

Tree Commission Monthly Meeting Packet

September 21, 2021

**The Town of Leesburg
Leesburg Tree Commission**

AGENDA

Tuesday, July 20, 2021 7:00PM

Town Hall, Lower Level Conference Room 1

Chairperson: Earl Hower (24)

Vice Chair: Patricia Hatfield (22)

Commission: Members: Thomas Adams (24) Phil Marshall (24)

John Groothuis (22) Elizabeth Welch (24) Ron Platt (22)

Leesburg Staff Representative/Liaison: G. Tyler Wright (DPW&CP)

Volunteer: Chris Spigt

Vision Statement:

To provide leadership to enhance, expand, and preserve the tree canopy for the benefit of the community.

- | | |
|---|-----------------------|
| 1) CALL TO ORDER | Time: _____ pm |
| 2) APPROVAL OF THE AGENDA | (5 min.) |
| 3) APPROVAL OF THE June, 2021 MINUTES | (5 min.) |
| 4) PUBLIC COMMENTS | (10 min.) |
| 5) SUBCOMMITTEES | (10 min.) |
| a) Outreach: HOA Virtual Tree Tour | |
| b) Community Presence: Adopt a Spot | |
| 6) OLD BUSINESS | (40 min.) |
| a) Town Email Usage & Awareness Training | |
| b) Tree Walk Update | |
| c) Spotted Lanternfly Presentation to Town Council | |
| d) Ten Year Tree Canopy Health Report to Town Council | |
| 7) NEW BUSINESS | (20 min.) |
| a) Work Session – Ten Year Tree Canopy Health Report | |
| b) Tree Commission Storage Unit Work Party | |
| c) Tree City USA Sign Installation | |

Tree Commission Monthly Meeting Packet

September 21, 2021

8) STAFF COMMENTS

(5 min.)

9) COMMISSION COMMENTS

(10 min.)

10) ADJOURNMENT

Time: _____ pm

Tree Commission Monthly Meeting Packet

September 21, 2021

Tree Commission Meeting Attendance
21 September 2021

Commissioners Present:
Chairman Hower
Commissioner Welch
Commissioner Marshall
Commissioner Groothuis

Electronic Participation (Due to COVID-19 pandemic):
N/A

Commissioners Not Present:
Commissioner Adams
Commissioner Platt
Commissioner Hatfield

Volunteer Present: N/A

Public Present: N/A

Council Liaison Present: N/A

Staff Present:
Staff Member Wright (Public Works & Capital Projects)

Tree Commission Monthly Meeting Packet

September 21, 2021

Tree Commission Meeting Synopsis

Points of Interest

21 September 2021

- Tree Commission will continue to educate the Home Owner's Association with Town of Leesburg on the importance of tree planting and tree care. Also, there will be an emphasis on invasive species which could harm trees and the canopy in the Town and installing the Right Tree in the Right Place.
- Tree Commissioners has updated the Tree Walk of the Historic District in Town of Leesburg and is transitioning to the TourLeesburg app.
- Tree Commission has a schedule for maintenance at the Adopt a Spot. Bill Ference with Public Works recently updated the Adopt a Spot with some new plant material for the VML Conference in October.
- Tree Commission will reach out to HOA's in town to see if a virtual tree walk can be made to educate residents about the trees in their neighborhood.
- Commissioner Welch will be presenting her presentation about the spotted lanternfly to Town Council on 28 September 2021. All Tree Commissioners are asked to be in attendance.
- Five new Tree City USA signs will be posted at various entry ways around town in the coming months.

Tree Commission Monthly Meeting Packet

September 21, 2021

**Leesburg Tree Commission
Minutes**

The Leesburg Tree Commission met on Tuesday, September 21st, at 7:00 pm in the Lower Level Conference Room II at Town Hall.

Present: Commissioner Earl Hower, John Groothuis, Philip Marshall, and Elizabeth Welch.

Electronic Participation: N/A

Absent: Thomas Adams, Patricia Hatfield, and Ron Platt

Council: N/A

Staff: Tyler Wright, Department of Public Works and Capital Projects

Volunteer: N/A

Public: N/A

The meeting was called to order by Chairman Hower at 7:00 pm.

APPROVAL OF THE AGENDA

A motion to approve the agenda was asked for by Chair Hower.

Motion to approve agenda: Marshall
Second: Welch
Carried: 4 – 0 – 3 (Adams, Hatfield, Platt)

APPROVAL OF THE MINUTES

Chair Hower asked for a motion to approve the July, 2021 minutes.

Motion to approve: Marshall
Second: Welch
Carried: 4 – 0 – 3 (Adams, Hatfield, Platt)

PUBLIC COMMENTS

N/A

SUBCOMMITTEES

Outreach

Town staff has been approved to coordinate a Virtual Tree Walk with the Public Information Officer and Homeowner’s Associations within corporate limits.

Tree Commission Monthly Meeting Packet

September 21, 2021

Updates:

Update 18 May:

Commissioner Hatfield and Hower have been contacted and walked their respective HOA's and are moving this item forward. They are hoping that a summer meeting will be possible.

Update 16 June: NONE

Update 21 July: Commissioner Hatfield has an appointment to meet with the HOA Board to discuss trees and get a date set to walk the path.

Update 21 Sept: Hower and Carriage Way HOA are ready to move forward. Commissioner Hatfield is still working with Greenway Farm.

Adopt A Spot

Staff Member Wright has asked the Tree Commission to tend to the Adopt a Spot more frequently over the next few weeks as Leesburg will be hosting the VML Conference in October and several meetings will be located near this area.

Welch and Hower will maintain the area through November.

OLD BUSINESS

Town Email Usage and Awareness Training

Staff Member Wright reminded all commissioners to use Town of Leesburg email when conducting business and to ensure that their Awareness Training will be renewed soon. Wright explained the importance of these items to the commission.

Historic Tree Walk of Downtown Leesburg

Staff Member Wright has asked the Tree Commission to assist in writing up the prose for the Tree Walk to go on the TourLeesburg application. Commissioner Hatfield stepped up and said she would assist.

Spotted Lanternfly

Commissioner Welch shared her first iteration of her PowerPoint presentation to the commission. All commissioners were asked to review the information and give ideas and examples. Chairman Hower shared with the group how the emerald ash borer presentation to Town Council was short and provided a brief overview of the insect and what it could do to tree canopy in town. Hower asked Welch to shorten the presentation a few slides and put in more action verbs to determine how we can better address SLF in the town.

Update: 16 June:

Commissioner Welch shared her draft of the presentation to Town Council. She has asked all members of the commission to review and be prepared for a final version at the next meeting.

Update 21 July: Commissioner Welch will present to Town Council in September. The insect has also been identified in Shenandoah County, VA.

Update 21 Sept: Commissioner Welch will present to Town Council on 28 September 2021.

Tree Commission Monthly Meeting Packet

September 21, 2021

Ten Year Tree Canopy Health Report to Town Council

Spearheaded by Chairman Hower, the commission is going to write a report detailing the loss of tree canopy in TOL and present it to Town Council during a work session. The Tree Commission met on 10 October 2020 from 2-4 pm to discuss this work. The report will show where tree loss has occurred inside the corporate limits and what this loss means to the residents of the town. It will also address reforestation and how to potentially fund new planting efforts within the town.

Update 16 June:

LCPS has still not submitted land classification study. Staff Member Wright will reach out to the program. Photos of tree loss, tree plantings, and insect/frost damage are needed for the report. Please send to Chairman Hower or Staff Member Wright as soon as possible. A Work Session may be in order this summer to finalize the details.

Update 21 July: Tree Commissioners and Staff will meet for a Work Session to go over the outline and begin writing the document. LCPS has still not sent the Land Classification Study to Staff.

Update 21 Sept: LCPS has still not given data and report to staff. Staff Member Wright is still working to obtain data and move this forward. Chairman Hower gave all commissioners a Draft Copy of the document. The Commission may make the October meeting as a work session.

NEW BUSINESS

Tree City USA New Signs

New Tree City USA signs that were purchased in June, 2021 have arrived and are being customized by the Sign Crew in the Streets Division. Discussion will need to be held once they are completed as to where in the town the Tree Commission would like to see them displayed.

Update 21 Sept: Chairman Hower will draft a Memo to Town Staff on new locations.

Budget – Fiscal Year 2022 and 2023

The Tree Commission has a budget of \$1,800.00 for purchasing materials. The following is a breakdown of what the commission plans on spending for various events:

Flower and Garden Fee - \$225
F&G Seedlings - \$650
F&G Advertisement in Newspaper - \$650
Arbor Day Tree - \$150
Fourth Grade Foresters - \$100

Arbor Day 2021 Tree

Tree Commission Monthly Meeting Packet

September 21, 2021

The Tree Commission will likely use a tree from the Battlefield Trail Installation Project as the Arbor Day Tree for 2021. Arbor Day Foundation has waived the requirement for an in-person Arbor Day Celebration for 2021 due to the COVID-19 Pandemic. Tree Commission is looking at the new North Star school being built in town for Calendar Year 2022 Arbor Day Tree.

Flower and Garden Seedlings

Staff Member Wright asked the Tree Commission if there were any trees that the commission would like to give away at the next Flower and Garden Festival. Commissioner Welch has an idea to give out a variety of species. Some discussion about previous years trees found that people enjoy coming back to the festival each year and showing photos of their new trees, year later and much larger. Wright will see if he can find what species will be available in the spring for purchase and bring it back to the commission over the winter months.

Staff Comments

Liaison Wright thanked the Tree Commissioners for their continued mission and meeting this evening. Wright informed the commission of several new tree installations in town this fall/winter (Battlefield Trail, Sycolin Rd, Children Center Screening) and gave an update to the Town Green project.

Commission Comments

Chairman Hower had the following comments:

He asked where the Davey tree study from 2006 was and if we had a copy. Staff Member Wright informed him that he does have a copy but considers it obsolete given its scope and age. Hower said that he is in touch with Davette Everly (former commissioner) and she has a list of all Arbor Day Trees and when/where they were planted. He believes that two trees are missing and would like to find a way to replace them.

Lastly, Chairman Hower said that he found out that as an employee of the Town, membership at Ida Lee may be reduced or free. He asked all interested commissioners to reach out to Ida Lee staff if they are paying for a membership now.

Commissioner Marshall wanted to know that the Tree Bank or Tree Canopy Fund was and how it works. Staff Member Wright explained the Tree Bank Mitigation Fund and how it operates between Town projects and new developments within the corporate limits.

Commissioner Welch informed the commission about the American Chestnut Restoration Project she saw in Pennsylvania. She is going to research the organization more and bring back more information at a future meeting to see if there is a way we can plant the hybridized chestnuts within the town.

Commissioner Groothuis asked all commissioners to send in acorns, pecans, or walnuts to the Virginia Department of Forestry for the seedling/growing operation.

Tree Commission Monthly Meeting Packet

September 21, 2021

Council Comments

N/A

ADJOURNMENT

Chairman Hower asked for a motion to adjourn the meeting at 8:59 PM.

Motion to approve adjournment: Marshall

Second: Groothuis

Carried: 4 – 0 – 3 (Adams, Hatfield, Platt)

The meeting was adjourned at 9:00 PM.