

Holly Springs Tree Commission

Date: March 8, 2022

Location: 3235 Holly Springs Parkway

6:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. OATH OF OFFICE CEREMONY FOR PAMELA SHURMANTINE
- III. TREASURER’S REPORT – February 2022
- IV. NEW BUSINESS
 - A. Discuss Memorial Tree Planting Ceremony for Officer Joseph Burson
Presented By: Brandi Hackett, Chairman
 - B. Arbor Day Event Report
Presented By: Colleen Konwick, Vice Chairman / Treasurer
 - C. Discuss the Yard of the Month program for 2022
Presented By: Mandy Lynn
 - D. Discuss the Great American Cleanup for 2022
Presented By: Brandi Hackett, Chairman
 - E. Approve/deny the January 11, 2022 meeting minutes
- V. REPORTS
- VI. ADJOURNMENT

Holly Springs Tree Commission February 2022				
			\$	9,073.52
Less: Cash Disbursements				
DATE	CHECK #	VENDOR	AMOUNT	DESCRIPTION
Total			\$	-
Add: Deposits & Other Credits				
Total			\$	-
Ending Bank Balance			\$	9,073.52
Total Funds			\$	9,073.52

YARD OF THE MONTH GUIDELINES

Holly Springs Yard of the Month (YOTM) Committee has been established to promote goodwill and reward exemplary yards in the community. The purpose of the program is to recognize neighbors who demonstrate above-average efforts in maintaining their property, thereby contributing to the overall appearance of the community at large. This is a great award and the program is administered entirely by volunteers.

For the months April through September, the Holly Springs Yard of the Month (YOTM) Committee will choose a yard that best typifies the qualities of: uniqueness, beauty, appeal, and consistency with the guidelines. Since the Holly Springs Yard of the Month (YOTM) Committee will mainly deal with “curb appeal,” nominations will be for front and side yards jointly, as well as the exterior of the house. The Committee will submit residential yard nominations to the Tree Commission during the first few days of each month. The winner of the Yard of the Month will be provided with a decorative yard sign for display indicating their winning yard, as well as a posting and photo in the Whistle Stop and City of Holly Springs social media pages.

Contest Guidelines

- All residential properties within the city limits are automatically eligible.
- Award winners are selected based on the recommended judging criteria listed below.
- Key criteria include manicured yard, beautification, originality and creativity.
- The upkeep of the yard can reflect the efforts of the residents themselves or that of a professional landscaper or groundskeeper.
- An award duration term lasts a single month, and runs from the 15th of each month to the 15th of the following month.
- The same property cannot receive more than one award in a 12-month calendar period. At least 12 months must elapse between awards for the same yard.
- Recipients will be recognized at the monthly City Council meeting and will receive a \$25 gift card.
- While an individual's [home](#) is being recognized as a “Yard of the Month,” they are expected to maintain their yard in the same manner that allowed them to win the title.

RECOMMENDED JUDGING CRITERIA Holly Springs Yard of the Month (YOTM) Committee, Yard of the Month candidates are judged solely on the total exterior appearance of their property and front yard as viewed from the street. General upkeep of the yard and property is paramount.

Factors include the overall appearance; tidiness and neatness of the front of the property as evidenced by pruned, trimmed and shaped foliage, edged and defined lawns, borders & flower beds, and a visually appealing facade. The Holly Springs Tree Commission will choose each yard.

Nominations can be made by emailing: [NEED TO DETERMINE IF A SEPARATE EMAIL JUST FOR YOM AND AN AUTO-RESPONSE TO THE SUBMISSION TO INCLUDE THE ACKNOWLEDGEMENT OF THE SUBMISSION AND SPECIFIC LANGUAGE AROUND SUBMITTED CODE COMPLAINTS TO XYZ.](#)

OTHER COMPONENTS:

Buildings, fences, porches, and patios on the property are required to be in good repair, i.e. minimal distraction from the landscape due to deterioration, damage or construction

City of Holly Springs
Tree Commission Meeting Minutes
January 11, 2022
6:00 p.m.

Board of Directors Present: Alex Gray, Brandi Hackett, Mandy Lynn, and Colleen Konwick.

Staff Present: City Manager Robert H. Logan, Community Development Director Nancy Moon, and Administrative Assistant Tracey Chambers.

Commissioner Brandi Hackett called the meeting to order.

Roll call – Pamela Shurmantine absent.

City Manager Robert H. Logan administered the Oath of Office to the Commissioners.

Commissioner Colleen Konwick made a motion to elect Brandi Hackett as Chairman. Commissioner Mandy Lynn seconded the motion. Motion carried 4-0.

Commissioner Lynn made a motion to elect Commissioner Konwick as Vice Chairman. Commissioner Gray seconded the motion. Motion carried 4-0.

Vice Chairman Konwick made a motion to elect Pamela Shurmantine as Secretary. Commissioner Gray seconded the motion. Motion carried 4-0.

Chairman Hackett made a motion to elect Vice Chairman Konwick as Treasurer. Commissioner Lynn seconded the motion. Motion carried 4-0.

Vice Chairman / Treasurer Konwick presented the financial reports for November and December 2021.

Chairman Hackett summarized the five committees for the Holly Springs Tree Commission.

Chairman Hackett made a motion to nominate Commissioner Gray as Chairman of the Tree City USA Committee. Vice Chairman / Treasurer seconded the motion. Motion carried 4-0.

Vice Chairman/Treasurer made a motion to nominate Secretary Shurmantine as Co-Chairman of the Tree City USA Committee. Commissioner Lynn seconded the motion. Motion carried 4-0.

Chairman Hackett made a motion to nominate Vice Chairman/Treasurer Konwick as Chairman of the Arbor Day Committee. Commissioner Lynn seconded the motion. Motion carried 4-0.

Vice Chairman/Treasurer Konwick nominated Chairman Hackett as Co-Chairman of the Arbor Day Committee. Commissioner Gray seconded the motion. Motion carried 4-0.

Vice Chairman/Treasurer Konwick made a motion to nominate Chairman Hackett as Chairman of the Great American Cleanup Committee. Commissioner Gray seconded the motion. Motion carried 4-0.

Chairman Hackett made a motion to nominate Commissioner Lynn as Co-Chairman of the Great American Cleanup

Committee. Vice Chairman/Treasurer Konwick seconded the motion. Motion carried 4-0.

Chairman Hackett made a motion to nominate Secretary Shurmantine as Chairman of the Landscape and Beautification Committee. Vice Chairman /Treasurer Konwick seconded the motion. Motion carried 4-0.

Chairman Hackett made a motion to nominate Commissioner Gray as Co-Chairman of the Landscape and Beautification Committee. Commissioner Lynn seconded the motion. Motion carried 4-0.

Chairman Hackett made a motion to nominate Commissioner Lynn as Chairman of the Yard of the Month Committee. Vice Chairman/Treasurer Konwick seconded the motion. Motion carried 4-0.

Chairman Hackett made a motion to nominate Vice Chairman/Treasurer Konwick as Co-Chairman of the Yard of the Month Committee. Commissioner Lynn seconded the motion. Motion carried 4-0.

City Manager Logan discussed projects for 2022. Mr. Logan stated that the Palm Street project has been completed. Mr. Jerry Ince, a Palm Street resident, asked Mr. Logan to thank the Tree Commission for the project. Mr. Logan and Chairman Hackett discussed the planned memorial tree planting in honor of Officer Joe Burson with the Friends of Holly Springs Police Foundation. Mr. Logan suggested that the tree planting be held at J.B. Owens Park in late winter, early spring. Mr. Logan stated that the Holly Springs Parkway widening project will not be completed until 2023, but the trees would be planted in the median when it is completed.

Vice Chairman/Treasurer Konwick gave an update on the Arbor Day event scheduled for February 18, 2022 at the Train Depot from 10:00 a.m. to 4:00 p.m. Treasurer Konwick asked that any members that can participate to please come and arrive around 8:30 a.m.. Treasurer Konwick went over all details regarding signs advertising the event and the species of trees available.

Commissioner Lynn discussed the Yard of the Month program for 2022 and gave suggestions of some possible improvements for the program. Commissioner Lynn and Vice Chairman / Treasurer Konwick will review the Yard of the Month guidelines and bring those suggestions back to the Commission at a later date.

Commissioner Lynn motioned to approve the November 9, 2021 meeting minutes. Commissioner Gray seconded the motion. Motion carried 4-0.

Chairman Hackett motioned to adjourn. Vice Chairman / Treasurer Konwick seconded the motion. Motion carried 4-0.

Meeting adjourned.

Respectfully Submitted,

Brandi Hackett, Holly Springs Tree Commission Chairman

Attest:

Tracey Chambers
Administrative Assistant