

Shade Tree Commission
Minutes
September 13, 2018 at 4:00 pm
Athens City Council Chambers

Meeting Attendees: David Ingram, David Sincoff, Emilie Wood, Lee Gregg, Nancy Walker, Peter Kotses, Geoff Buckley

1. Title 33: Tree Permit, Right-of-Way Issues, Public Land
No issues
2. Title 37: Landscape Ordinance Issues
No issues
3. Report by Ron Lucas read by the chair
 - a. Arbor Day on October 19 at West Elementary School at 2:00 PM.
 - b. Fall Planting, please forward sites to Ron, he is planning to plant trees late October or early November.
 - c. Ron will meet with Council Member Chris Fahl on September 14th to discuss tree management in the right-of-way.
 - d. A community service project was held on Tulane on Saturday September 1st, 14 people from the OU student senate planted 10 trees along the creek parallel to Tulane.
 - e. A City worker is scheduled to take the certified arborist test
4. Other
 - a. Policy on meetings and minutes, a copy is attached to these meetings. The Law Director has reviewed it and has no additional comments. The commissioners unanimously approved the policy.
 - b. Nancy Walker introduced a draft of her leaflet on the benefits of trees. The commissioners thanked her and encouraged her to develop it. She wants to reduce it to one page. She asked that commissioners edit and make comments and return it to her.
5. Minutes of the July 11th meeting.
These minutes were recommended for approval by Nancy Walker and seconded by Emilie Wood. The Commission unanimously approved the minutes as presented.

5. Policy on meetings and minutes

A. Need for policy on meeting and minutes

Under the State of Ohio's Sunshine Laws, public bodies such as the Shade Tree Commission have certain expectations and requirements placed on them. This policy is to extend whatever is in City code concerning the Shade Tree Commission and not to replace it.

B. Procedures

Whenever the Shade Tree Commission is to have a meeting, the chair will notify the City of the location, time, and agenda of that meeting at least 24 hours prior to the meeting.

Whenever more than two commissioners meet to discuss Shade Tree Commission business that meeting will constitute a meeting of the commission and must be publicized and minuted as any other meeting. This includes any site meetings that involve more than two commissioners held to help understand issues connected with the Landscape Ordinance, Title 37.

Any plans presented to or discussed at a Shade Tree Commission meeting must be included in the minutes of the meeting.