

# WINDY HILLS TREE BOARD MINUTES

March 19, 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: 7:03 pm

Norms:

[Review Tree Board Norms](#) (enclosed below)

January Minutes Approval

Bridge motioned to approve January minutes. Seconded by Ashley.

Arborist Report (Westfall)

Assessment of trees at 901 Ambridge, 905 Ambridge, and 1001 Ambridge has been conducted as requested by the Mayor. A summary of the assessment and recommendation action suggestion will be provided to the Mayor later this month.

Board Projects

- Surveying Project 2024 - Continue the work of surveying current trees within the right of way for a tree inventory. The inventory will include tree number, quantity, size, species, location, condition, and recommended action. The estimated completion date is June 30, 2025.
- Map of the Green Project 2024 - Georeference to locate, label, name, and identify trees on the green. An updated committee report is due by April 10, 2025.
- Arboretum Tree Labels Project 2025 - The board will purchase tree labels to

label all trees on the green. Westfall will obtain a cost estimate.

Project committee: Ashley, Fluke, Jacobs, and Westfall

Be advised that we have currently exceeded our tree planting limit on the green according to the original landscape design.

### Volunteer Hour Tracking

January - February volunteer hours collected.

### Arbor Day May 14th @ 5:00 pm:

- Collaborating with the Shakespeare in the Park - Macbeth @ 6:30 pm
- Board will provide:
  - Jack Baggett, guest speaker
  - Tree Disease Facts and Display (Ashley)
  - Ice Cream from 5-6 pm (Greer)
  - Brownsboro Hardware Giveaway (Trachtenberg)
  - Tree Raffle (Breland, S)
  - Community Sign Up & Tree Bag giveaway (Breland, T)

Breland, T will reach out to the board members on April 9th and May 7th to ensure that everyone has the resources needed to make Arbor Day a success.

### July 4 Celebration July 4th:

- Activities to include:
- Tree-themed face painting (Westfall)
- Bag giveaway (Breland, S)
- One complimentary tree consultation (1 hour) (Westfall)
- Coloring books and crayons (Westfall & Breland, T)

### Tree Board Ordinance Modifications

The Windy Hill board has conducted the first reading of the proposed Tree Board Ordinance revisions. The second reading is scheduled for April 14th during the Windy Hill Board Meeting.

[Tree Board Ordinance](#)

[Sections 6 and 7 Tree Board Ordinance ver 2.docx](#)

### Newsletter Articles

- April - Why Do You Need An Arborist (meet our arborist) (Caroline)
- June - Spotted Lantern Flies (Caroline)

### Tree Board Inventory

The Tree Board has received a new banner.

The Board will consider the purchase of additional promotional items for future use. Breland, S will review the budget with Greer

### New Business:

The Tree Board will consider the possibility of purchasing social media advertisements to increase attendance and participation at scheduled events.

\*Send items for new business discussion to Scott Breland before 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 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, 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: 8:07  
Joyce made a motion to adjourn. Seconded by Sam

Submitted by: Terri Breland

[Proposed May Agenda](#)

Tree Board: <a href="mailto:davidwst@bellsouth.net">davidwst@bellsouth.net</a> <a href="mailto:joyce.bridge@gmail.com">joyce.bridge@gmail.com</a>	cc: <a href="mailto:mayor@cityofwindyhills.com">mayor@cityofwindyhills.com</a> <a href="mailto:helen.davis@cityofwindyhills.com">helen.davis@cityofwindyhills.com</a>
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[kategreer@gmail.com](mailto:kategreer@gmail.com)  
[kpegan01@gmail.com](mailto:kpegan01@gmail.com)  
[Lstrachtenberg@gmail.com](mailto:Lstrachtenberg@gmail.com)  
[robert.jacobs@louisville.edu](mailto:robert.jacobs@louisville.edu)  
[ptbreland@icloud.com](mailto:ptbreland@icloud.com)  
[samantha.fluke@gmail.com](mailto:samantha.fluke@gmail.com)  
[joshashley936@gmail.com](mailto:joshashley936@gmail.com)  
[treeboard@cityofwindyhills.com](mailto:treeboard@cityofwindyhills.com)

[kate.greer@cityofwindyhills.com](mailto:kate.greer@cityofwindyhills.com)  
[marianne.rademaker@cityofwindyhills.com](mailto:marianne.rademaker@cityofwindyhills.com)  
[suzanne.spencer@cityofwindyhills.com](mailto:suzanne.spencer@cityofwindyhills.com)  
[steve.teaford@cityofwindyhills.com](mailto:steve.teaford@cityofwindyhills.com)  
[julie.theiler@cityofwindyhills.com](mailto:julie.theiler@cityofwindyhills.com)  
[info@cityofwindyhills.com](mailto:info@cityofwindyhills.com)

## WINDY HILLS TREE BOARD NORMS

### Norms:

- Be punctual: Arrive on time and be ready to start the meeting promptly.
- Prepare in advance: Review the agenda and any materials beforehand to come prepared.
- Stay focused and solution-oriented: Stick to the agenda and avoid side conversations or distractions. Focus on finding solutions rather than just highlighting problems.
- Listen actively: Pay attention to the speaker and show respect for different options.
- Participate Constructively: Contribute ideas and feedback in a positive and respectful manner, while respecting time limits.
- One speaker at a time: Avoid interrupting others and wait for your turn to speak.

