



Spring Hill Green Board  
Regular Meeting Agenda  
Monday, November 21, 2016  
7:00 PM  
Spring Hill Civic Center  
401 North Madison Street – Room 15

---

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF AGENDA**

**FORMAL BOARD ITEMS**

1. Approval of Minutes
  - a. October 17, 2016
2. Mayor Ellis – Overview of Governing Body and Green Board
  - a. Introduction of new Green Board Members
3. New City Staff – Participation with Green Board
4. Election of Chairman
5. Hometown Holidays – Overview of Green Board Participation
6. Review of Green Board Duties and Responsibilities
7. Update on City Parks Status
  - a. Veteran's Park
  - b. Playground Equipment Purchase
  - c. Trails Initiative of Mayor Ellis
8. Update on subdivision activity
9. Growth Award [www.arboday.org](http://www.arboday.org)

10. Tree City USA Application
11. Next Meeting: December 19, 2016

**STAFF REPORTS**

**ANNOUNCEMENTS and REPORTS**

**ADJOURN**

Spring Hill Green Board  
Special Meeting Minutes  
October 17, 2016

**CALL TO ORDER**

Doug D'Albini called the meeting to order at 7:08 pm

**ROLL CALL**

Present: Doug D'Albini  
Mark Squire  
Laila Reis

Absent: Stephen Bayer

Staff Present: Beau Ford, Parks Superintendent  
Melanie Landis, Finance Director  
Allysha Walmann, Public Affairs Specialist

Meeting Attendees:

**APPROVAL OF AGENDA**

Motion by, Laila Reis seconded by Mark Squire to approve the agenda. Motion carried 3-0-0.

**FORMAL BOARD ITEMS**

1. Approval of Minutes: September 19, 2016

Motion by Mark Squire, seconded by Laila Reis to approve the Minutes. Motion carried 3-0-0.

2. Diversity Tree Signs – Discussion tabled until the November 21, 2016 meeting. Beau will research and bring more information in regards to cost and benefit of the program.
3. Tree City USA -
  - a. Growth Award & 2016 TCUSA Application
    - i. November 21<sup>st</sup> the Green Board will select and set deadlines to complete qualifying items to receive a Growth Award in 2017.
4. Green Board Goals – Discussion tabled until November 21, 2016 meeting.
5. Lake Project (Veteran's Park) Update – Road into park areas has begun, The RFP is being completed with small changes before being sent out relative to the 1<sup>st</sup> phase, cost and what details the 1<sup>st</sup> phase will entail.
6. Master Plan and Survey – Allysha Walmann presented survey results.
7. Finance Director, Melanie Landis explained the finance request process and budget allocation. Park impact fees are allocated fully to the Special Parks Fund.

THE FOLLOWING MINUTES ARE SUBJECT TO MODIFICATION  
AND ARE NOT OFFICIAL MINUTES  
UNTIL APPROVED BY THE SPRING HILL GREEN BOARD

- a. The Finance Department will send quarterly reports to the Green Board.
8. Community Event Recycling – Beau will check into options from Deffenbaugh, options on purchasing disposable containers and if Pepsi has any options.
9. Hometown Holidays 2016 – December 3, 2016 The Green Board will provide warm beverages, such as hot chocolate and coffee.
10. Elect Chair – Election of Chair, Vice Chair and Secretary per Ordinance will be elected.

Other Business –

**ADJOURN**

**Motion by** Mark Squire, seconded by Laila Reis to adjourn. Motion carried 3-0-0.

The meeting adjourned at 9:15 p.m.

Beau Ford  
Beau Ford, Parks Superintendent

commission insure to the benefit of any private person.

- d) Duties: Subject to the provisions of all other sections of this chapter, the public building commission shall provide for the construction as required of a new building or buildings, shall provide for the construction as required in connection therewith and shall arrange for all financing of said building or buildings, including the site or sites, construction, equipping and furnishing and all other rentals, payments and revenue bond debt service requirements.

#### **1-905. PARKS ADVISORY BOARD (GREEN BOARD).**

**1.905.1. CREATION:** There is hereby established a Parks Advisory Board (Green Board) for the City of Spring Hill, Kansas.

**1.905.2. MEMBERSHIP:** The Parks Advisory Board (Green Board) shall consist of five (5) members, and such members shall be appointed by the Mayor with the consent and approval of the remainder of the Governing Body. Subsequent appointees to the Parks Advisory Board must have residency that result in a majority of the members being residents of the City of Spring Hill. Members shall serve without compensation.

**1.905.3. TERM OF OFFICE; EXISTING MEMBERS:** Each member of the Board shall serve a term of three (3) years, except that the terms of the existing members of the Parks Advisory Board (Green Board) appointed pursuant to Ordinance No. 2004-35 shall be for the same term of appointment that was established under said ordinance. Vacancies shall be filled by appointment for the unexpired terms.

**1-905.4. ORGANIZATION AND RULES:** The Parks Advisory Board shall organize and adopt rules of procedure and elect officers and fix and determine times and places for meetings, which said meetings shall be not less frequent than once a month. The terms of the chairman, vice-chairman and secretary of the Board shall be for one (1) year or until his or her successor shall have been elected and qualified. Special meetings of the Parks Advisory Board shall be called by the chairman or in his absence by the vice-chairman. A quorum of the Parks Advisory Board shall consist of a majority of the membership of the Board.

#### **1-905.5. DUTIES:**

##### **A. Tree Programs of the City.**

1. To study, investigate, counsel, develop, annually update and administer a written plan for the care, planting, culture and removal of disposition of trees and shrubs in parks, streets, alleys and other lands owned or managed by the City. Such plan will be presented annually to the Governing Body and upon its acceptance and approval, shall constitute the official comprehensive tree plan for the City of Spring Hill, Kansas.
2. When requested by the Governing Body, shall consider, investigate, report and make findings and investigations regarding tree issues within the City.
3. Administer the Community Forestry Program as set forth in Chapter 7, Article 5 of the Spring Hill Municipal Code.
4. To recommend to the Mayor and City Council expenditures and budgets for tree programs.

##### **B. Parks Programs of the City.**

1. Act in an advisory capacity to the Mayor and City Council in promoting, aiding, encouraging and conducting parks, including the development of park facilities and programs.

2. Act in an advisory capacity to the Mayor and City Council in the planning, maintenance, development and operation of all park areas and facilities owned, controlled or leased by the City of Spring Hill.
3. Act in an advisory capacity to the Mayor and City Council in formulating policies to facilitate the operation of the park system.
4. At the request of the Mayor and City Council, to study and make recommendations on the acquisition and development of park areas and facilities.
5. Interpret the policies, functions and operation of the parks department to the public.
6. The Governing Body shall refer all major proposals and propositions for the construction, reconstruction and improvement of public parks and facilities, including the acquisition of land for park purposes. The Board shall make reports and recommendations to the Governing Body on all matters referred to it and any further recommendations as deemed advisable. Such reports shall be made within a time fixed by the Governing Body at the time the proposal or proposition is submitted to the Board and no action shall be taken thereafter by the Governing Body upon any such proposal or proposition until the reports and recommendations thereon have been received from the Board. The Governing Body of the City shall take action upon the reports and recommendations received from the Board within thirty (30) days after their receipt. The Governing Body may extend the time as it deems necessary to give the matter further attention.
7. To recommend to the Mayor and City Council expenditures and budgets for park programs.

C. Liaison Representatives to Boards and Commissions relating to Tree Programs and Park Programs. The Advisory Board shall have the authority to appoint one or more members to be a city liaison official to city, state and federal boards and commissions that have tree programs and park programs that affect the City of Spring Hill, Kansas. These boards and commissions are to including, but not be limited to, the following:

1. Spring Hill Recreation Commission.
2. Johnson County Parks and Recreation Commission.
3. Partnership for a Better Community.
4. Spring Hill Community Center.

(Ord 95-01) (Ord 2004-35) (Ord 2014-10)

**1-906. SPRING HILL ARTS COUNCIL.**

Spring Hill Arts Council Established by Ordinance No. 2012-06 Abolished; Transfer of Property to Not-For-Profit Organization

(Ord 2015-03) (Ord 2012-06)

**1-907. PUBLIC ADVISORY BOARD**

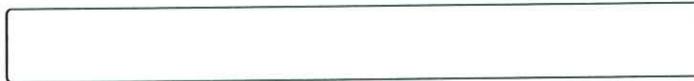
**1.907.1. CREATION:** There is hereby established a Public Safety Advisory Board for the City of Spring Hill, Kansas.

**1.907.2. MEMBERSHIP:** The Public Safety Advisory Board shall consist of five (5) members, and such



# Tree City USA Growth Awards

The Tree City USA Growth Award is awarded by the Arbor Day Foundation to recognize higher levels of tree care by participating Tree City USA communities. The Growth Award highlights innovative programs and projects as well as increased commitment of resources for urban forestry. It also provides an opportunity to share new ideas and successes across the country.



## Eligibility

Your community can achieve a Tree City USA Growth Award if it qualifies as a Tree City USA for at least the second consecutive year and completes activities in eligible categories totaling 10 or more points.

Eligible activities fall into one of four categories, and each activity has an associated point value.

- **Category A:** Education and Public Relations
- **Category B:** Partnerships
- **Category C:** Planning and Management
- **Category D:** Tree Planting and Maintenance



# Tree City Growth Awards

## Category A: Education and Public Relations



### A1. Publications (2 points)

Materials for the public about tree planting and care, such as a listing of recommended street trees, were first published or significantly improved. (Please enclose a copy of the publication as documentation.)

### A2. Literature Distribution (2 points)

A new method of public literature distribution (with utility bills, at garden centers, at public events, etc.) was developed and implemented successfully.

### A3. Interpretive Program (3 points)

An interpretive program such as a walking tour of outstanding trees for community planting, an arboretum, a heritage tree program (largest, historic, etc.) or similar project was first made available to the public or was significantly improved.

### A4. Local Awards Program (3 points)

A recognition program with awards to citizens, commercial enterprises, neighborhood associations, other citizen groups, etc. for such things as best landscaping, tree planting/care



projects, etc. was initiated or significantly improved.



#### A5. Community-Wide Tree Event (4 points)

A special, community-wide tree event such as an Arborfest, Dogwood Festival, Oak Festival, etc. was initiated or significantly improved. (An Arbor Day celebration is a standard requirement to qualify for Tree City USA. Therefore, please report here only a community-wide, highly publicized Arbor Day celebration or festival in addition to Arbor Day.) Tree-related activities and/or exhibits must be part of the event. (Please include event name(s) and date(s) with documentation.)

#### A6. Publicity (5 points)

An ongoing publicity campaign for tree care and community forestry was initiated or significantly improved, for example a weekly newspaper column by the city forester or tree board, or a community-wide newsletter about trees.

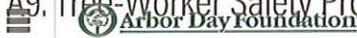
#### A7. Youth Education (4 points)

The city initiated or significantly improved a formal, community-wide tree-education program for youth (such as the creation of a Nature Explore™ Classroom, "Project Learning Tree," "Arbor Day National Poster Contest," etc.)

#### A8. Continuing Education for Tree Workers (6 points)

A training/continuing education program for the city's tree workers, both employees and contractors, was initiated or significantly improved. The training must be provided at least annually - either by the city or by other qualified organizations. (Please indicate who provided training, the type of training and approximate percentage of tree workers who received 8 hours or more of formal training and percentage who received 40 hours or more of formal training.)

A9. Tree-Worker Safety Program (5 points)



A comprehensive safety program for city tree workers was initiated or significantly improved that goes beyond formal training to include such methods as daily warm-up exercises, wellness programs, safety newsletter, etc.

A10. Continuing Education for Forestry Managers and Tree Board Members (6 points)

A continuing education program for forestry managers and tree board members was initiated or significantly improved. Examples include participation in tree-related workshops, conferences, correspondence courses, or other structured educational programs for those involved with managing community forests. (Please include approximate percentage who attended conferences, workshops, or other such events, and approximate percentage who earned credit or continuing education units (CEUs), with documentation.)

A11. Tree-Care Workshops (4 points)

A workshop on some aspect of tree care was provided for the first time for homeowners, businesses and other members of the public. Or ongoing workshops were significantly improved or the public participation was significantly increased. (Please include date(s) and number attending with documentation.)

A12. Arborist Workshops (5 points)

Tree-care workshops were provided for the first time for private commercial arborists. Or ongoing workshops were significantly improved or participation was significantly increased. (Please include date(s) and number attending with documentation.)

A13. Publicity Event (3 points)

An activity specifically designed to gain publicity for the community forestry program was initiated or significantly improved.

# Tree City Growth Awards

## Category B: Partnerships



### B1. New Project or Organization (4 points)

A new, significant tree project was accomplished by the city in partnership with a civic organization, youth group, or other corporate or volunteer entity. Or assistance was given in creating a new volunteer organization that contributes to the community forestry program.

### B2. Utility Partnership (5 points)

A cooperative program between the city and a utility was initiated or significantly improved, resulting in additional tree planting, planting appropriate species, improved pruning and other tree care, or utility designation as a Tree Line USA. (Please enclose documentation of significant community involvement.)

### B3. Green Industry Partnership (5 points)

A cooperative project between the city and businesses such as private nurseries or tree services resulting in improved planting stock, better tree care, improved landscaping methods, the recycling of wood materials, etc. was initiated or significantly improved.

### B4. Cooperative Purchasing/Contracting (6 points)

A program was initiated or significantly improved for the community to cooperatively work with another community. (For example, to share a forester, to jointly contract for tree-care, computer



or other professional services, to purchase expensive equipment such as a tree spade, or to pool tree orders.)



#### B5. External Funding ( 6 points)

The city applied for and received significant, nongovernmental funding (corporations, foundations, civic organizations, individual contributions, etc.) for community forestry. (Please indicate amount, source and use of funds with documentation.)

#### B6. Tree Planting on Private Property (4 points)

The city initiated or significantly improved a cost-sharing or other incentive program, an unusual publicity campaign, etc. to bring about more tree planting on private property. There should be attention given to planting the right tree in the right place, and encouraging long-term care.

#### B7. Engineering/Forestry Coordination (6 points)

Formalized coordination with city engineering was initiated or significantly improved to insure proper urban forestry review of street and utility plans, sidewalk construction, and similar practices that impact the health of the city's trees.

#### B8. Land-Use Planning Coordination (5 points)

Procedures for including tree professionals in land use planning decisions were put into place or significantly improved. Examples might include the appointment of a planning and zoning official to the tree board or vice versa, or routing all development site plans and applications through the city forester for input and approval.

#### B9. Wildland Fire Prevention Coordination (5 points)

The community has initiated or significantly improved a wildland fire prevention program such as involvement with Firewise Communities/USA. Go to [www.firewise.org/usa](http://www.firewise.org/usa) for details.

B10. Citizen Training Program (6 points)

A program to train and schedule citizen volunteers to provide basic maintenance suited to volunteers was initiated or significantly improved.

# Tree City Growth Awards

## Category C: Planning and Management



### C1. Tree-Maintenance Budget (9 points)

A budget line in the city budget specifically for tree maintenance (as opposed to planting or removals) was initiated or significantly increased. (Please indicate budget allocation for the current and previous year with documentation.)

### C2. Municipal Funding (8 points)

Expanded or innovative municipal funding was developed to be used specifically to increase the planting and care of community trees. Examples include special tax districts, curb tax, bond issues, license fees, gas tax, utility surcharge, etc.

### C3. Sidewalk/Curb Policy (5 points)

Policies were adopted or significantly improved which call for placement, construction, replacement and repair of sidewalks and curbs in a manner that will minimize tree damage. (Please enclose a copy of the policies as documentation.)

### C4. Tree Inventory and Analysis (7 points)

A basic inventory of street and/or park trees was conducted for the first time or updated, and an analysis was performed indicating what conclusions are to be drawn from the inventory: species mix, planting and care needs, etc. (Please enclose copy of



the inventory, or a sample from one neighborhood, and the analysis as documentation.)

#### C5. Computerized Tree-Management System (9 points)

The tree management system was first computerized and is site specific, i.e. individual trees identified with specific locations, and includes a work-reporting method with the work data on individual trees updated on a regular basis, preferably at least weekly.

#### C6. Management Plan (7 points)

A long-range, community-wide tree planting and management master plan using inventory data and covering at least the next 3–5 year period was first adopted or significantly improved. (Please enclose copy of plan as documentation.)

#### C7. Licensing (5 points)

A licensing program was initiated or significantly improved for all tree-care companies or individuals operating in the community. (Please enclose explanatory literature as documentation.)

#### C8. Improved Ordinance (6 points)

A new or revised and significantly improved ordinance related to trees was adopted. The ordinance(s) must lead to the improved management and/or protection of trees and tree habitat and might include such measures as protecting historic or specimen trees, protecting trees and tree habitat during construction, conserving woodlands, ending tree topping, requiring new developments to preserve green spaces or plant trees, requiring parking lot landscaping, etc. (Please enclose copy of ordinance as documentation.)

#### C9. Standards and Specifications (6 points)

A standards and specifications document was adopted, or updated and significantly improved, as a separate document which complements the community's tree ordinance. Provisions might include such things as acceptable street trees to plant, standards for planting in downtown areas and along residential streets, and tree-maintenance guidelines. The standards would be updated and kept current by the city forester, tree board, or equivalent authority. (Please enclose copy with documentation.)

#### C10. Wildlife Habitat (3 points)

Wildlife habitat was developed or protected, including such practices as setting aside "no mowing" zones, planting trees and shrubs for wildlife purposes, protecting riparian zones, adding water impoundments for wildlife, providing nest boxes, etc.

#### C11. Park, Open Space (5 points)

Forested open space was acquired or a park developed with major tree planting. To use this criterion, it is necessary to demonstrate that the forestry staff or tree board was instrumental in the project. The land in question must be available for public use. Land covered by a scenic or other easement may also be included here.

#### C12. Emergency Plan (4 points)

A tree-care emergency plan was developed or significantly improved. The plan could outline who will provide what services after a severe storm, mutual aid available between communities or jurisdictions, and how to work effectively with the news media.

#### C13. Professional Tree Manager (10 points)

A full-time city forester or equivalent was hired for the first time. (Please indicate name, title, education/degree and starting date.)

C14. Accreditation for Forestry Department (10 points)

Seek and receive accreditation for the municipal forestry department such as that provided by the Society of Municipal Arborists.

# Tree City Growth Awards

## Category D: Tree Planting and Maintenance



### D1. Special Tree Planting Project (4 points)

A tree-planting project for a special purpose such as energy conservation, or requiring special circumstances such as pit construction or vandalism protection was successfully implemented. Such a project would require a special appropriation, or special cooperation with the neighborhood or business district.

### D2. Public Utility Tree Care (5 points)

The maintenance of publicly owned utility lines was significantly improved to reduce adverse impacts on trees. An example would be training in the use of state-of-the-art techniques that avoid topping trees, or qualifying as a Tree Line USA Utility.

### D3. Recycling (6 points)

A biomass recycling program was successfully implemented or significantly improved. This may include street tree leaves, lawn wastes, tree removals, Christmas trees, etc.

### D4. Street Tree Planting (7 points)

The city formally established or significantly improved its street-tree-planting program.



D5. Street Tree Pruning (8 points)

A formal pruning system was established or improved for the city's street trees. This criterion requires significant improvement through the initiation of regularly scheduled visits to all street trees depending on the requirements of the species, or the reduction of time between visits if needed.

D6. Hazard Tree Program (5 points)

A hazard tree assessment and action program was established or significantly improved, including employee training and a systematic method that includes periodic tree inspections and prompt follow-up when needed.

D7. Special Program to Eliminate Destructive Practices (6 points)

A program such as an educational or ordinance enforcement campaign to eliminate tree topping community-wide, or a training program that eliminates tree damage caused by employees misusing herbicides, weed cutters, and lawnmowers was successfully implemented.

D8. Integrated Pest Management (5 points)

Systems and methods for insect and disease control that are environmentally sensitive were put into place or significantly improved.

D9. Plans for Donations (3 points)

Plans were developed or significantly improved for projects such as vest-pocket parks, arboretum improvements, memorial tree groves, woodland acquisitions, etc. to be available in case of unexpected cash donations or similar opportunities.

D10. Contract Growing (5 points)

A contract with a nursery was initiated or significantly improved to provide specific varieties or species of street and park trees for future years (to enable planning and to assure having the right trees for the right sites).

D11. Tree Preservation (6 points)

A special project or program was initiated to preserve or relocate trees on development or construction sites.