



TREE BOARD AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE TREE BOARD WILL HOLD A REGULAR MEETING AT 8:00 PM ON JUNE 23, 2025 AT CENTERVILLE CITY HALL CONFERENCE ROOM, 250 NORTH MAIN STREET, CENTERVILLE, UTAH.

Centerville Tree Board meetings are open to the public, unless otherwise closed for reasons allowed by law. Centerville Tree Board meetings may be conducted via electronic means pursuant to Utah Code § 52-4-207. In compliance with the Americans with Disabilities Act, individuals needing special accommodations due to a disability may contact the City Recorder at (801) 295-3477, at least 24 hours in advance of the meeting. The Committee reserves the right to modify the sequence of agenda items in order to facilitate special needs or provide greater efficiency.

The full agenda packet and backup materials can be found on the Centerville City website at:

<https://centervilleutah.gov/129/Agendas-Minutes>

A. ROLL CALL

B. MINUTES

Minutes of prior meetings may be reviewed and accepted. Minutes review and approval shall comply with the Centerville City Minutes Approval Policy.

1. Minutes Review and Approval
April 16, 2025 Tree Board Minutes

C. BUSINESS ITEMS

Business action or discussion items to be considered.

1. Post-event briefing: Labor Day Art Contest
2. Review board members' goals
 - B. Allen: Work with Parks and Rec director (Bruce Cox) re: trees dying at Community Park--are we planting the right trees? Overwatering?
 - K. Roper: Outreach with USU extension services
 - S. Stettler: No tree deficit (protecting and replacing trees)
 - H. Taylor: Educating residents for best practices (tree selection/location, planting, watering, pruning)
 - B. Henderson: (still need)
3. Review intended purpose of Tree Board
4. Review "Tree City" certification requirements
Tree City USA requirements: <https://www.arborday.org/our-work/tree-city-usa/standards>
5. (If time allows) Discuss H. Taylor's write-up for City Council
6. Budget Discussion
FY 2026 runs from July 2025 to July 2026. Discuss expenditures and future purchases
7. Invite board members to encourage people to apply for the Tree Board (need 2 more)

D. ADJOURNMENT

CERTIFICATE OF POSTING

I hereby certify that this notice and agenda was posted at Centerville City Hall, published on the Utah Public Notice Website, and provided to a newspaper or media correspondent in accordance with the requirements of the Utah Open and Public Meetings Act, including, but not limited to, provisions of Utah Code § 52-4-202.

**Jennifer Robison
Centerville City Recorder**

PRELIMINARY DRAFT

1 Minutes of the Centerville City Tree Board meeting held Wednesday, April 16, 2025 at 8:00 p.m.
2 at Centerville City Hall, 250 North Main Street, Centerville, Utah.

3 4 MEMBERS PRESENT

5 Barbara Allen
6 Sara Stettler
7 Keith Roper
8 Heather Taylor, Chair

9 10 MEMBERS ABSENT

11 Brandon Henderson

12 13 STAFF PRESENT

14 Mike Higgins, Parks Supervisor
15 Connie Larson, Recording Secretary

16 17 MINUTES REVIEW AND APPROVAL

18
19 Minutes of the March 19, 2025 meeting were reviewed. Keith Roper made a **motion** to
20 approve the minutes as amended. Sara Stettler seconded the motion, which was passed by
21 unanimous vote (4-0).

22 23 FINALIZE ARBOR DAY CONTEST PLANS

24
25 The Arbor Day Art Show is Friday, April 25th. Monday, April 21st is the final day for
26 students to turn in their art projects. Tree Board members were asked to contact their assigned
27 schools tomorrow, and ask them to make an announcement to turn in their projects in on April
28 21st. Students are to turn in their projects to the school office, or they can bring them to City Hall.
29 A district delivery truck will be assigned to pick up the art projects from the schools on April 22nd
30 and deliver them to Reading Elementary.

31
32 Sara Stettler said the banners are done and they will be placed on Main Street and at
33 Reading Elementary. Posters advertising the Art Show will be placed at the businesses who are
34 helping to sponsor the art show. The posters will be placed at the following locations: South Davis
35 Rec Center, Centerville Library, Chick-fil-A, Culvers, Arctic Circle, Wild Arrow Archery, Fly
36 High, Rockin E Country Store, and Country Gardens Nursery.

37
38 Judging of the art projects will be on April 23rd at 4:00 p.m. at Reading Elementary. The
39 Tree Board will meet on April 24th at Reading Elementary to help mount the pictures on
40 posterboard. The Student Council at Reading Elementary will be asked to help mount the pictures.
41 Sara Stettler said she will get the award ribbons, and Barbara Allen will have a table set-up with
42 handouts that have guidelines and suggestions on how to prune, water, and plant trees. She will
43 also have handouts on tips for waterwise gardens, and the various species of trees.

1 Tree Board members are to arrive at Reading Elementary on April 25th at 3:00 p.m. to help
2 set-up for the Art Show. Cody from the Utah State University Extension Services will be coming
3 to answer questions about trees. Heather Taylor will verify with Bryce King that Banbury Cross
4 Donuts will be providing donuts. Teacher's tape will be purchased for mounting the art work. Live
5 music will be provided outside of the small gym. Tree Board members were asked to reach out to
6 people they know that have musical talents who would like to perform at this event and contact
7 Sara Stettler.

8
9 **DISCUSS GOALS AND CHALLENGES FOR THE TREE BOARD**

10
11 Keith Roper said the Tree Board has given suggestions and ideas to the City Council, but
12 the City Council needs to give directions for trees in parking strips. Mark Marchant with the Streets
13 Department said if trees are going to be removed from parking strips, that he will notify the
14 homeowner or leave them a letter on their door. Mr. Roper said this did not happen in the case of
15 the trees in his park strip. Heather Taylor said she wants to give the City Council more input on
16 trees. She would like to put something together on recommendations and plans for the placement
17 of trees in park strips, and the types of trees to use. This item will be discussed at the next meeting.
18 Heather will bring to the next meeting a document she has been working on for this topic. Other
19 items to be discussed are:

- 20
21
- Poor pruning practices
 - Trees buried too deep
 - Trees planted in the lawn that are watered too much
 - Protecting and replacing trees
 - Tree City USA requirements
 - Presentation to the City Council on park strips
 - Plan for trees on Parrish Lane
 - How to make an official proclamation for Arbor Day
 - Plans for trees by the children's new park at the Community Park
 - Budget needs
- 22
23
24
25
26
27
28
29
30
31

32 **SHOW SOCIAL MEDIA VIDEOS**

33
34 Heather Taylor made a social media video which the Tree Board viewed. The video
35 discussed where to plant trees, and winter watering of trees. The videos have been given to Haley
36 Turner to post on the city website.

37
38 **DETERMINE FUTURE EVENTS/INITIATIVES**

39
40 This item will be discussed at the next meeting.

1 **TREE GRAFTING DEMONSTRATION**

2
3 Keith Roper reported the Utah State University Extension Service in Kaysville is having a
4 tree grafting demonstration on April 26th at the Kaysville House from 9:00 a.m. to 11:00 a.m.
5 Registration is required and the cost is \$26.

6
7 **NEXT MEETING**

8
9 The May Tree Board meeting will not be held. The next Tree Board meeting will be held
10 on Wednesday, June 18, 2025 at 8:00 p.m. at City Hall.

11
12 **ADJOURN**

13
14 At 9:30 p.m., Heather Taylor made a **motion** to adjourn the meeting. Barbara Allen
15 seconded the motion, which was passed by unanimous vote (4-0).

16
17
18
19 _____
20 Jennifer Robison, City Recorder

_____ Date Approved

21
22
23
24 _____
25 Connie Larson, Recording Secretary

3.03.080 Tree Board

- (a) Creation. There is hereby created a Tree Board for Centerville City which acts as an advisory board to the City Council and other departments for the purpose of providing guidance to the City on the planting, maintaining and removing of trees on public property and within the public park strips.
- (b) Members.
- (1) Number. The Tree Board shall be comprised of not more than seven but no less than five regular members who shall be appointed by the Mayor with the advice and consent of the Council.
 - (2) Term. Tree Board members shall be appointed to staggered terms of three years, provided that members may be appointed to terms shorter than three years when necessary to provide staggered terms. These terms are renewable. Tree Board members may be removed from office at any time with or without cause by action of the City Council.
 - (3) Compensation. Tree Board members shall receive no compensation for their services but may be reimbursed for reasonable expenses incurred in the performance of their duties or for training.
- (c) Organization and Procedure.
- (1) Chairperson. The members of the Tree Board shall appoint one member as chairperson. The chairperson shall serve for a term of one year, which term may be renewed. The chairperson shall oversee the proceedings and activities of the Tree Board.
 - (2) Rules. The Tree Board may adopt reasonable rules and regulations in accordance with this Section for governing the conduct of its business.
 - (3) Meetings. The Tree Board may hold meetings at such times as the Board determines is necessary and as properly called with notice given to each Board member.
- (d) Duties. The Tree Board acts in an advisory and voluntary capacity to the City Council and other departments in providing guidance on the planting, maintaining and removing of trees on public property and within the public park strips. The Tree Board shall:
- (1) Recommend to the City Council and other departments standards for the care, preservation, pruning and planting of trees on public property and in the park strips;
 - (2) Review and recommend appropriate changes and updates to City Ordinances or master plans regarding trees on public property or in the park strips;
 - (3) Recommend projects, policies, funding allocations, and other measures, programs, or activities for the maintenance and management of trees within the City;
 - (4) Carry out projects, programs, or activities regarding trees, as directed by the City Council, including Arbor Day activities; and
 - (5) Initiate and promote involvement, activities and contributions by the private sector for the development of trees within the City, including Arbor Day activities.

HISTORY

Adopted by Ord. [2018-23](#) on 10/16/2018