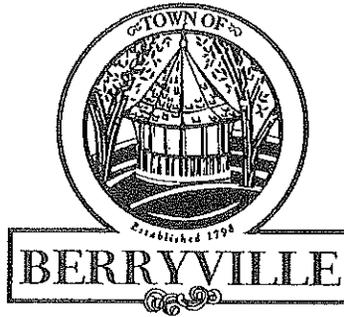


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**BERRYVILLE TREE BOARD
REGULAR MEETING**

Wednesday, April 3, 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** – March 6, 2019
3. **Discussion** – Draft Community Forest Management Plan
4. **Discussion** – Arbor Day Celebration and Proclamation: 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
March 6, 2019

The regular meeting of the Berryville Tree Board was held on Wednesday, March 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 February 6, 2019 meeting as presented. The motion passed by voice vote.

Discussion – Draft Community Forest Management Plan

Vice Chair Bigelow described the draft of the Community Forest Management Plan. There was a discussion about the intent of the document. It was determined that comments on the Plan would be sent to staff by March 27, 2019 and forwarded to Vice Chair Bigelow to modify in order to discuss it at the April meeting.

Discussion – Arbor Day Celebration: Friday, April 26, 2019

Chair Strickland said that Arbor Day will be held on Friday, April 26. There was a discussion about forwarding a proclamation to Town Council for adoption at their April 9 meeting. It was determined by Board members that due to time constraints, building an event for next year would be their goal as the Tree City USA status may be approved by that time. There was a discussion about historic tree designations. Vice Chair Bigelow said the designation could be referenced in the Community Forest Management Plan.

Other

There was a discussion about new member recruitment. Ms. Dunkle said Council will likely approve Ms. Ledford' appointment at their meeting the following week. Mr. Morrison said he is awaiting information concerning approval to attend the Clarke County Farmers' Market.

Adjourn

There being no further business, Mr. Morrison made a motion to adjourn the meeting, seconded by Vice Chair Bigelow, the motion passed by voice vote at 8:03pm.

Sharon Strickland, Chair

Christy Dunkle, Recording Secretary

Vice Chair Bigelow would like to discuss the document and comments received from Mr. Morrison at the meeting on Wednesday. Mr. Morrison's comments and a copy of the draft Community Forest Management Plan are included with this staff report.

March 6, 2019 Staff Report

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

Discuss at the meeting.

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/contractingtreetree-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>

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

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

<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>

Notes for Draft Community Forest Management Plan

In lieu of a physically marked-up paper, this is just a distillation of my notes on the original draft. What I'll do is simply list each heading from the draft plan, then number the notes under each heading so that hopefully it isn't difficult to determine to what each is referring. If anything is confusing or requires explanation or discussion, we can bat things around at the next/future board meetings. My overarching concern that you will see throughout this is that, working within government timeframes and availability of personnel time, etc., it's been my experience that these sorts of things can take a great deal more time to accomplish than expected. Some of this is just me thinking out loud, too, in order to document thoughts on how to approach certain goals...

Needs established by the Berryville Tree Board to realize the vision

I agree with this section and how it is structured. The only thoughts I would suggest considering are certain definitions that we should establish for future reference (e.g. "funding" should be defined to include an average annual budget and estimated fiscal costs to achieve goals).

Key Performance Measures

All looks good right now. We'll probably add to this list of measures as the activities and involvement of the board get more established.

Long –range goals...

2019

-First, for 2019 I would suggest that we plan to dedicate plenty of time to development of Tree Board foundation documents and other resources for reference and research. Also, much of the 2019 list of goals relies on things that Christy would have to do or provide, so we should specifically identify what of this we want her to pursue vs. what board members can tackle so we don't monopolize too much of her time.

Need #1

-The first two points (presenting info to council) I would suggest bumping to 2020, as they will require polling of the public in order to gather accurate info prior to any presentation, and I expect this to potentially take longer than anticipated (this may also require specific permission in order to survey the public in the name of the board, so we'll need to look into this). We can certainly work toward gathering this info at the Farmer's Market. As the first goal addresses "proper tree maintenance," we'll have to review and understand the current practices of Public Works, and also perform research to present preferred practice in the industry to both citizens and council.

-The third goal I view as a two-step process, with 'developing a list of potential volunteer activities' coming first (this should be an easy lift for this year), and the recruiting and maintaining of a volunteer network coming only after initiatives have been identified (early 2020?).

-I would suggest that we combine the two "survey elected officials" points (goals 4 ("Need #1) and 6 (Need #2)), and plan to create a brief survey that can help establish a baseline average of how our officials weigh tree issues (this will help us determine what our latitude may be in the future as we request support for things). I think we should also rephrase "educational materials" to something like

“informative materials and presentations.” (While correct in this context, the former can sometimes seem condescending in this sort of setting – leaders are often much more interested in and supportive of being “informed” as opposed to receiving “education” or “teaching.” Just a weird thing I’ve observed over the years.)

-I would like to add a goal of beginning development of public-consumable messaging and Tree Board presence in the community. This could be as simple as building a social media presence or building whatever messaging we want available when we make Farmer’s Market appearances.

Need #2

-For the emergency response plan and list of planting recommendations, these already exist in one form or another, and may be provided by Christy or VDOT, so we should start by reviewing those. I’d bet we can probably work on making the VDOT list more palatable (i.e. concise), as well as ensure a “no-plant” list of aggressive invasive species that we’d discourage. (Remembering that this can be a resource for the whole community, not just council and Public Works Dept.)

The rest of Need #2 and Need #5 are great, and I think last goal should be a particularly easy and relevant lift for us this year, as having an understanding of how public trees are viewed and managed municipally is something the board must do in order to properly cooperate with town depts..

2020

Need #1

-Prior to meeting with municipal depts., we really need to spend time determining “what we would like to do/see done” by them, which seems to me like a separate goal in itself.

Need #2

-I can help with developing a hazard tree assessment protocol: I am trained as a hazard tree assessor as part of my job.

-We can probably view the existing town pruning cycle/protocol, and then determine if it’s worth our attention to amend.

-The master planting plan should start with a basic inventory of plots and individual trees the town manages, then we can build from there.

Need #4

-I love the park and street tree inventory. We could “support” this as a summer event, and could even work it into some manner of contest at the Farmer’s Market. Regardless of how it’s approached, we’ll need to first dedicate time to build methodology and support resources for inventory-ers.

Need #5

-As we address tree operations performed by town staff, we need to review existing documented ops, the *actual* implementation of these plans, and remember to be very gentle with how we approach this with town staff so we don’t create friction. We want to work *with* these folks!

-The town currently follows a “standardized” care and planting policy, both of which are provided by VDOT, so we really just need to review this to build an understanding of the practices.

-Last goal on 2020 list: change the word “standard” to “recommended”

2021

Need #1 is great

Need #3

-Focus on the info for citizens here, having worked toward gathering this info in 2019 and 2020

Need #5

-The standardized tree-related ed/info policy is a great idea, and should be created as a standard reference material for council’s use. That means **concise and easily referenced** by them when we have to ask for something that may not be entirely obvious to all.

2019 Annual Work Plan

-As I mentioned above, I feel that the listed goal here is a little further down the road for us, and we’d be better suited in 2019 to building public awareness and understanding of trees and the Tree Board.

-One action item that should be added to each year’s Annual Work Plan must be *incorporating scheduled application for Tree City USA by some point during the year*. We should determine when will be the most appropriate time for this annual application to be submitted and put it on the calendar so it becomes a standing order for the board (and less likely to be neglected!).

Resources

The resource listing is fantastic. There’s a lot to process there, and I think it’s something the board can build on as new info and sources become available.

Discussion – Arbor Day Celebration and Proclamation

April 3, 2019

It was determined at the March meeting that events would not occur this year but that Arbor Day be acknowledged by Town Council through a proclamation (included after this report). Board members should discuss a tree planting or small gathering to acknowledge the day and the Town's efforts to be designated a Tree City USA.

March 6, 2019 Staff Report

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.

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.



- Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and
- Whereas, Arbor Day is now observed throughout the nation and the world; and
- Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and
- Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and
- Whereas, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community; and
- Whereas trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, therefore be it resolved that the Council of the Town of Berryville does hereby proclaim April 26, 2019 as

Arbor Day

In the Town of Berryville, Town Council urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands and urge all citizens to plant trees to promote the well-being of this and future generations.

By order of the Town Council this ninth day of April, 2019.

Patricia Dickinson, Mayor

Harry Lee Arnold, Jr., Recorder