



Holly Springs Tree Commission

Date: September 8, 2020

Location: 3235 Holly Springs Parkway

6:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. TREASURER'S REPORT – August 2020
- III. NEW BUSINESS
 - A. Discuss Tree Planting Ceremony for October / November
Presented By: Marc Teffeau, Chairman
 - B. Discuss the 2021 Arbor Day Event plans
Presented By: Colleen Konwick, Treasurer
 - C. Approve/deny the March 10, 2020 meeting minutes
- IV. REPORTS
- V. ADJOURNMENT

Holly Springs Tree Commission				
August 2020				
			\$	3,613.95
Less: Cash Disbursements				
DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
Total			\$	
Add: Deposits & Other Credits				
8/31/2020		South State Bank	\$	0.03 Interest Revenue
Total			\$	0.03
Ending Bank Balance			\$	3,613.98
Total Funds			\$	3,613.98

City of Holly Springs
Tree Commission Meeting Minutes
March 10, 2020
6:00 p.m.

Board of Directors Present: Chairman Marc Teffeau, Vice Chairman Jennifer Wade, Michael Carswell, Secretary Brandi Hackett, and Treasurer Colleen Konwick.

Elected Official and Staff Present: Mayor Steven W. Miller, City Manager Robert H. Logan, Community Development Director Nancy Moon, and Administrative Assistant Tracey Chambers.

Chairman Teffeau called the meeting to order.

Mayor Miller administered the Oath of Office to the Tree Commission Board of Directors.

Jennifer Wade made a motion to elect Marc Teffeau as Chairman. Michael Carswell seconded the motion. Motion carried 5-0

Brandi Hackett made a motion to elect Jennifer Wade as Vice Chairman. Colleen Konwick seconded the motion. Motion carried 5-0

Colleen Konwick made a motion to elect Brandi Hackett as Secretary. Michael Carswell seconded the motion. Motion carried 5-0

Secretary Brandi Hackett made a motion to elect Colleen Konwick as Treasurer. Michael Carswell seconded the motion. Motion carried 5-0

Treasurer Konwick presented the financial report for February 2020.

City Manager Robert H. Logan summarized the five committees for the Holly Springs Tree Commission.

Secretary Hackett made a motion to elect the following as the Committee Appointments: Tree City USA: Chairman Marc Teffeau and Vice Chairman Jennifer Wade; Arbor Day: Treasurer Colleen Konwick and Michael Carswell; Great American Cleanup: Vice Chairman Jennifer Wade and Secretary Brandi Hackett; Landscape and Beautification: Vice Chairman Jennifer Wade and Michael Carswell; Yard of the Month: Secretary Brandi Hackett and Treasurer Colleen Konwick. Vice Chairman Jennifer Wade seconded the motion. Motion carried 5-0.

Treasurer Konwick gave an update on the 2nd annual Arbor Day event that was held February 21, 2020 at the Train Depot. Treasurer Konwick said that it went well and she thanked the Tree Commission members for their help as well as Administrative Assistant Tracey Chambers, City Manager Logan, and the City for helping with the event. Treasurer Konwick stated that all of the trees were not given away at the Arbor Day event, but the remaining trees were given away at the recycling event held on February 28, 2020 at the Chamber of Commerce building. Treasurer Konwick announced the next Arbor Day event that will be held February 19, 2021 at the Train Depot. Treasurer Konwick said that next year she would like to use yard signs to advertise the event. Treasurer Konwick asked that a missing sign used during the 2019 Arbor Day event be located so that it can be used for the 2021 event. Chairman Teffeau said that he will take the action to have the 2021 Arbor Day event in Holly Springs promoted in the Cherokee Tribune next year.

Chairman Teffeau reviewed the current procedure for the Yard of the Month program. The Board was fine with the current process of the city staff gathering nominations for the Tree Commission members to review. Vice Chairman Wade suggested that an email go out with the nominations, even when the Tree Commission does not have their monthly meeting. Chairman Teffeau suggested that businesses also be eligible for nominations.

Secretary Hackett motioned to allow Tree Commission members to vote on the Yard of the Month nominees via email each month. Treasurer Konwick seconded the motion. Motion carried 5-0.

Chairman Teffeau would like the city to have a tree planting ceremony at JB Owens Park to commemorate Earth Day on April 22, 2020.

Secretary Hackett motioned to plant a tree on Earth Day at JB Owens Park on April 22. Treasurer Konwick seconded the motion. Motion carried 5-0.

Chairman Teffeau spoke about the Tree Commission plan of work for 2020. Chairman Teffeau suggested the Tree Commission participate in community events. Community Development Director Nancy Moon suggested the annual Rivers Alive cleanup project held collectively with the City of Woodstock, Cherokee County Water and Sewerage Authority, and the Upper Etowah River Alliance. Ms. Moon will send out the information to the Tree Commission members for the 2020 Rivers Alive project when it becomes available. Chairman Teffeau also suggested that the Tree Commission have a table at the city's Autumn Fest in October.

Chairman Teffeau requested a quarterly tree report from the city that contains information regarding the number of tree removal permits issued, tree removal violations, and any other information that would be helpful to give the Tree Commission an overview of actions regarding the trees in the city.

Treasurer Konwick motioned to approve the February 11, 2020 meeting minutes. Vice Chairman Wade seconded the motion. Motion carried 5-0.

Vice Chairman Wade motioned to adjourn. Treasurer Konwick seconded the motion. Motion carried 5-0.

Meeting adjourned.

Respectfully Submitted,

Marc Teffeau
Holly Springs Tree Commission Chairman

Attest:

Tracey Chambers
Administrative Assistant