or two tasks and request funding from Town Council. There was a discussion about partnerships with other organizations (e.g., scouts, 4H, Cooperative Extension) and Chair Strickland suggested identifying potential partners.

Mr. Morrison suggested that pursuing Tree City USA status should be a priority. There was a discussion about other cities and towns in the region who have achieved this designation. The Board reviewed the application and process for applying. Ms. Dunkle said she would work on the associated costs and determine who the local state forester is as Mr. Crowell has retired from the position. Ms. Dickinson said that a proclamation for Arbor Day (April 26, 2019) can be approved at the March Town Council meeting.

Ms. Dickinson said the landscaping around the gazebo is ugly and asked the Board if they would take this task on. There was a discussion about the intent of the Board’s activities and they determined that trees should be the focus. There was a discussion about identifying specimen trees in the Town and creating a program that would acknowledge the property owners and trees. Ms. Dickinson

suggested having residents take photos of the respective trees and submitting it to the Town for consideration. She said she wants to engage residents of the Town in this process. She suggested requesting funding for the Tree Board activities from Town Council. There was a discussion about process and Ms. Dickinson said to discuss funding requests with the Town Council Community Development Committee.

There was a discussion about the median in Page Street and the determination that soil depth was too shallow to plant trees.

**Other**

Ms. Dunkle asked if the current date and time of the meetings worked for members. Members said that the first Wednesday of the month at 7:30pm worked for each of them. Ms. Dunkle said the January meeting is the organizational meeting at which time officers are elected for the coming year.

Ms. Dickinson requested a list of priorities from the Board to present to Town Council for funding. She said she would like the Board to present their activities to Council each quarter. She added that there are two openings on the Tree Board if members knew of anyone who may be willing to serve.

**Adjourn**

There being no further business, Mr. Morrison made a motion to adjourn the meeting, seconded by Mr. Bigelow, the motion passed by voice vote at 8:38pm.

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Sharon Strickland, Chair

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Christy Dunkle, Recording Secretary

Following the December meeting, staff contacted Department of Forestry representatives concerning the application. They have indicated that a number of items have been completed that would allow for approval. The Town Treasurer has supplied figures on funding spent on tree maintenance which will be discussed at the meeting.

***December 5, 2018 Staff Report***

*Previous efforts discussed by the Tree Board include the following:*

- *Hogan's Alley with Berryville Main Street;*
- *Median on Page Street;*
- *Canopy survey;*
- *Create a resource list for the Town's website;*
- *Apply for Tree City USA designation;*
- *Tree variety survey; and*
- *Create a resource list of local volunteer organizations (Habitat for Humanity, Master Gardeners, churches, scouts) and projects that would be appropriate for the respective group.*

*As there are changes in staffing at Berryville Main Street, it is anticipated that any activity for the Hogan's Alley project would occur in the spring. Trees will not be able to be planted on the median on Page Street due to the shallow soil depth. Staff will work with the Battletown Homeowners Association on this matter to determine appropriate plantings.*

*Staff recommends a discussion about applying Tree City USA status. The original intent when the Tree Board was established in 2007, this national designation acknowledges sound urban forestry management. The web site is at this link:*

*<https://www.arboday.org/programs/treecityusa/>*

*Included in this packet are the application for Tree City USA status and the Public Tree Ordinance for review and discussion.*