**The Town of Leesburg**

**Leesburg Tree Commission**

**MEETING MINUTES - DRAFT**

**Tuesday, April 16, 2024 7:00PM**

**Town Hall, Lower-Level Conference Room II**

**MEMBERS PRESENT:**

Earl Hower (24), Chair

John Groothuis (26), Vice Chair

Frank Schneider (26), Member

Joe Garnreiter (24), Member

Phil Marshall (24), Member

Elizabeth Welch (24), Member

Tara Holt (26), Member

**ELECTRONIC PARTICIPATION:**

**ABSENT:**

N/A

**COUNCIL PRESENT:**

N/A

**STAFF PRESENT:**

Noble Atkins, Urban Forester, Commission Liaison

**PUBLIC PRESENT:**

Chris Spight, Northern Virginia Tree Experts

Fatima Khalid, Student

**1) CALL TO ORDER/ROLLCALL**

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

**2) APPROVAL OF THE AGENDA**

Mr. Hower motioned to approve the April 16, 2024 agenda**.**

Motion to approve: Marshall

Second: Groothuis

Carried: 7-0-0

**3) APPROVAL OF THE MARCH 19, 2024 MINUTES**

Mr. Hower motioned to approve the March 19, 2024 minutes.

Motion to approve: Marshall

Second: Welch

Carried: 7-0-0

**4) PUBLIC COMMENTS**

Ms. Khalid asked several questions about how to be involved in the environmental affairs of the Town.

**5) COUNCIL COMMENTS**

N/A

**9) STAFF COMMENTS**

Various Town website updates were shared with the Commission. Ideas such as trees to plant and trees to not plant should also be added to the website.

**5) SUBCOMMITTEES**

**Adopt A Spot**

Mr. Marshall and Mr. Schneider offered to install polymeric sand in the flagstone joints. Mr. Atkins will purchase when alerted to a scheduled date of install.

**6) OLD BUSINESS**

**a) *Loudoun Now* Flower & Garden Festival Insert (April 11) –**

**Review Tree Commission Exhibit & Treesburg Initiative Ad / PSA**

Incorporating an informational cartoon on a TV was discussed for the booth.

**b) 2024 Flower & Garden Festival (April 20 & 21) –**

 **Raffle Trees Delivery, Set-Up / Tear-Down & Volunteer Staffing**

A sign up sheet was filled out with volunteer hours.

Hats, Shirts, Stickers, Magnets, handouts and Signs are needed.

**c) 2024 Arbor Day Tree & Educational Presentation (April 26) –**

**Tree Planting at North Star High School & Volunteer Staffing**

PIO will be invited to the school planting along with Mayor.

**d) Treesburg Initiative / Town Arbor Day Celebration (April 27) –**

**Tree Give-Away at Ida Lee Park Event Lot, Tree Delivery,**

**Set-Up / Tear-Down & Volunteer Staffing**

PIO will be alerted to photograph event. Volunteers children from the Loudoun Detention Facility are coming to volunteer to plant trees and help at the event.

**7) NEW BUSINESS**

**a) Leesburg Council 2024 Arbor Day Proclamation (April 23) –**

**Commissioner Acceptance at Council Meeting & Assignment**

Volunteer Commissioners needed to attend.

**b) Boards and Commission Networking Event (April 29) –**

**Commission Representative Presentation & Assignment**

Several Commissioners will attend.

**10) COMMISSIONERS COMMENTS**

Next meeting is 5/21/24.

Add tree giveaway at Shred event?

**11) ADJOURNMENT**

Commissioner Hower made a motion to adjourn.

Motion to approve: Marshall

Second: Groothuis

Carried: 7-0-0

The meeting adjourned at 9:06 PM