



CENTERVILLE TREE BOARD AGENDA

Due to Tree Board Chair Woodward's Determination public meetings will be held electronically via Zoom. Public meetings conducted via Zoom may be terminated at any time due to hackers or inappropriate content.

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE TREE BOARD WILL HOLD ITS REGULAR PUBLIC MEETING AT 7:00 PM ON APRIL 21, 2021 AT THE CENTERVILLE CITY ADMINISTRATIVE CONFERENCE ROOM, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW:

Meetings of the Tree Board of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Jacob Smith, Administrative Services Director, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

The full packet of backups materials can be found at <http://centerville.novusagenda.com/agendapublic>.

A. ROLL CALL

B. BUSINESS

1. Chair Woodward's Determination Letter

In accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act, I have determined that conducting an electronic meeting of the Centerville City Tree Board with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. This determination is based on the facts and circumstances surrounding the COVID-19 pandemic. Considering the continued number of COVID-19 case counts in Utah, meeting in an anchor location presents substantial risk to the health and safety of those in attendance because physical distancing measures may be difficult to maintain at City Hall.

Join Zoom Meeting

Topic: April 21, 2021 Tree Board

Time: Apr 21, 2021 07:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93471647434?pwd=a3BrU1VJeVNXT2xxcHltejJVT0wvZz09>

Meeting ID: 934 7164 7434

Passcode: 299856

2. Arbor Day
Consider Proclamation 2021-01 Declaring May 2021 as Arbor Month.
3. Tree Board Web Page
4. Park Strip Trees in the City Ordinance
Discuss City Council's consideration of the updated tree list.
5. Minutes Review and Acceptance
March 18, 2021 Tree Board minutes

C. CLOSED SESSION (Closed Meeting, if necessary, for reasons allowed by State Law, including, but not limited to, the provisions of section 52-4-205 of the Utah Open and Public Meetings Act, and for the Attorney-Client matters that are privileged pursuant to Utah Code ann. 78B-1-137, as amended)

D. ADJOURNMENT

Janet Denison
Centerville City Recorder

CENTERVILLE

Staff Backup Report

4/21/2021

Item No. 1.

Short Title: Chair Woodward's Determination Letter

Initiated By:

Staff Representative:

SUBJECT

In accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act, I have determined that conducting an electronic meeting of the Centerville City Tree Board with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. This determination is based on the facts and circumstances surrounding the COVID-19 pandemic. Considering the continued number of COVID-19 case counts in Utah, meeting in an anchor location presents substantial risk to the health and safety of those in attendance because physical distancing measures may be difficult to maintain at City Hall.

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Meeting ID: 934 7164 7434

Passcode: 299856

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

□ Tree Board Determination Letter



CENTERVILLE CITY

250 North Main Centerville, Utah 84014-1824 • (801) 295-3477 • Fax: (801) 292-8034

Incorporated in 1915

Mayor

Clark A. Wilkinson

City Council

Tamilyn Fillmore

William Ince

Stephanie Ivie

George McEwan

Robyn Mecham

City Manager

Brant T. Hanson

Public Body: Tree Board

Date: 4/5/2021 | 1:13 PM PDT

Written Determination Letter to Conduct

Electronic Meetings without an Anchor Location Due to Substantial Health and Safety Risk

In accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act, I have determined that conducting an electronic meeting of the Tree Board of Centerville City with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. This determination is based on the facts and circumstances surrounding the COVID-19 pandemic.

I hereby authorize the above listed public body of Centerville City to conduct electronic meetings without an anchor location for the duration of this determination. This determination and the reasons stated herein shall be included in the public notice for each meeting held electronically without an anchor location and shall be read at the beginning of each meeting. Public notice for each meeting shall also include directions for accessing the online meeting and information on how a member of the public may view or make a comment at the meeting.

This determination shall be effective for 30 days from the date of this determination and will continue to be reviewed and monitored for possible reissuance.

DocuSigned by:

Gary Woodward

7BDAE002CABF459...

Name: Gary woodward

Title: chair



Certificate Of Completion

Envelope Id: AC7247B17C794CD5AAD690341D783B9B	Status: Completed
Subject: Please DocuSign: Covid-19 - Electronic Meeting Determination - Tree Board	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Lisa Romney
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	250 NORTH MAIN
	250 NORTH MAIN
	CENTERVILLE, UT 84014
	lromney@centervilleut.com
	IP Address: 8.22.13.108

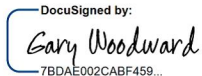
Record Tracking

Status: Original	Holder: Lisa Romney	Location: DocuSign
April 5, 2021 11:27	lromney@centervilleut.com	

Signer Events

Gary Woodward
gkwoodward@gmail.com
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

7BDAE002CABF459...

Signature Adoption: Pre-selected Style
Using IP Address: 166.70.63.83

Timestamp

Sent: April 5, 2021 | 11:27
Viewed: April 5, 2021 | 14:12
Signed: April 5, 2021 | 14:13

Electronic Record and Signature Disclosure:

Accepted: February 5, 2021 | 14:56
ID: c8d4a2aa-bd47-4b92-9017-0dbc9a3cb794

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Lisa Romney
lromney@centervilleut.com
City Attorney
CENTERVILLE CITY

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

COPIED

Sent: April 5, 2021 | 11:27
Resent: April 5, 2021 | 14:13

Jennifer Hansen

jhansen@centervilleut.com

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

COPIED

Sent: April 5, 2021 | 11:27
Viewed: April 5, 2021 | 11:30

Witness Events

Signature

Timestamp

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	April 5, 2021 11:27
Certified Delivered	Security Checked	April 5, 2021 14:12
Signing Complete	Security Checked	April 5, 2021 14:13
Completed	Security Checked	April 5, 2021 14:13

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CENTERVILLE CITY (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CENTERVILLE CITY:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: recorder@centervilleut.com

To advise CENTERVILLE CITY of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at recorder@centervilleut.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CENTERVILLE CITY

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to recorder@centervilleut.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CENTERVILLE CITY

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to recorder@centervilleut.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CENTERVILLE CITY as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CENTERVILLE CITY during the course of your relationship with CENTERVILLE CITY.

CENTERVILLE CITY
PROCLAMATION NO.2021-01

***Declaring May 2021 as
Arbor Month***

WHEREAS, Arbor Day is a nationally-celebrated observance that encourages tree planting and care; and

WHEREAS, Trees are important to Utah's economy, culture, history, and future; and

WHEREAS, Planting a tree helps create a healthy and beautiful landscape for this and future generations; and

WHEREAS, Parks, schools, community open spaces, and neighborhoods all need trees; and

WHEREAS, City officials and citizens of Centerville take pride in every opportunity to help bolster the community's image;

NOW, THEREFORE BE IT RESOLVED by the Mayor of Centerville City, Davis County, State of Utah, as follows:

May 2021 is hereby declared as Arbor Month in Centerville City.

Dated this 20th day of April, 2021.

CENTERVILLE CITY

Mayor Clark A. Wilkinson

ATTEST:

City Recorder

CENTERVILLE

**Staff Backup Report
4/21/2021**

Item No. 5.

Short Title: Minutes Review and Acceptance

Initiated By:

Staff Representative:

SUBJECT

March 18, 2021 Tree Board minutes

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ▣ March 18, 2021 Minutes

Minutes of the Centerville City Tree Board meeting held via Zoom on Wednesday, March 17, 2021 at 8:00 p.m.

MEMBERS PRESENT

Gary Chavez
Gary Smith
Gary Woodward, Chair
Scott Zeidler

MEMBERS ABSENT

Joy Chambers
Anne Linton

STAFF PRESENT

Mike Higgins, Parks and Recreation Supervisor
Janet Denison, City Recorder
Connie Larson, Recording Secretary

DETERMINATION LETTER

Chair Gary Woodward read the Determination Letter in accordance with Utah Code 52-4-207(4) of the Utah Open and Public Meeting Act that states according to the COVID-19 pandemic, the meeting may be held electronically.

TREE BOARD WEBPAGE

Chair Gary Woodward reported on items that have recently been posted on the Tree Board webpage. The City Attorney advised to not post information on parking strip trees, even though it was stamped "DRAFT" in red. There are pictures on some of the documents that should not be posted because of copy right laws. The Tree Recommendations List for Centerville Yards, and the associated generic pictures were sent to Jennifer Hansen, Deputy City Recorder, to post on the webpage. Gary Smith explained now is a good time to be pruning trees. The recent City newsletter has a section for tree pruning guidelines. Janet Denison displayed the revised list of trees the Tree Board previously compiled that is on the website. Gary Chavez said the Gingko trees produce fruit and have an offensive odor, and the oak trees are subject to the oak wilt disease.

The Tree Board discussed pruning and planting of trees should be added to the webpage. Gary Woodward will email pruning and planting guidelines to each Board member for their review.

Scott Zeidler made a **motion** that the Tree Board assume that in eight days, the placement and pruning instruction materials will be on the City Tree Board website, and Tree Board members will offer any edits and email exchange for the document. Grant Chavez seconded the motion, which was passed by unanimous vote (4-0).

1 **ARBOR DAY**

2
3 Chair Gary Woodward suggested a declaration for Arbor Week or Arbor Month be given
4 by Mayor Wilkinson, as there will be no public gatherings on April 30th for Arbor Day because of
5 COVID restrictions. The Tree Board agreed to tentatively plan an Arbor Day celebration in early
6 summer.

7
8 Joy Chambers sent a text message that she will not be able to go into the schools to teach
9 about the importance of trees because of COVID restrictions.

10
11 **TREE WALKING TOUR**

12
13 Scott Zeidler discussed an email that was previously sent on a photo contest for trees. He
14 suggested a walking map be made to show the location of rare trees in Centerville. Residents would
15 be able to download the tree map, and then take a walking tour to see the rare trees. Mike Higgins,
16 Parks and Recreation Supervisor, suggested the Cyprus tree at the cemetery be on the tree map.
17 Tree Board members were asked to search for trees that could be placed on the map. Mayor
18 Wilkinson will be asked to mention this activity in the proclamation, and in the next City
19 newsletter.

20
21 Scott Zeidler made a **motion** that a recommendation be made to the City that the Tree
22 Board would like to encourage a City Tree Observation Map, and that the City will help create the
23 website in the month of April. Grant Chavez seconded the motion, which was passed by unanimous
24 vote (4-0).

25
26 The Tree Board discussed having an Arbor celebration from April 30th to May 30th, with
27 Mayor Wilkinson to be given the option of noting the dates in his proclamation. Gary Woodward
28 will ask the City Attorney about legal issues of viewing trees on residents' private property before
29 the walking tour takes place.

30
31 **PARKING STRIP TREES IN THE CITY ORDINANCE**

32
33 Chair Gary Woodward discussed the work session he attended with the City Council where
34 they discussed the Parking Strip Ordinance. They also discussed trees that would be allowed in
35 parking strips, and that tree topping is not recommended or approved. There are four different
36 sections on pruning that Gary Smith provided, and he is willing to advise people with tree pruning.
37 The pruning sections will be emailed to Board members for their review and approval before they
38 will be placed on the website.

39
40 Gary Chavez discussed the possibility of placing a plaque next to a tree at City parks when
41 a citizen donates a tree. Mike Higgins explained this does take place when a person dies, and the
42 family donates the tree and plaque.

MINUTES REVIEW AND APPROVAL

Minutes of the February 17, 2021 meeting were reviewed. Gary Smith made a **motion** to approve the minutes as written. Chair Gary Woodward seconded the motion, which was passed by unanimous vote (4-0).

OPMA TRAINING

Janet Denison, City Recorder, explained the Open Public Meeting Act Training is an online training class required for every committee member. After completion of the training, a certificate will be printed that must be forwarded to Janet Denison. The Tree Board members who have not had the training class will be notified.

NEXT MEETING

The next Tree Board meeting will be held on Wednesday, April 21, 2021 at 8:00 p.m. Janet Denison said she will ask the City Manager when in-person committee meetings can be held again at City Hall. At the next Tree Board meeting, topping of trees for the City website, and the Arbor Day declaration will be discussed.

ADJOURN

Gary Smith made the suggestion that Tree Board members use the planting of trees at parks as photo opportunities for the Board.

At 8:55 p.m., Gary Smith made a **motion** to adjourn the meeting. Scott Zeidler seconded the motion, which was passed by unanimous vote (4-0).

Janet Denison, City Recorder

Date Approved

Connie Larson, Recording Secretary