

**BUTLER CITY SHADE TREE COMMISSION
JANUARY 9, 2019 MINUTES**

CALL TO ORDER BY Donna Smith

ROLL CALL:

Doug Kleeman * Barb Long X Katie Selfridge X Diane Smith X
Donna Smith X Pamela Taylor X Wilma West X
Ken Bonus (council Liaison)
Jennifer Senchak (volunteer arborist)
*LATE arrival

***Motion by Diane Smith to introduce slate of officers:**

Chair - Diane Smith
Vice Chair - Pam Taylor
Secretary - Wilma West
Treasurer - Katie Selfridge

Seconded by Pam Taylor

Vote (Y or N)-- A=abstain

Doug Kleeman A Barb Long N Katie Selfridge Y Diane Smith Y
Donna Smith N Pamela Taylor Y Wilma West Y

Motion passed.

Approval of Minutes from Dec. 5

Motion by - Wilma, Second – Pam

Doug Kleeman A Barb Long N Katie Selfridge Y Diane Smith Y
Donna Smith N Pamela Taylor Y Wilma West Y

No Financial Report

STATEMENT FROM CHAIR DIANE SMITH

Most of us are new. And to that point, we are now responsible for how shade tree functions. In the mission statement I submitted at previous meetings, it outlined our responsibilities in line with the city ordinance. It also defines the difference between what we *are* in charge of and what areas we *choose to support*. It is NOT our place to tell other groups how to do their job. Good or bad, you can find things you agree with and disagree with all over this city. However, for *us* to be successful, I believe we should focus on our job: and that is as stated in the first paragraph of the mission statement.

1. Motion by Diane Smith:

A proposal that Donna Smith act as Shade Tree liaison with members of the public and the Dandoy family. Donna is to act as lead and establish a citizen committee to oversee the creation of a memorial

for Julie Dandoy. Final approval to be given by city IF city property is involved. Shade Tree committee to offer input and support as needed.

Katie would set aside monies for Memorial in a separate form and maintain records for Donna of donations, future donations and expenditures.

Donna would form a committee of her choosing. Committee would make the following recommendations:

1. Site
2. Design sketch made of area and of appropriate signage
3. Materials list
4. Plan for Maintenance
5. Budget

Once the plan is completed, Donna and the committee could engage in additional fund raising if necessary.

Seconded by Pam,

Donna is willing to accept this task.

Doug Kleeman Y Barb Long Y Katie Selfridge Y Diane Smith Y

Donna Smith Y Pamela Taylor Y Wilma West Y

Motion passed.

2. **Motion** by Diane Smith:

to adopt the "Butler City Shade Tree Commission – An Overview of our Mission" as presented at the last meeting.

Second by: Wilma

Doug Kleeman Y Barb Long Y Katie Selfridge Y Diane Smith Y

Donna Smith Y Pamela Taylor Y Wilma West Y

Motion passed.

3. **Motion** by Diane Smith:

to authorize Pam Taylor to spearhead investigation of available grants.

Seconded by Katie,

Pam is willing to accept this task.

Doug Kleeman Y Barb Long Y Katie Selfridge Y Diane Smith Y

Donna Smith Y Pamela Taylor Y Wilma West Y

Motion passed.

4. **Motion** by Diane Smith:

to authorize Jennifer Senchak to reach out to her contacts for the purpose of forming a plan to build a tree inventory. This would include, but not be limited to: speakers, forms, examples, etc.

Seconded by: Wilma

Jennifer is willing to accept this task.

Doug Kleeman Y Barb Long Y Katie Selfridge Y Diane Smith Y

Donna Smith Y Pamela Taylor Y Wilma West Y

Motion passed.

5. **Motion** by Diane Smith:
to authorize Katie Selfridge to set up an email account.

Seconded by: Pam

Katie is willing to accept this task.

Doug Kleeman Y Barb Long Y Katie Selfridge Y Diane Smith Y

Donna Smith Y Pamela Taylor Y Wilma West Y

Motion passed.

6. **Motion** by Diane Smith:
for Ken Bonus to investigate an extension (or voicemail box) be set up at the city building for Shade Tree where messages can be left.

Seconded by: Katie

Doug Kleeman Y Barb Long Y Katie Selfridge Y Diane Smith Y

Donna Smith Y Pamela Taylor Y Wilma West Y

Motion passed.

7. **Motion** by Diane Smith:
to authorize Katie Selfridge to upload the facebook page.

Katie is willing to accept this task (with help)

Discussion: Mission statement for page:

The Shade Tree Commission is committed to the beautification of the City through the installation and maintenance of appropriate shade trees in public areas. The Commission also seeks to educate the public on the value and proper care of trees, support the government and residents of Butler in their efforts to be good stewards of their tree resources, and protect the loss of this resource.

Doug Kleeman Y Barb Long Y Katie Selfridge Y Diane Smith Y

Donna Smith Y Pamela Taylor Y Wilma West Y

Motion passed.

General Discussion-----

1. Memorial for Julie Dandoy
2. Trees donated by Dane Winkler
3. Facebook Setup
4. Trees for Institute Hill
5. Stones for City entrance on Rt.8 S

Motion to adjourn by Diane Smith

Seconded by:

Time of adjournment—7:52