



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

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**NOTICE OF MEETING**

**RECEIVED**

SEP 27 2013

CITY OF GROSSE POINTE WOODS

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: 10/02/2013 AT TIME: 7:30 p.m.** IN THE **PLACE: Community Conference Room** AT CITY Hall, 20025 MACK, GROSSE POINTE WOODS

**AGENDA OF MEETING**

1. Call to order.
2. Approval of the Agenda for the meeting of October 02, 2013.
3. Approval of the meeting minutes of September 04, 2013.
4. Treasurers Report.
5. Old Business: Status of photo for donor of memorial tree for W. Wojcik; Vacant Tree Commission replacement; Article for the Update letter listing The names of the Arbor Day poster contest winners; Filing of the "Tree City USA" application; List of Memorial trees planted in Grosse Pointe Woods. Selection of tree seedling for 2014 Arbor Day program.
6. New Business: Confirmation of the names of Tree Commission officers for 2014. Review Tree Commission task list and assign commission members to each task.
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  
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@gpwmil.us](mailto:cityclk@gpwmil.us).**

**GROSSE POINTE WOODS TREE COMMISSION**  
**Meeting Minutes of September 04, 2013**

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

**Present:** Rogers, Profeta, Chan, Backer, DiCicco, Groschner, Pegg, Malley, Greening and Koester (Council Representative).

**Absent:** Gaffney. One Vacancy.

**Approval of the Agenda for the meeting of September 04, 2013:** Motion by Pegg and seconded by Profeta to approve the agenda as presented. All members present approved the agenda.

**Meeting Minutes of April 03, 2013:** Motion by Pegg and seconded by Groschner that these minutes be approved as presented. All members present approved the motion.

**Meeting Minutes of June 05, 2013:** Motion by Backer and seconded by Profeta to approve the minutes as presented with two corrections. In the second column, 8<sup>th</sup> line down after April 18<sup>th</sup> add Greening's name and on the last line of this column change Treiter to read Treuter. All members present approved the motion with these corrections.

**Treasurer's Report: 08/29/2013**

Cash Reserve as of 07/01/2013	\$12,139.51
Expenses thru 08/29/2013	0.00
Balance	\$12,139.51

Balance carries forward.

Council Approved budget:

Budget as of 07/01/2013	\$1,600.00
Expenses thru 08/29/2013	
No Expenses	0.00

Remaining thru 08/29/2013	\$1,600.00
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Balance does not carry forward.

All expenses require Council approval.

**Old Business:**

Regarding the Memorial Tree ceremony photo of W. Wojcik's family, Profeta will check with Jan Treuter to determine if she

has it. Once the photo is located, Profeta will send it to the Wojcik family.

Greening will provide Profeta with the names of the poster contest winners. Profeta will then request Jan Treuter to include this information in the next Update letter.

Phillip M. Whitman is a possible candidate to fill the open membership on the Tree Commission. Chan will check with Mr. Witman and determine if he is interested.

Chan will check with a representative from the Department of Public Services to determine if they have a list of Memorial Tree donations and where each tree is located.

The City Clerk has advised the Tree Commission that she mails to any Commission member who resigns, a letter of appreciation from the Council. Chan will check with the Department of Public Services as to the status of the "Tree City USA" application filing with the Arbor Day Foundation. Selection of the tree seedling for the 2014 Arbor Day program was deferred until the October meeting and allows more time to obtain cost information from Van Pines Nursery.

Refreshments were great.

A question was raised: Do we know how many memorial trees are in the city and can we obtain a list? Chan will check with DPW.

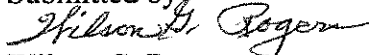
**New Business:**

Review the Commission task list attached and assigns each task to a commission member.

Confirm the names of Tree Commission officers for 2014.

**Adjournment:** Motion by Malley and seconded by DiCicco that the meeting be adjourned at 8:13 p.m. All members present approved the motion.

Submitted by



Wilson G. Rogers

Secretary (313) 886-7660

**Grosse Pointe Woods  
Tree Commission Tasks**

**Member assigned**

**Task**

1. Selection and purchase of tree seedlings for the Arbor week 3<sup>rd</sup> grade presentations.
2. Work with Director of Public Services on Fall Tree Planting program.
3. Complete application and filing for the "Tree City USA" award.
4. Obtain community event articles for the quarterly Update letter.
5. Work on the booklet, "Celebrating the Trees of GPW", to update the current edition or create a new version.
6. Work on development of a tree booklet & posting it on the City's website.  
This task is pending until the current supply of booklets has been distributed.
7. Member of subcommittee for the yearly selection of Commission officers and program assignments.
8. Collect school plaque and engrave it with the Arbor Day 3<sup>rd</sup> grade poster contest winner's name.
9. Obtain 5 tee-shirts engraved with the Arbor Day theme for each school winner of the poster contest.
10. Be in charge of the Arbor Day videos; distribute and collect them; create and distribute seedling planting instructions and a plant growth 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. Obtain refreshments for the Memorial Tree ceremony at the April meeting.
13. Send a letter to the Mayor, Council members and memorial tree honorees inviting them to the ceremony. Arrange for the services of a photographer. Following the ceremony send a thank you letter to the representative of the honoree with an appropriate photograph.
14. Purchase program paper, certificate paper and certificate folders. Inventory of these items are retained by the editor of the Update letter. Check the inventory supply of these items with Jan Treuter, who prepares the Memorial Tree ceremony program and certificates.
15. Read the Chester Peterson dedication prayer at the Memorial Tree ceremony.
16. Obtain refreshments (Members pay) for member Arbor Day tree sorting activity at D.P.S.

**Council Rep.**

**Reviewed:**