

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
REGULAR MEETING**

Wednesday, March 6, 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** – Sharon Strickland, Chair
2. **Approval of Minutes** – February 6, 2019
3. **Discussion** – Draft Community Forest Management Plan
4. **Discussion** – Arbor Day Celebration: Friday, April 26, 2019
5. **Other**
6. **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
February 6, 2019

The regular meeting of the Berryville Tree Board was held on Wednesday, February 6, 2019 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: Lillian Ledford

Chair Strickland called the meeting to order at 7:30pm.

Approval of Minutes

Vice Chair Bigelow made the motion, seconded by Mr. Morrison, to approve the minutes of the January 2, 2019 meeting as presented. The motion passed by voice vote.

Discussion – Town Council presentation, February 12, 2019

Chair Strickland said she had drafted an outline of discussion topics for Board members to review. She recommended discussing the tree planting that happened last year; Mr. Bigelow's Tree Board University efforts; the proclamation from the Mayor for the Arbor Day celebration; and funding options. Ms. Dunkle advised that specific items be identified for the budget request. There was a discussion about the amount that should be requested. The Board determined that \$150 would be appropriate for the first year (FY20) to cover costs of events and booth attendance at the Clarke County Farmers' Market.

Other

Vice Chair Bigelow presented a draft Community Forest Management Plan for review by Board members and staff. Chair Strickland requested that this be added to the March agenda for discussion.

Adjourn

There being no further business, Vice Chair Bigelow made a motion to adjourn the meeting, seconded by Mr. Morrison, the motion passed by voice vote at 8:02pm.

Sharon Strickland, Chair

Christy Dunkle, Recording Secretary

BERRYVILLE TREE BOARD

Agenda Item 3

Discussion – Draft Community Forest Management Plan

March 6, 2019

Vice Chair William Bigelow presented a draft Community Forest Management Plan which outlines goals and objectives for the Tree Board, elected officials, and residents of Berryville at the last Tree Board meeting.

Recommendation

Review the document at the meeting and discussion on updates and edits.

Rough Draft of the Berryville, VA Community Forest Management Plan

2019 to 2023

The Berryville Tree Board Chair and other members will be responsible for ensuring the maintenance of and adherence to this plan. The purpose of this plan is to ensure that future changes in staff, or Tree Board membership do not disrupt the Community Forestry program. Tree City USA status must be applied for every year so a Community Forestry Plan is needed to ensure an easy, streamlined process to maintain this designation.

The vision for the Berryville, VA Community Forest

By the year 2022, Berryville, VA will have a well maintained community forest that will provide abundant canopy cover to help reduce stormwater runoff and soil erosion, adequate shade to streets and buildings to help reduce energy costs, pollution removal capabilities by giving pollutants and particulates abundant leaf surface area on which to deposit, adequate cover and nutrients to sustain a diverse wildlife population, a sense of place and belonging by ensuring landmarks for the future, an attractive venue to improve business traffic and increase property value, and aesthetic beauty to the city to soften the linearity of its structures. The forest will have native tree species appropriate for the region, well-maintained trees to reduce hazards, low-maintenance trees to reduce operating costs, a park-like feel, a diverse species population with no one species comprising more than 10% of the population, and a good mix of age and size classes. The trees that make up the forest will be a good mixture of small, medium, and large trees optimized for the available space, be strong-wooded, and have aesthetically pleasing autumn colors. The citizens of Berryville, VA will be motivated to maintain adequate tree canopy cover by planting trees on their property, hopefully express support for the Tree Board, Tree City USA status, and the Community Forestry Plan at Town Council meetings, help reduce labor costs by volunteering to inventory, plant and maintain trees, and be educated on tree-related issues by attending workshops. Berryville, VA will understand the importance of having healthy trees in the city, encourage cooperation and coordination among municipal departments where trees are involved, provide necessary funding to ensure the sustainability of the community forest, and provide periodic tree maintenance training to its staff.

Needs established by the Berryville Tree Board to realize the vision

1. Community education and volunteerism
2. Community forest management policy
3. Funding
4. Tree inventory (We need to identify if we are going to do a comprehensive or sample inventory. Also, identify if this a project that we will need help from the VA Dept of Forestry, or could utilize volunteers for.)
5. Tree maintenance policy
6. Tree ordinance (accomplished in 2007 though we may need to look at updating it in the future)

Key Performance Measures:

1. Quarterly presentations to the Town Council about our activities and progress as requested by Mayor Patricia Dickinson at the December 5, 2018 meeting.
2. Develop Annual Plan of Work each year to identify short term goals and activities. Review previous year's AWP at January Organizational meetings and discuss our successes and/or shortcomings.

Long-range goals to address the established needs by year

To help meet
need #

Complete these goals in 2019

- 1 Present information to city council regarding citizens' desire to use public funding for proper tree maintenance
- 1 Present information to city council regarding citizens' desire to have more trees around town
- 1 Develop a list of ways volunteers can help with tree-related programs around town and maintain a volunteer network database
- 1 Survey the elected officials about their attitudes and knowledge of trees every 5 years and develop educational materials as needed
- 1 Develop a reasonable budget to present to the city council to ensure the health and longevity of the community forest
- 2 Survey the elected officials to better understand their motivations for being proactive in managing the community forest
- 2 Develop a tree emergency response plan for the community
- 2 Develop a list of recommended trees to be planted in the community
- 2 Review the replacement-tree planting protocol and ensure that new trees are being planted where appropriate after older trees are removed
- 5 Develop a list of reputable, reliable contractors that your community can call in an emergency, update it annually, and ensure that all department heads have a copy of that list
- 5 Identify all municipal departments that care for public trees and obtain their written tree planting and/or tree care policy

To help meet
need #

Complete these goals in 2020

- 1 Develop educational materials or organize a workshop for elected officials focusing on how trees add value to the community
- 1 Meet with each municipal department director whose department has direct or indirect interaction with trees to learn how trees impact what they do and to explain what you would like to do
- 2 Develop or adopt a hazard tree assessment protocol
- 2 Develop a feasible pruning cycle regime whereby every public tree is free of hazardous limbs thus reducing risk

- 2 Develop a master planting plan for the community
- 4 Conduct street and/or park tree inventory
- 5 Identify those tree maintenance operations that are routinely done by city employees and ensure that they follow standards that maintain the health and longevity of the tree
- 5 Identify those tree maintenance operations that are routinely contracted out
- 5 Develop a standardized tree care policy and ensure that it is consistently followed
- 5 Develop a standardized tree planting policy and ensure that it is consistently followed
- 5 Identify all municipal departments that interact with public trees in its daily operations, and develop a standard operating procedure to ensure that public trees are properly cared for
- 5 Ensure that each municipal department that encounters trees in its daily operations adopts the most current standard operating procedure

**To help meet
need #**

Complete these goals in 2021

- 1 Organize a series of basic tree-care workshops for municipal employees or arrange to have them attend tree-care workshops off site
- 3 Develop educational materials or organize a workshop for citizens and elected officials focusing on the benefits of properly maintaining public trees and the need for funding
- 5 Develop a standardized, tree-related education policy and ensure that it is followed

**To help meet
need #**

Complete these goals in 2023

- 1 Survey the public about their attitudes and knowledge of trees every 5-10 years and develop educational materials as needed

2019 Annual Work Plan

2019 Goals	Action Items	By whom	By when	Approximate cost	Date Completed
Present information to city council regarding citizens' desire to use public funding for proper tree maintenance	Request \$500 at the February Town Council meeting for Arbor Day Celebration giveaways, farmers market booth fees, ADF membership dues (\$15 a year), and possible speakers and/or educational materials	Sharon Strickland, William Bigelow, Howard Morrison	2/12	\$500	
	TOTAL			\$500	

Resources for Goals

Goal

Resources

Ensure that each municipal department that encounters trees in its daily operations adopts the most current standard operating procedure

<http://admin.urbanforestrysouth.org/resources/library/tree-technical-manual/view?searchterm=public%20works>

http://hort.ifas.ufl.edu/woody/urban_design.html

Identify those tree maintenance operations that are routinely done by city employees and ensure that they follow standards that maintain the health and longevity of the tree

<http://actrees.org/files/Research/apwa2.pdf>

Develop a list of recommended trees to be planted in the community

<http://hort.ifas.ufl.edu/woody/selection.html>

http://admin.urbanforestrysouth.org/resources/files/copy_of_estimating-future-land-cover-in-a-watershed-excel/view?searchterm=tree%20selection

<http://admin.urbanforestrysouth.org/resources/library/the-athens-clarke-county-tree-species-list/view?searchterm=athens%20tree%20list>

Develop educational materials or organize a workshop for citizens and elected officials focusing on the benefits of properly maintaining public trees and the need for funding

<http://actrees.org/files/Research/apwa1.pdf>

Develop a feasible pruning cycle regime whereby every public tree is free of hazardous limbs thus reducing risk

<http://www.oznet.ksu.edu/library/hort2/c550.pdf>

<http://www.urbanforestrysouth.org/resources/library/best-management-practices-tree-pruning/view?searchterm=pruning>

<http://www.urbanforestrysouth.org/resources/library/TTResource.2005-11-03.5221/file>

<http://www.urbanforestrysouth.org/resources/library/urban-tree-risk-management-a-community-guide-to-program-design-and-implementation/file>

Develop a standardized tree care policy and ensure that it is consistently followed

http://www.treesaregood.org/treecare/mature_care.aspx

<http://hort.ifas.ufl.edu/woody/>

Develop a standardized tree planting policy and ensure that it is consistently followed

http://www.treesaregood.org/treecare/tree_planting.aspx

<http://www.isa-arbor.org/publications/cadDetails/landscape%20planting/landscape%20planting.aspx>

<http://hort.ifas.ufl.edu/woody/planting.html>

Organize a series of basic tree-care workshops for municipal employees or arrange to have them attend tree-care workshops off site

<http://actrees.org/files/Research/apwa2.pdf>

Meet with each municipal department director whose department has direct or indirect interaction with trees to learn how trees impact what they do and to explain what you would like to do

http://actrees.org/site/stories/developing_and_managing_an_urban_forestry_pro.php

Develop a standardized, tree-related education policy and ensure that it is followed

http://www.treesaregood.org/treecare/hire_arborist.aspx

<http://actrees.org/files/Research/apwa2.pdf>

Present information to city council regarding citizens' desire to have more trees around town

http://hort.ifas.ufl.edu/woody/urban_design.html

Develop educational materials or organize a workshop for elected officials focusing on how trees add value to the community

<http://www.fs.fed.us/ecosystemservices/trees.shtml>

Develop a master planting plan for the community

<http://archive.knoxmpc.org/plans/treeplan/index.htm>

http://hort.ifas.ufl.edu/woody/urban_design.html

Survey the public about their attitudes and knowledge of trees every 5-10 years and develop educational materials as needed

<http://eab.sagepub.com/cgi/content/abstract/39/6/797>

<http://www.urbanforestrysouth.org/resources/collections/public-opinion-surveys-on-urban-forest-attitudes-and-values>

Identify those tree maintenance operations that are routinely contracted out

http://www.treesaregood.org/treecare/hire_arborist.aspx

http://www.treesaregood.com/pressrelease/press/contractingtree_work.aspx

<http://actrees.org/files/Research/apwa2.pdf>

Survey the elected officials to better understand their motivations for being proactive in managing the community forest

<http://www.gatrees.org/Resources/Publications/CommunityForests/GeorgiaModelUrbanForestBook.pdf>

<http://www.urbanforestrysouth.org/resources/library/urban-tree-risk-management-a-community-guide-to-program-design-and-implementation/file>

<http://www.urbanforestrysouth.org/resources/library/storms-over-the-urban-forest-planning-responding-and-regreening-a-community-guide-to-natural-disaster-relief/view?searchterm=burban>

http://hort.ifas.ufl.edu/woody/urban_design.html

Identify all municipal departments that interact with public trees in its daily operations, and develop a standard operating procedure to ensure that public trees are properly cared for

Present information to city council regarding citizens' desire to use public funding for proper tree maintenance

<http://www.fs.fed.us/ecosystemservices/trees.shtml>

Develop a tree emergency response plan for the community

<http://www.urbanforestrysouth.org/resources/library/storms-over-the-urban-forest-planning-responding-and-regreening-a-community-guide-to-natural-disaster-relief/view?searchterm=burban>

<http://www.urbanforestrysouth.org/resources/library/tree-emergency-plan-worksheet-may-2006-revision/view?searchterm=emergency%20response>

Develop a list of ways volunteers can help with tree-related programs around town and maintain a volunteer network database

<http://eab.sagepub.com/cgi/content/abstract/39/6/797>

<http://admin.urbanforestrysouth.org/resources/library/city-of-pineville-urban-forestry-survey>

Conduct street and/or park tree inventory

<http://www.na.fs.fed.us/urban/inforesources/inventory/InventorySoftwareListDetails.pdf>

<http://actrees.org/files/Research/apwa4.pdf>

Develop a list of reputable, reliable contractors that your community can call in an emergency, update it annually, and ensure that all department heads have a copy of that list

<http://www.umass.edu/urbantree/mgtplanguide.pdf>

Survey the elected officials about their attitudes and knowledge of trees every 5 years and develop educational materials as needed

<http://www.treesaregood.com/pressrelease/press/contractingtree-work.aspx>

<http://www.urbanforestrysouth.org/resources/collections/public-opinion-surveys-on-urban-forest-attitudes-and-values>

Review the replacement-tree planting protocol and ensure that new trees are being planted where appropriate after older trees are removed

<http://www.isa-arbor.org/publications/cadDetails/landscape%20planting/landscape%20planting.aspx>

<http://hort.ifas.ufl.edu/woody/>

Develop a reasonable budget to present to the city council to ensure the health and longevity of the community forest

<http://www.fs.fed.us/ecosystemservices/trees.shtml>

Identify all municipal departments that care for public trees and obtain their written tree planting and/or tree care policy

Develop or adopt a hazard tree assessment protocol

<http://www.urbanforestrysouth.org/resources/library/urban-tree-risk-management-a-community-guide-to-program-design-and-implementation/file>

http://admin.urbanforestrysouth.org/resources/library/Citation_2004-06-02_4219/view?searchterm=tree%20hazard

<http://secure.isa-arbor.com/webstore/A-Photographic-Guide-to-the-Evaluation-of-Hazard-Trees-in-Urban-Areas-P23C52.aspx>

**Discussion – Draft Community Forest Management Plan
March 6, 2019**

Discussion should occur at the meeting to determine activities for the Arbor Day Celebration scheduled for Friday, April 26, 2019.

Please note that due to work load, Town staff will have limited time to assist with organizing and marketing.

Things to Consider

Due to deed restrictions on Rose Hill Park, some activities (e.g., retail sales) are not permitted.

Discussion should occur on the proposed date of the event. As Arbor Day is on a Friday, holding an event on a Saturday (April 20 or 27) may increase attendance. Earth Day is on Monday, April 22 this year.

Event partners (e.g., Berryville Main Street, conservation organizations, related businesses, Blandy, Casey Trees) who may be able to give away plants, mulch, offer information, etc. should be identified and contacted.

Engaging residents will be an important part of the event (e.g., outreach to schools, senior center/apartments, social media coverage through Cathy Kuehner).

Activity Ideas

- Park/street tree clean up (with Berryville Main Street)
- Tree/bug identification
- Yoga/Tai Chi class
- Children's activities
- Flash mob through Social Graces
- Community plant swap
- Organize a reading event with the library
- Free classes (pruning, tree selection, natives)
- Team with local bakery (Kelsey Cakes) for tree cookies

Recommendation

Discuss at the meeting.