

**Tree Committee**  
**February 3, 2015**

**Call to Order:** The meeting was called to order at 7:00 pm by President Richard Howells.

**Roll Call of Officers:** Officers present were President Richard Howells and members Tom Peterik and Don Gotcher. A quorum was established.

**Open Meeting Law Compliance Check:** This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.

**Pledge of Allegiance to the American Flag, Moment of Silence:** All in attendance stood for the Pledge of Allegiance and moment of silence.

**Approval of Minutes – January 6, 2015** – A motion was made by Howells and seconded by Gotcher to approve the minutes from January 6, 2015. Ayes – Howells, Peterik, Gotcher; Noes – none; Abstain – none. Motion carried.

**Agenda Items:**

- **Discuss the Two Draft Documents Resulting from the January 6, 2015 Meeting**
  - a. **Ash Tree Replacement Plan for 2015** – Gotcher presented documents from the DNR regarding Urban Forestry Grants. He suggested that we apply for these. Howells explained that we have been applying for these and we have received an Urban Forestry grant for Ash Tree replacement in 2014. We are due to receive \$5,000.00 from the DNR this year for Ash Tree removal and replacement in 2014. Gotcher expressed the importance of drafting a long term plan for Village trees. Peterik mentioned that we did this many years ago and the plan should be updated. Howells has contacted the nursery and they will plant 50 street trees with mulch this year at a cost of \$200.00 per tree. Howells has a map of the Village with all the addresses on it that he would like to use to mark where the ash trees were removed and where they plan on replanting the trees. He mentioned that Lake Hills Park specifically needs trees added right away. Howells would like to draft a letter to property owners to let them know that they will be replacing the trees. The committee will develop this letter at the next meeting.
  - b. **The Mike Strauss Planting Project for 2015** – Mike Strauss has a number of seedling trees that he has been growing over the last year that he would like to donate to the Village. The committee would like to have fencing around the trees and mulched so they don't get mowed over.
- **New subject**
  - a. **Where the Tree Committee Documents are Kept – Paper, Electronic, Long and Short Term Retentions of Paper and Electronic Formats** – Howells mentioned that we would like to go paperless with our document storage eventually, but at this point there is not a secure enough system. The committee is unsure of whether it matters if documents are stored electronically or on paper. Currently all of our electronic systems are backed up at the county. Howells suggested that the members of the tree committee send everything electronically to him so he can save it on a system that can be backed up by the county. The Village has a retention schedule which is for the most part dictated by the State. Peterik would like the Village to develop a retention schedule for other things that are not included on the state dictated schedule. Peterik mentioned that the tree committee should compose a yearly summation of the projects that they have going and the status of where they are at.

**Motion to Adjourn:** A motion to adjourn at 8:25 pm was made by Howells and seconded by Gotcher. Ayes – Howells, Gotcher, Peterik; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Kaity Olsen  
Village Clerk  
Approved by Tree Committee 03/04/15