

WINDY HILLS TREE BOARD MINUTES

January 15, 2025

In Attendance: Josh Ashley, Scott Breland, Terri Breland, Joyce Bridge, Sam Fluke, Kate Greer, Bob Jacobs, Laura Trachtenberg, Caroline Westfall

Absent: None

Zoom: <https://zoom.us/j/91650229954?pwd=qvz7P6TAiTID816EmEfhU9gfONgQlh.1>

Call to Order:

Time: 7:00 pm

Welcome New Members:

Josh Ashley: (502) 432-1679 - joshashley936@gmail.com

Samantha Fluke: (810) 956-3564 - samantha.fluke@gmail.com

Norms:

[Review Tree Board Norms](#)

Board Projects

- 2025 project - to continue the work on the 2024 project (Caroline) of surveying current trees in the right of way for tree inventory. To include tree species, location, size, and condition. Caroline will attempt to locate personnel to conduct a comprehensive GIS inventory for the trees in Windy Hills.
- Update map of The Green. Georeference to locate, label, name, and identify trees on the green. Create hard copies and digital copies of the tree map. Once completed, tree maps can be handed out during Arbor Day.

Green survey deadline - April 10, 2025

Right of Way deadline - June 30, 2025

- Board to brainstorm maintenance or planting projects to complete 2025. Mentioned a tree screen for beautification of Brownsboro Road

Financial statement enclosure

Due January 31st, 2025 - Everyone turned in forms for 2025.

Volunteer Hour Tracking

Board members will come to the meeting with their volunteer hours on hand. Members will submit hours to the secretary to input on the Board Tracking form. Two volunteer hours will be automatically granted on each meeting month. [Volunteer hours tracking form](#)

Arbor Day Discussion:

- Coinciding collaborating with the Shakespeare in the Park Activity
- Ideas include:
 - Kids Climb
 - Displaying actual trees (Greer to contract Paula)
 - Save a Tree
 - Ice Cream
 - Brownsboro Hardware
 - Trees of Louisville

July 4 Celebration (Kate to confirm date)

Activities to include:

- Face painting (tree related) - (Caroline)
- Bags Giveaway (Scott)
- One free tree consultation (1 hour) (Caroline)

Color Books and crayons (Caroline)

Tree Board Ordinance Modifications

The Tree Board received the ordinance modifications from Kate Greer. The board reviewed the modifications and new language. [Tree Board Ordinance](#)

Joyce made a motion to accept the ordinances as presented. Bob seconded the motion. The motion carried with a majority vote.

The proposed revisions to sections 6 & 7 to clarify homeowner responsibilities will be brought forth at the next meeting (Bob) [Sections 6 and 7 Tree board Ordinance ver 2.docx](#)

Newsletter Articles

- January - Planting Trees and Shrubs for Birds of Pruning in Winter
- February - Start Thinking About Pruning and Munching (Caroline)
- March - Why Do You Need An Arborist (meet our arborist) (Caroline)
- June - Spotted Lantern Flies (Caroline)

Tree Board Inventory

Complete Tree Board Inventory (bags, yard signs, banner)

- Banner
- Bags
- Yard Signs

New Business:

Send items for new business discussion to Scott Breland before 12 noon the Monday before each scheduled meeting to be added to the agenda.

Future Meetings:

The Tree Board has set a schedule of meetings for the 2024-25 fiscal year that are posted on the City's website. The time is 7:00 pm, bi-monthly, unless otherwise noted. Meetings will be held at City Hall - Summit Executive Suites, 4350 Brownsboro Rd. Suite #110

Wednesday, March 19, 2025 at 7:00 pm
Wednesday, May 21, 2025, at 7:00 pm
Wednesday, July 16, 2025 at 7:00 pm
Wednesday, September 17, 2025 at 7:00 pm
Wednesday, November 19, 2025 at 7:00 pm

Meeting Adjourned:

The meeting adjourned at: 8:20
Joyce made a motion to adjourn. Seconded by Bob

Submitted by: Terri Breland

Tree Board:

- davidwst@bellsouth.net
- joyce.bridge@gmail.com
- kategreer@gmail.com
- kpegan01@gmail.com
- Lstrachtenberg@gmail.com
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Tree Board Ordinance

TREE BOARD

§ 36.01 ESTABLISHMENT.

There is hereby established a Tree Board for the city, which shall consist of seven voting members who are citizens and residents of, Windy Hills and two ex-officio members: a City Councilperson and the City Arborist. The members shall be appointed by the Mayor with the approval of the City Council. Members of the Board shall serve without compensation. (Ord. 12-04, passed 10-8-2012; Ord. 4 S13-14, passed 2-10-2014)

§ 36.02 TERM OF OFFICE.

The term of the voting members shall be three years, except the term of two members who are appointed to the first Board shall be for only one year and the term of two members of the first Board shall be for two years. In the event that a vacancy shall occur during the term of any member, his or her successor shall be appointed by the Mayor for the unexpired portion of the term. The Tree Board may recruit committees of non-Board members to implement the Board's programs. (Ord. 12-04, passed 10-8-2012)

§ 36.03 OPERATION.

The Tree Board shall choose its officers and make its own rules and regulations. It shall meet (at least once annually and when necessary) and keep a record of its proceedings. A majority of the seven voting members shall be a quorum for the transaction of business. The Tree Board reports to the Mayor and the City Council. (Ord. 12-04, passed 10-8-2012; Ord. 3 S16-17, passed 6-13-2016)

§ 36.04 CITY ARBORIST.

The city shall retain the services of a certified licensed arborist to advise and assist the Tree Board with its duties and responsibilities described in this subchapter, with a cost not to exceed \$3,000 per year. The arborist shall be certified through the International Society of Arboriculture (ISA), the Tree Care Industry Association (TCIA), the Society of Municipal Arborists (SMA), or the American Society of Consulting Arborists (ASCA). (Ord. 12-04, passed 10-8-2012)

§ 36.05 ANNUAL TREE WORK PLAN.

The Tree Board shall develop and administer an annual written tree work plan and projected budget. Plans shall address species diversity, planting needs, hazardous trees, insect and disease problems, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs in parks, along streets and in other public areas, and annual tree maintenance. The final plan will be presented to the City Council for its review, acceptance, and approval. (Ord. 12-04, passed 10-8-2012)

§ 36.06 OTHER ASSIGNMENTS.

The City Council may request the Tree Board research, report, and make recommendations within the scope of its mission. (Ord. 12-04, passed 10-8-2012)

§ 36.07 ARBOR DAY.

The city shall hold an annual Arbor Day observance, sponsored by the Tree Board, that includes a celebratory ceremony, an Arbor Day Proclamation, and an educational program. (Ord. 12-04, passed 10-8-2012)

§ 36.08 BUDGET.

The annual budget for the tree work plan and the Arbor Day observance shall be at least \$2 per capita based on the most recent census. The City Arborist expense shall not be included in this budget. (Ord. 12-04, passed 10-8-2012)

§ 36.09 REVIEW BY CITY COUNCIL, RIGHT TO APPEAL.

The City Council may review the conduct, acts, and decisions of the Tree Board. Residents have the right to appeal any ruling or order of the Tree Board to the City Council which has the final authority. (Ord. 12-04, passed 10-8-2012)

Sections 6 & 7

6. REMOVAL OF TREES AND SHRUBS (Proposed changes are in *italics>*)

a. Responsibility of Owners

Property owners are responsible, at their expense, for removing from the right of way adjacent to their property any living, dying or dead trees, ~~limbs~~ limbs, or shrubs if they obstruct street lights, traffic signs, or the free and safe passage of pedestrians and vehicles, or poses a hazard to life or property, or is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or if such tree or shrub harbors an infestation or fungus or disease. ~~The responsible property owner may request a site assessment by the City Arborist to determine the specific course of action required.~~

b. Notice to Remove Tree or Shrub

Upon the ~~discovery~~ of any problematic tree or shrub such as described in Paragraph 6.a., the City Arborist shall report conditions to Mayor and the Code Enforcement Officer who will then notify the property adjacent to the right of way upon which such diseased or infested tree is situated, requiring the owner to prune, remove or otherwise remedy such condition at his own expense within thirty (30) business days. A copy of the arborist's recommendation will be sent Mayor and the City Clerk of Windy Hills for recording purposes. ~~The following statement shall be included in the report: "I have inspected the tree and shrub and it meets the requirements of the City Ordinance. I have inspected the tree and shrub and it meets the requirements of the City Ordinance. I have inspected the tree and shrub and it meets the requirements of the City Ordinance."~~

c. Replacement of Removed Street Tree (Trees within the city's right of way)

At the owner's request, the City will replace a Street Tree, after the tree and the stump have been removed by the property owner in accordance with paragraph 6.a. The city will pay for the

replacement tree and its planting by a qualified arborist, up to a limit of \$350. The owner shall pay any cost over \$350. The owner must choose a tree approved by the City Arborist prior to planting the tree at the location.

7. REMOVAL OF STORM-DAMAGED TREES

The City will perform and pay for the partial removal of any tree, whether in right of way or not, that due to a storm or other natural event has been damaged and which blocks a public roadway or sidewalk. The obligation of the City shall extend only to the clearing of the public roadway or sidewalk, and cost for the complete removal of the tree and stump shall be the responsibility of the property owner as specified in Section 6.a., Responsibility of Owners.