



Town of Holly Springs Tree Advisory Committee

Monday, January 13, 2020
6:00 p.m.

Holleman Meeting Room • Town Hall • 128 S. Main Street

1. **Call to order** (6:00 | R. Woods)
2. **Agenda Adjustment** (6:01 | R. Woods)
3. **Minutes** (6:02 | Rachel Woods)
 - a. November 13, 2019 Regular Meeting- Attachment #1
 - b. December 9, 2019 Education & Outreach Subcommittee Meeting- Attachment #2
4. **General Business**
 - a. FY20-21 Budget Requests (G. Clapp)- Attachment #3 (6:05)
 - b. NCUFC Annual Grant Proposal (G. Clapp) (6:20)
 - c. Spring Public Education Programming Prep (G. Clapp)- Attachment #4 (6:25)
 - d. Arbor Day Event Planning (G. Clapp/ T. Jackson)- Attachment #5 (6:45)
5. **TAC Subcommittee Reports/ Monthly meeting discussion-** Attachment #6 (7:10)
 - a. **Business Committee**

Members: Kitty Penton*, Joe Fuller, Susan Smith

 - Set Street Tree Standards
 - Preferred tree/landscaping lists
 - Tree City USA Status Maintenance
 - Sustainable Design Approaches
 - Funding
 - b. **Education & Outreach Committee**

Members: Amanda Matheny*, Rachel Woods, Gary Claiborne, Bridget Freeh, and Christine Kelly

 - Arbor Day Events
 - Other Events
 - HollyFest (Saturday, October 26 10am-4pm, Sugg Farm Park)
 - SpringFling (Saturday, April 4 10am-Noon, Ting Park)
 - Public Outreach-flyers, handouts, social media
 - Public Education Programs
 - c. **Workshop Agenda Items (if continue this format) for February 10, 2020** (Hunt Community Center)
6. **Other Business** (7:30)
 - a. Street Tree Infill Project Update (M. Sigmund)
 - b. Board Appointment Term Expirations/ Applications Open February 1 – April 6 (G. Clapp)- Gary Claiborne, Katherine Penton, Bridget Freeh
7. **Next Meeting February 10, 2020 / March 9, 2020** (Town Hall) (7:40 | Gina Clapp)
 - TAC Annual Report to Town Council / March 17 (R. Woods)
 - Arbor Day Event Final Programming
 - Fall Public Education Programming Prep
 - Zoning (Landscape) Ordinance Overview (M. Sigmund)
8. **Adjournment** (7:45 | R. Woods)



THE TOWN OF

Tree Advisory Committee Meeting Packet

Holly Springs

Attachment #1



Town of Holly Springs

Tree Advisory Committee

Minutes: *November 11, 2019*

Department of Planning & Zoning • 128 S. Main Street • P.O. Box 8 • Holly Springs, NC 27540

Agenda Item 1: ROLL CALL

The Tree Advisory Committee met on Wednesday, November 11, 2019 in Town Hall at 128 South Main Street at 6:01 P.M. when quorum was established.

Members Present: Joe Fuller, Vice Chairperson
Katherine Penton, Secretary
Gary Claiborne (arrived, 6:12 pm)
Amanda Matheny

Members Absent: Rachel Woods, Chairperson

Ex-Officio
Members Present: Christine Kelly
Susan Smith

Ex-Officio
Members Absent: Bridget Freeh (Absent)

Staff Present: Gina Clapp
Melissa Sigmund
Taylor Jackson (Parks and Recreation)

Others Present: Tim Sack

Agenda Item 2: Agenda Adjustment

None.

Agenda Item 3: Minutes

Motion to approve the minutes for the September 8, 2019 meeting.

Motion #1: Approve Minutes for September 9, 2019 meeting

Motion by: Amanda Matheny
Seconded by: Katherine (Kitty) Penton
Action: *The committee voted in favor of the motion. (3-0-2)*

Motion to approve the minutes for the October 14, 2019 meeting. Approved

Motion #2: Approve Minutes for October 14, 2019 Subcommittee meeting

Motion by: Katherine (Kitty) Penton
Seconded by: Amanda Matheny
Action: *The committee voted in favor of the motion. (3-0-2)*

Agenda Item 4: General Business

Tree City USA Application Update

Holly Springs will submit the Tree City USA application to the Arbor Day Foundation in November, 2019. The application will be forwarded to the state of North Carolina by December 3, 2019.

The Town of Holly Springs has met the four standards required for application:

- Tree Board – HS Tree Advisory Committee established and active in 2019
- Tree Care Ordinance – HS Public Tree Ordinance adopted October 2019
- Community Forestry Program – HS exceeds the per capita requirement
- Arbor Day Observance – HS Arbor Day Proclamation April 26, 2019, and participation in the HS SpringFling event

Street Tree Infill and Replacement Pilot Program

Ms. Clapp reported that the Town Council agreed to TAC's recommendation to proceed with the Street Tree Infill and Replacement Pilot Program along Lee Street and Blooming Meadows in the Valley Field neighborhood. The project has gone out for bid and there is a Neighborhood Meeting scheduled for Monday, November 18, 2019 at the Holly Springs Hunt Center, 6:30 PM. Residents in the neighborhoods received postcard invitations to announce the meeting and inform them of the opportunity to review the project and make inquiries. Member of the Holly Springs town staff will host the meeting and Joe Fuller and Katherine Penton, from the Tree Advisory Committee will also attend. Expected installation is for the December\January time frame.

Arbor Day Event Planning

Ms. Clapp shared the year 2020 dates for National Arbor Day (Saturday, April 24) and Arbor Day in North Carolina, per North Carolina Forest Service (Friday, March 22). Following discussion of the dates, and consideration of planting preferences, those in attendance agreed observance of the North Carolina Arbor Day was better aligned for Holly Springs observation of Arbor Day. Holly Springs staff and the TAC will continue work on plans for the Town Council Proclamation of the Holly Springs Arbor Day to take place on Tuesday, March 17, 2020.

In addition to the Arbor Day Event TAC will plan for participation in the HS SpringFling Event, April 4, 2020 that will take place at the HS Ting Park with an additional tree planting and presentation. Gina Clapp, Rachel Woods and HS Parks and Recreation are scheduled to complete a walk-through with Ting Park staff in order to determine location for the tree planting and signage.

Spring\Summer Public Education Programing Prep

TAC has not begun to formalize plans Spring\Summer Public Education Programming. Ms. Clapp reminded the committee that we will need to consider lead times in order to sponsor additional programing that would require town resources and the involvement of staff. For the calendar year 2020 we would need to work with expedience in order to sponsor programs. TAC will need to include planning for Public Education Programming as an Agenda item TAC Subcommittee Meetings to move forward.

The group spent a few moments brainstorming ideas to consider while planning in Subcommittee, such as leveraging Social Media, Webpages, Brochures and Printed Materials. Christine Kelly offered that there is a possible opportunity to conduct a Tree Trimming seminar at the HS Food Cupboard, they are in need of assistance and this could provide a leveraged opportunity. Also suggested, TAC could look for opportunities to cross promote with other organizations (Bass Lake, Garden Club, Arboretum)

Annual Reflections

Ms. Clapp provided an overview of TAC's first year accomplishments and the group engaged in an important discussion regarding their experiences in 2019. Reflection of the first year has provided the

committee with a preliminary annual schedule for planning in 2020. The group also discussed and noted what worked best in the public events that TAC attended.

Agenda Item 5: TAC Subcommittee Reports

There was conversation regarding TAC Subcommittees and those in attendance shared a consensus it may be more productive to consider TAC workshops for the even months of the calendar. This would replace the Subcommittee approach of two separate subcommittees, Education and Business. This would allow the entire TAC to participate in these vital meetings. Agendas for the TAC Workshop would accommodate both Education and Business topics when needed.

The topic of TAC Subcommittee is slated for further discussion and the TAC Subcommittee Meeting December 9, 2019.

Agenda Item 6: Other Business

TAC's participation at Holly Fest was hugely successful and provided a great opportunity for HS Staff and TAC members to meet residents! Ms. Clapp shared with the group that Holly Springs gave away 980 trees and the planting site of 60 trees has been registered thus far:

- 39 - within town corporate limits
- 2 - extra territorial district
- 5 - urban service area
- 14 - out of town (Fuquay, Apex)

Agenda Item 7: Next Meeting

Subcommittee meetings Dec 9 – Hunt Center, 6 pm
Regular meeting Jan 13 , 2020

- FY2021 – TAC Budget Requests, need to request additional funding if wanted
- Arbor Day Event Planning Finalize
- Spring/Summer Public Education Programming – Finalize
- NC Urban Forest Council Grant Applications – Gina to attend class, street tree infill possible ?

Motion #8: Motion to Adjourn

Motion by: Joe Fuller
Seconded by: Amanda Matheny
Action: *The committee voted in favor of the motion. (4-0-1)*

The meeting adjourned at 7:48 p.m.

Katherine Penton
Secretary



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Tree Advisory Committee Meeting Packet

Holly Springs

Attachment #2



Town of Holly Springs

Tree Advisory Committee

Public Education & Outreach Subcommittee Meeting Minutes

December 9, 2019, 6:00pm – 7:15pm

Hunt Community Center Room A

Members present: Aaron Wolff, Joe Fuller, Amanda Matheny, Rachel Woods
Members absent: Gary Claiborne, Kitty Penton, Christine Kelly, Bridget Freeh, Susan Smith

Discussion

1) Subcommittees vs. "Workshopping"

- The workshop idea seems to be the preferred way to move forward
 - The choice is to dissolve subcommittees for now
- We will set the agenda for the workshop at the whole group meeting with room for changes
 - Expect an agenda to be sent out prior to the meeting
- Rachel can speak to Gina about agenda items for the following month that came from the workshop at the monthly planning meeting
- Rachel will continue to be the chairperson for all meetings and meeting minutes will be handled by someone else; Kitty during whole group and we can rotate for workshop meetings

2) Concerns about street tree infill project

- Cost seems high for the number of trees
 - Can we get a cost breakdown?
- What species has been selected?

3) Arbor Day

- Yes, kid centered!!
 - Mascot or face painting???
 - Storytime-set a time, choose an area; read a tree centered book; have the mascot there to pass out stickers, take pictures and say hello
 - Seed planting/germination booth—demos and allowing kids to plant tree seeds and take home
- Choice of planting: area at the top of the main walkway-baseball stadium to the east, tennis courts and turf field to the west
 - Native trees with a large sign to explain value of native tree choices (pay for from the education funds???)
 - We want this to be a community planting project—not a contract job! (Kiwanis or Rotary or other community committee??)
 - Can we involve civics groups to fund raise for more trees to be planted
 - Would love to get trees to all proposed areas; all with town sponsored signs for education and to make the part feel more public in nature
 - West side of soccer turf for shade
 - On hill inside turf field to delineate between tennis and soccer fields for erosion control and aesthetics
 - At entrance where Hwy. 55 will turn onto Sportsmanship Way
- Joe will walk the area and give us a choice of trees-by the 5th of January

4) Future Classes/education initiatives: utilize community resources already in place if we can

- GOAL: 4 per year-relevant to the season
 - Spring: pruning (at food cupboard?)
 - Summer: kids-tree ID and/or animals (Bass lake?)
 - Fall: organic waste (solid waste-wake county?)
 - Winter: planting (HS parks?)

Rachel Woods
Chairperson



THE TOWN OF

Tree Advisory Committee Meeting Packet

Holly Springs

Attachment #3



THE TOWN OF

Tree Advisory Committee

Holly Springs

Subject Title: Tree Advisory Committee FY 20-21 Budget Request
Meeting Date: January 13, 2020
Presenter: Gina Clapp

Topic Highlights/Summary

Each year in January, the various Town departments prepare their annual budget requests for the next fiscal year (July 1 – June 30) for submission to the Town Manager’s Office for consideration. The Tree Advisory Committee has budget funding for the Town’s annual Arbor Day event as well as Public Education programs. The Tree Advisory Committee is also charged to “Assist with recommendations on the methodology/criteria for the expenditure of funds for the Street Tree Replacement Program”.

As of January 7, the status of the Tree Advisory Committee budget line items are:

Budget Item	2019-20	Expenditures
Street Tree Replacement Program 10-417 12.05 Matt Beard	\$20,000	
Resident Cost-Share		\$0
Neighborhood Street Tree Infill		\$20,000
REMAINING TOTAL SPENT	\$0	\$20,000
Annual Arbor Day Event 10-417 62.22 Gina Clapp	\$2,500	
Tree Giveaway (SpringFling)		
General Giveaway Items (SpringFling)		\$500
Tree Planting		\$500
Info Signs for Tree		\$500
REMAINING TOTAL SPENT	\$1,000	\$1,500 (est)
Public Education Programs 10-417 62.22 Gina Clapp	\$10,000	
HollyFest Rain Gauges (250)		\$932
HollyFest Kids stickers		\$145
HollyFest Adult stickers		\$187
HollyFest Trees (deciduous)		\$1,620
HollyFest Trees (evergreen)		\$600
Plant ID Tags and bags		\$55
Plant ID Tag Info stickers		\$45
Recycled Paper/ coloring sheets/ surveys		\$33
Street Tree Brochures		\$201
TAC Member/Staff Shirts (9X\$20)		\$131
TAC Booth Supplies		\$24
REMAINING TOTAL SPENT	\$6,028	\$3,972
TOTAL Approved/Spent	\$32,500	\$25,972
TOTAL Remaining	\$6,528	

The Town now engages the use of “Base Budgeting”. All three of these line items will be funded at the same level in the next fiscal year as the expenses in these items are annual expenditures and not a “one-time” project or purchase.

We will be discussing the current budget levels:

Street Tree Maintenance/Infill Program	\$20,000
Arbor Day Event	\$2,500
Public Education	\$10,000

The committee will need to determine if there are any requests for modifications to these budget items. A final determination must be made at this meeting.

Action Requested

Group consensus is that no modification to the Tree Advisory Committee budget items is necessary.

If modifications are requested, a specific explanation and description will be requested.



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Tree Advisory Committee Meeting Packet

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Attachment #4



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Tree Advisory Committee

Subject Title: TAC Spring Education Programming
Meeting Date: January 13, 2020
Presenter: Gina Clapp

Topic Highlights/Summary

At the TAC Subcommittee Meeting in December, a public education proposal for four classes a year was discussed:

Spring: Pruning (possibly at The Food Cupboard)
Summer: Kids tree identification and/or animals
Fall: Organic waste (Wake County compost program)
Winter: Planting (with Parks & Recreation)

Staff is requesting additional information on the Spring education class and confirmation of topic and a discussion on location/goal and how this relates to the charge of the Tree Advisory Committee to: “Inform and educate the general public of the importance and need for tree preservation and maintenance.”

Event items for consideration:

Who should provide the training at this class? *Staff recommends a tree trimming professional*
What is the specific goal of the class?
Dates for the class (day of the week/time and month)?
Budget for the class?
Fee for the class?

Action Requested

Group consensus on the above questions.



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Tree Advisory Committee Meeting Packet

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Attachment #5



Holly Springs

Subject Title: Arbor Day 2020 Event Planning
Meeting Date: January 13, 2020
Presenter: Gina Clapp

Topic Highlights/Summary

At the TAC Subcommittee Meeting in December, preliminary plans for the 2020 Arbor Day events were discussed. The Department of Planning & Zoning has been coordinating with the Department of Parks & Recreation and others regarding the ideas that were suggested. The following is a summary of the ideas and status of each item:

Ceremonial Tree Planting at Ting Park in conjunction with March 20- NC Arbor Day:

1. The location of the tree planting would be in the grass area in the southeast corner where the soccer fields and tennis courts - **Location has been confirmed**
 - o Soil condition in this area is very poor, additional soil evaluation needs to occur to determine the amount of soil amendment/replacement needs to be done to encourage long-term healthy growth. **Cost to be determined.**
2. Tree selection should be a NC Native tree. Suggested species included: Yellow Wood, Fringe Tree and Persimmon (male)
 - o Recommended to plant only 1 tree and be either Fringe Tree or Persimmon (although some concern regarding fruit and tree debris) since Yellow Wood is subject to storm damage.
 - o **Requested Action: Finalize Tree Species. Cost to be determined.**



Fringe Tree



Persimmon

3. Install a permanent education sign regarding the benefits of Native Tree Planting (see example below). **Sign concept approved with tree location. Cost to be determined.**



4. Include a community planting project with community organizations and additional trees in Ting Park. *There are many areas that have been identified that can use additional plantings, however until a planting plan is developed for the park, it is recommended for this first year to plant the single tree.*
5. Date of ceremonial tree planting to coincide with March 20 NC Arbor Day. Goal is to have the TAC and Town Council present for a photo op and ceremonial shovels “planting” the tree. *Staff is still evaluating the following dates for the event: Saturday, March 14, March 21 or March 28.*
 - **Requested Action: Confirm dates or remove dates if too many schedule conflicts.**

Public Event at SpringFling promoting Arbor Day – Saturday, April 4

1. Have a tent at SpringFling for the Tree Advisory Committee. Confirmed.
2. Have a face painter who will paint only trees, leaves, nature. *The Town already has a face painter selected and did not have this information to specify limitations when hired.*
3. Have a “mascot” tree to interact with the kids/photo ops, etc..
 - *Staff is still seeking out information, however, a “tree” mascot costume is not available from known sources.*
 - There is a company that has stilted actors with “realistic” costumes- **Cost Unknown.**



- There is an on-line retailer that has a tree mascot costume for sale for \$369. Would require a volunteer to be the mascot. Is this something we want to spend resources on? Also, what size costume would be appropriate?



- **Requested Action: Do you want staff to continue to pursue any of these ideas for this year? If so, what is the maximum expenditure to consider?**
4. Have a story time before or after the egg hunt and read a tree-centered book. *Due the experience of Parks & Recreation Staff who manage this event, their recommendation is to not attempt to have a “quiet time” activity as the kids are all anxious and ready to go and after the egg hunt everyone scatters quickly.*
 5. Have a seed planting/germination booth with demonstrations on the stages of tree seed germination and have an area for kids to plant tree seeds to take home and grow. *Rachel is continuing to research. Cost not known.*
 6. Other Activity ideas for the TAC booth?

Additional ideas by Staff:

1. Monday Morning Movies at the Cultural Center- On Monday, April 20 (Monday before National Arbor Day on April 24) have a showing of the movie The Lorax and have some tree related activity tables before/after the movie. (Programming staff have approved this idea- just need confirmation) We can have flyers and promote this event at SpringFling.
 - **Requested Action: Approve this idea and two TAC Members agree to develop activities and assist with the activity table. Designate a maximum expenditure for activity supplies.**
2. Bass Lake Children’s classes- Have the classes focus on tree topics the week of National Arbor Day. We can have flyers promoting these classes at SpringFling. (Still trying to connect with program staff to have additional details.)

Action Requested

Group consensus on the above questions.



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Tree Advisory Committee Meeting Packet

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Attachment #6



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Tree Advisory Committee

Subject Title: TAC Meetings / Subcommittees

Meeting Date: January 13, 2020

Presenter: Gina Clapp

Topic Highlights/Summary

At the TAC Subcommittee Meeting in December, discussions were held in regard to the future of the “subcommittees” as they are currently designated and if “workshops” where the TAC meets as a whole would be more beneficial for the long-term of the group.

Staff would suggest having a final discussion regarding this topic at a regular TAC meeting to determine what is more beneficial to the TAC: “workshops” without Town staff present or monthly TAC meetings with staff to provide guidance and education on specific topics. Or, if the TAC wants to have a workshop meetings and have a “special topic” item, advance notice can be provided to staff to ensure their attendance and preparation of requested information.

We could set up the meetings with the current schedule of Jan/Mar/May/July/Sept/Nov as standing business meetings and the other months have a special presentation/topic deep dive and then 30 minutes of workshop time on various items requiring organization.

The current business meeting schedule as is developing with experience and time, has several topics that must be covered at each meeting, which does not lend much time available for “special topics”:

1. General Business

- a. FYXX-XX Budget Requests | January
- b. Arbor Day Event Planning | January
- c. NCUFC Annual Grant Proposal | January
- d. Arbor Day Event | March
- e. Fall Public Education Programming Prep | March
- f. TAC Annual Report to Town Council | March
- g. Tree Inventory Update | May
- h. Fall Public Education Programming Prep | May
- i. HollyFest Event Prep- Entertainers/Activities | May
- j. New Member Overview | July
- k. Spring Public Education Programming Prep | July
- l. HollyFest Prep | September
- m. Tree City USA Application Review | September
- n. Arbor Day Event Planning | November
- o. Spring Public Education Programming Prep | November
- p. Annual Reflections | November

Action Requested

Group consensus on the TAC meeting schedule.

If workshops are agreed to, then the TAC Secretary will be responsible for minutes and agendas for the workshops and providing this information to the TAC Clerk (Kathy Carlisle) before and after the workshop meetings.