



CITY OF GROSSE POINTE WOODS
20025 Mack Plaza Drive
Grosse Pointe Woods, Michigan 48236-2397

(313) 343-2440
Fax (313) 343-2785

NOTICE OF MEETING

COMMISSIONS:	X	COMMITTEES:	X	BOARDS:	X
Beautification Advisory		Building Authority		Board of Canvassers	
Citizens' Recreation		Cable TV Ad Hoc		Board of Review	
Community Tree	X	Compensation & Evaluation		Construction Board of Appeals	
Historical		Construction		Community Enhancement Fund	
Local Officers Compensation		Finance		Downspout Board of Appeals	
Planning		Fireworks		Pension	
Senior Citizens'		Judicial Liaison		Subcommittees	
		Mack Ave Business Study			
		Public Relations			

PUBLIC INVITED: IN ACCORDANCE WITH PUBLIC ACT 267 OF 1976 (OPEN MEETINGS ACT), ALL MEMBERS OF THE GROUP SELECTED ABOVE, AS WELL AS THE GENERAL PUBLIC, ARE INVITED TO ATTEND THE FOLLOWING MEETING ON **DATE: 11/02/2016 AT TIME: 7:30 p.m. IN THE PLACE: Community Conference Room** AT CITY Hall, 20025 MACK PLAZA, GROSSE POINTE WOODS

AGENDA OF MEETING

1. Call to order.
2. Approval of the Agenda for the meeting of November 02 2016.
3. Approval of the Minutes of October 05, 2016.
4. Treasurer's Report: Review line items for the budget period of July 01, 2017 through June 30, 2018
5. Old Business: Changes for the Memorial Tree program was deferred. Chan will meet with Frank Schulte of DPW to learn what GPW land is still available for this program. Report to be received from the commission members, who participated in the 2016 Fall planting program, which was started during the week of October 10th.
6. New Business: Recommendation to the Council for their approval the Tree Commission officers for 2017. Discuss and establish Tree Commission member Task assignments for 2017.
7. Adjournment. *Wilson G. Rogers*

Submitted by Wilson G. Rogers. Office Held: Secretary. Tel. (313) 886-7660

cc: Commission Board/Committee Members
Council Representative
Hathaway and Gerhart
File
Post

Individuals with disabilities requiring auxiliary aids or services should contact the City Clerk's office at 20025 Mack Plaza, Grosse Pointe Woods, Mi. 48236 or (313) 343-9249 or email the City Clerk at cityclk@gpwmichigan.org.

GROSSE POINTE WOODS TREE COMMISSION
Meeting Minutes of October 05, 2016

Chairman, Steve Chan, called the meeting to order at 7:30 p.m.

Present: Rogers, Backer, Vicki Granger (Council Representative), Chan, Mary Meyering, Gaffney, Greening Laura Gaskin, Profeta and Gaschner...

Absent: Butler, DiCicco...

Approval of the Agenda for the meeting of October 05 2016. Motion by Groschner and seconded by Backer to approve the agenda as presented. All members present approved the motion.

Approval of the meeting minutes of September 07, 2016

Motion by Groschner and seconded by Laura Gaskin with the following correction under New Business (Delete sentence starting with "Chan agreed and ending with October meeting"). to approve the minutes as presented with this correction. All members present approved the motion.

Treasurer's Report: 09/30/16.

Cash Reserves as of 07/01/16	\$12,069.18
Donations thru 09/30/16	0
Expenses thru 09/30/16	0
Balance:	\$12,069.18

Balance carries forward.

Council Approved Budget	
Budget as of 07/01/16	\$1,633.00
Expenses thru 09/30/16	-8.15
Name of expense not listed.	
Remaining thru 09/30/16	\$1,624.85

Balance does not carry forward.

Council approval required for expenditures.

Old Business: Profeta reported that photos of all 2016 Memorial tree donors present at the meeting have been mailed and that he has copies of all letter documents that were used for the Memorial Tree program.. Regarding the Cash Reserve account in Our budget, Vicki Granger advised that the funds will stay with us and used in the future

to cover an expense not otherwise provided in our regular budget. Granger also advised that the Council had approved the purchase of 350 Little Leaf Linden tree seedlings for the 2017 Arbor Day program. Laura Gaskin solicited the commission membership and the following agreed to serve as officers in 2017: Chair-Chan, Vice-Chair-Profeta, Treasurer- Butler and Secretary-Laura Gaskin.


New Business: The fall tree planting program will begin the week of October 10th. Tree Commission members will receive planting stakes, lists showing the resident to be vested and placement of the stake in accordance with the City guidelines Visits should be done as soon as possible. Chan distributed the City's published guidelines for the Memorial Tree program and he will visit with Frank Schulte to develop possible changes in the program.

Tree Commission membership expires 12/31/166 for Gaskin, Groschner Meyering. Groschner will advise in November if he wishes to continue. The other two wish to continue and will need Council approval, which will occur in January. Rogers will resign as of 122/31/16 due to medical conditions. All other members wish to complete their appointed term of office.

The Tree Commission Directory, published 9/07/16, was distributed at this meeting.

Adjournment: 8:55 p.m. Motion by Laura Gaskin and seconded by Groschner that the meeting be adjourned. All present approved the motion.

Submitted by


Wilson G. Rogers
Secretary (313) 886-7660



City of Grosse Pointe Woods TREE COMMISSION

- *Revenue & Expense Report as of 9/30/2016* -

Balance Sheet:

Cash Reserves as of July 1, 2016:	\$12,069.18	
Donations thru Sept. 30, 2016:	-0-	
Expenses thru Sept. 30, 2016:	-0-	
BALANCE:	<u>\$12,069.18</u>	<i>(Balance carries forward.)</i>

Detail of expenses: (No Activity)

Council Approved Budget: (General Fund Budget 101-105-880.700)

Budget as of July 1, 2016:	\$1,633.00	
Expended thru Sept. 30, 2016	<u>8.15</u>	
Remaining thru June 30, 2017:	<u>\$1,624.85</u>	<i>(Balance does not carry forward.)</i>

Detail of expenses: (No Activity)

GROSSE POINTE WOODS

TREE COMMISSION TASKS

Listed below are some of the important tasks (other than officers) that the commission performs on an annual basis. These duties need to be shared by all members. Look over the list and think about what you might like to work on for the next year. Your choices will be solicited when we meet on Wednesday. If a task has been omitted please suggest it at the meeting.

TASK

1. Selection and purchase of tree seedlings for the Arbor week 3rd grade presentation.
2. Work with DPW representative on Fall Tree Planting program.
3. Complete application and filing for the "Tree City USA" award.
4. Obtain articles for the Update letter.
5. Update of Work on the "Celebrating the Trees of GPW" booklet to create a new edition or update the current version.
6. Update of Work on development of a tree booklet posting for the City's website.
7. Member of subcommittee for next year's selection of Commission officers and program assignments.
8. Collect plaque and engrave it with the Arbor Day 3rd grade poster contest winner's name.
9. Get Tee-shirts for the winner of the poster contest.
10. Be in charge of the Arbor Day videos. Distribute and collect them. Create and distribute planting instructions and plant journal.
11. Be in charge of establishing time tables and materials for Arbor week visitations to schools. Establish which members will visit each school. Collect feedback forms.
12. Get refreshments for Memorial Tree ceremony at the April meeting.
13. Send letters to the Mayor and council members and memorial tree honorees inviting them to the ceremony. Arrange for photographs to be taken .
14. Purchase program paper, certificate paper, and folder's. Generate the Memorial tree ceremony Program and certificate.
15. Read the dedication prayer composed by Chester Peterson at the Memorial Tree ceremony.

(Tree \$200.00; Marker \$80.00)

CITY OF GROSSE POINTE WOODS MEMORIAL TREE PROGRAM

GUIDELINES

Anyone may donate a Memorial Tree for his or her family, a special loved one, or for themselves.

Responsibility

Under the direction of the Grosse Pointe Woods City Council, the Community Tree Commission is responsible for the Memorial Tree Program. Requests for memorial trees are coordinated through the Department of Public Works for placement and ordering.

Requests for any deviations from these guidelines may be directed to the City Administrator for review. Any denial may be appealed to the City Council.

Trees

When a memorial tree is purchased, these trees may be selected from an existing City tree or from a list of acceptable trees provided by the City of Grosse Pointe Woods. The trees are then placed and maintained by City employees.

Markers

Markers may be placed near an existing or a new tree as stated in the Trees section above. Granite markers are 4" x 8" planted flush to the ground in a cement base. Markers are provided, placed, and maintained by City employees. The rules for selecting approved text on the bricks are stated in the Acceptable Wordings section below.

Markers may have up to three lines with a maximum of 14 characters per line (including spaces). The message must fit in the space provided and be selected from the list in the acceptable wordings section.

Locations

Memorial trees may only be placed on approved locations as designated by the master plan for Memorial Trees at City Hall. For example, memorial trees may be placed on City property located at City Hall, Lake Front Park, Ghesquiere Park, Sweeney Park, Chene-Trombley Park, and DePorre Park. The new guidelines adopted by Council on 10/06/2014 also allow for planting on the islands of Lochmoor, Sunningdale, Fairford and Morningside. The City reserves the right to move memorial trees if they pose a burden on city services. Locations along Mack Avenue may also be acceptable. Memorial trees on Mack Avenue islands not allowed. Markers may not be placed in residential areas.

Veterans Memorial Parkway

Sites within the Veterans Memorial Parkway are reserved for current and former City residents and employees who served in the military.

Acceptable Wordings

A list of acceptable wordings for a marker is given below. One calendar year is permissible in text.

Adopted By	Dedicated To	In Memory Of	Happy Anniversary
A Gift For	In Gratitude	For Service To	Presented By
Best Wishes	In Honor Of	Happy Birthday	The _____ Family

