

Minutes of the Regular Meeting of the Avon Tree Commission
Held in the Council Chambers of the Municipal Building
On Wednesday, February 12, 2025

The Chairman Rick Varga, called the meeting to order at 2:30 P.M.

PRESENT:

Commission Members: Mary Berges; Alex Boccabella; Megan Englemann; Mary Johnson; Matt Smith; John Traxler; Liesa Wetzig; Chair Richard Varga (non-voting Member)

ABSENT: Olivia Pajak (non-voting Student Member)

Others in Attendance: Rachel Markovitz, Assistant Clerk of Council

MINUTES OF THE SPECIAL MEETING OF THE AVON TREE COMMISSION HELD WEDNESDAY, DECEMBER 16, 2024

A motion was made by Mr. Smith and seconded by Ms. Wetzig to dispense with the reading of the minutes of the Special Meeting of the Avon Tree Commission held Wednesday, December 16, 2024,, and to approve said minutes as published, and the vote was: Ms. Berges, "yes"; Mr. Boccabella, "yes"; Ms. Englemann, "yes"; Ms. Johnson, "yes"; Mr. Smith, "yes"; Mr. Traxler, "yes"; Ms. Wetzig, "yes".

The vote was 7 for and 0 against and the Chair declared the motion passed.

MINUTES OF THE REGULAR MEETING OF THE AVON TREE COMMISSION HELD WEDNESDAY, JANUARY 8, 2025

A motion was made by Mr. Smith and seconded by Ms. Wetzig to dispense with the reading of the minutes of the Regular Meeting of the Avon Tree Commission held Wednesday, January 8, 2025, and to approve said minutes as published, and the vote was: Mr. Boccabella, "yes"; Ms. Englemann, "yes"; Ms. Johnson, "yes"; Mr. Smith, "yes"; Mr. Traxler, "yes"; Ms. Wetzig, "yes"; Ms. Berges, "yes".

The vote was 7 for and 0 against and the Chair declared the motion passed.

UPDATE ON HOSTING THE TREE CITY USA EVENT IN MAY 2025 WITH MATT LEIDEN, URBAN FORESTER

Mr. Varga

Ms. Wetzig stated the Tree Commission is doing well in the planning of the Tree City USA event. She thanked Ms. Markovitz and Ms. Brooks for assisting with sending the sponsor letters out. She advised she handed out a checklist to everyone which lists the areas they still need help with.

Ms. Wetzig noted she is on the list as well as Ms. Berges and Mr. Varga. She believes the list is correct but to let her know if it is not. She offered to add their name to the list if needed. Ms. Wetzig confirmed that everyone had a copy of the sponsor letter.

Ms. Wetzig stated she received a call from Lake County Nursery inquiring about vendor tables so she is hopeful they will reach out to the City soon.

Ms. Wetzig stated she had some items to review for the setup of the Tree City USA event:

- Menu: Ms. Wetzig stated she has a menu from Tom's Country Place for whoever is interested in helping pick out the food items.
 - Ms. Wetzig stated they are going to have two entrees as well as a beverage station.
- Setup Locations: Ms. Wetzig stated she is planning to have the area set up when you enter through the front hall they will have the registration table, a beverage station and then the vendors, it will then open to the main hall where the seating will be located as well as the podium for the speakers and awards table.
 - Ms. Wetzig advised she has some pictures from last year in Rocky River and a menu. She added that the registration table setup would be where the podium is located and they would need to request assistance from Aaron Jenkins, IT- City of Avon, to discuss the setup. She referenced when the City hosts the Mayor's State of the City Address, they would likely have a similar type of setup.
- Banners: Ms. Wetzig stated they have two banners, one of which can be put by the registration table and noted maybe the City has a banner available for use as well.
- Guest Table Setups/Centerpieces: Ms. Wetzig stated this is simply the tables for the attendees and the area where they will be seated. She noted with the centerpieces; she has some photos where you can see the centerpieces which are cut logs/branches citing Rocky River's Tree City USA event in 2024. She added she and Mr. Smith were able to take two of them home from the event last year so she thought they could use something like that for the table centerpieces. She also suggested if anyone wants to help reach out to a sponsor asking them to consider providing potted plants that they could use for raffles that would decorate the center of the table.

Ms. Englemann stated she will take care of the centerpieces and the menu.

Ms. Wetzig suggested a table next to the podium and asked Ms. Berges if she wished to set that up and Ms. Berges confirmed she would.

Ms. Berges asked Ms. Wetzig if they need to purchase a table skirt.

Ms. Wetzig asked if that was something the City had available.

Ms. Berges responded she believes the Streets Department had a table skirt but forgot how much the table skirt cost the City.

Ms. Wetzig stated she did not know if they wanted to get a table skirt with their name on it or if there was a table skirt that just said City of Avon-

Matt Leiden, Urban Forester, stated he could try to get some table skirts although it would say the Division of Forestry.

Ms. Wetzig stated she will let Mr. Leiden know and she will put her name down on the checklist for that item.

- Stage Setup: Mr. Traxler noted he can assist with the stage setup and Mr. Smith also advised he would help with this area. Mr. Smith asked if the tree ring was on the checklist and Ms. Wetzig confirmed that it was. Mr. Smith noted they will need a truck and Ms. Wetzig confirmed they will take care of that responsibility.

Ms. Wetzig stated that vendor tables would probably fall under centerpieces and is unsure what else they would need for that.

Ms. Wetzig stated to Ms. Englemann that the beverage table is also part of the menu as well.

- Speakers: Ms. Wetzig stated Mr. Varga already arranged for speaker Jim Chatfield, Associate Professor at the Ohio State University, to speak on the topic of “Tree Diseases You Should Know.” She added that a speaker from Willoway Nurseries will be speaking on the topic of “Disease Resistant Hybrid Trees.” Ms. Wetzig noted Mayor Jensen will speak and it was confirmed that Gayle Manning, Ohio State Representative will also speak at the event.

Ms. Berges asked on the topic of registration table if they would need volunteers to work that table.

Ms. Wetzig confirmed and suggested that Clare Harasimchuk, Recreation Coordinator or Susan Beres, Parks and Recreation Clerk handle the registration check-in or one of the Commission Members. She also noted the possibility of a volunteer from the Garden Club.

Mr. Boccabella asked what time the registration table would be open, if it would that be 7:30 a.m. or 8:00 a.m. He offered that he could handle the registration table.

Mr. Varga stated he has to make a presentation next Tuesday with the Avon Garden Club and offered to ask as they are usually willing to help.

Ms. Wetzig stated she was not sure as Ms. Harasimchuk and Ms. Berges are helping them with this event and noted they could help in handling the registration table and they can have lunch provided for Ms. Harasimchuk and Ms. Berges as well, but asked the Commission what they think about that possibility. She added she has not reached out to them to inquire yet.

Mr. Varga noted this event will be taking place in May.

Ms. Wetzig confirmed and noted she is unsure of their availability.

Mr. Boccabella inquired if they just need one person to hand out the name tags.

Ms. Wetzig stated she would like to have one or two people to handle that task but believes one person would be adequate. She also noted they would have the table setup with the name listed A through Z, and they could divide the table depending on how many people they have helping.

Mr. Varga stated he would like to have at least two people at the table. He believes a volunteer from the Garden Club could handle that task.

Ms. Wetzig asked Mr. Varga to get back to her on a volunteer for the registration table. She noted she has the spreadsheet and a list of who is registered to check off. She advised she is doing all the name tags for the registration table.

Ms. Wetzig stated in regard to banners, the Commission was wondering if they could get a banner that Mr. Leiden would take every year to the Tree City USA event.

Mr. Leiden stated he could look into it as an option. He added he talked to Strongsville about contributing to a banner with the Avon Tree Commission and he has not heard back yet.

Ms. Wetzig stated she did not know if Urban Forestry had a grant or something they could utilize.

Mr. Leiden stated they do not have a grant that could be utilized, but there may be some funds available, but he would have to inquire about that.

Ms. Wetzig stated she does not know how much a banner would cost.

Mr. Leiden referenced a colleague that used a banner for a speaker at their conference so it could be an idea, but he would need to look into it further . He advised he will make a note of that and get back to her.

Ms. Wetzig stated the banner would say Tree City USA Awards Ceremony with no date, no other name, and no city listed. She added they will hopefully have donations to help with the decorations for the table.

Mr. Varga stated they also have the two Arbor Day flags.

Ms. Wetzig agreed and noted they can put one in the front and the other in the back hall. She added she can also print raffle tickets. She noted some of this depends on what amount of money they get from the sponsors. She also noted they have giveaway bags as well.

Ms. Berges stated they have leftover raffle tickets from Arbor Day that are at City Hall.

Mr. Varga asked who would oversee the raffle.

Ms. Wetzig stated Mr. Traxler advised he would, and Mr. Smith added he will also help with the raffle.

Ms. Wetzig stated what Rocky River did at their event was they had a table and tickets to fill out to choose from the prizes sitting out front with what number you wanted to pick.

Ms. Wetzig stated the invitation program has a drawing listed. She noted with the help from a variety of individuals, they came up with the list of the order of the program and how they are going to get payments in. She added on the sponsor sheet it directs someone if they want to pay by credit card, they would call the Parks Department noting that the Parks Department will be handling the credit card payments. She stated they have some vendors such as Willoway Nurseries, which is \$250 for a vendor table, as well as Davey Tree Farm for \$250. She added she will just have this information compiled into one report after the event.

Mr. Varga stated he is talking with Willoway Nurseries as Tom Demaline was not available when he was up there.

Ms. Wetzig stated everyone can look at the sponsors and vendors flyer if they wish to have Ms. Brooks send them out to any other entity.

Mr. Boccabella asked Mr. Leiden if this was something he would send out via email as well.

Mr. Leiden confirmed, and Mr. Boccabella clarified he would send out the same exact thing and Mr. Leiden confirmed and noted he would include a copy in his email and distribute it from his list. Mr. Leiden advised the Commission will get some people who will fill out the registration and send it to him or back to the Commission and they pay later. He added sometimes they will have to go through their respective City to get the check.

Mr. Boccabella asked Mr. Leiden if it is normal to email it in addition to a mailing.

Mr. Leiden stated it does happen.

Ms. Wetzig stated they are waiting for those flyers to come in with the sponsors. She advised she had printed out the spreadsheet and Mr. Boccabella advised that he would take the first page. She noted that just before the end of Mr. Boccabella's section, Paula Pitasky, Encompass Marketing, indicated that she

would reach out to EverArbor and the North Coast Chamber of Commerce. Ms. Wetzig thought that it was nice of her to offer, and Ms. Pitasky provided the Commission some good ideas when Ms. Berges and her met with Ms. Pitasky. She noted the programs look very good. She added they just have to wait till they get their sponsors and vendors signed up and she already has Willoway Nurseries advertisement prepared.

Ms. Johnson asked in regard to contacting these people on the spreadsheet, do they need to look up their phone numbers.

Ms. Wetzig stated she put some phone numbers on there when she asked about them.

Mr. Boccabella asked Ms. Wetzig what their target date should be to contact these vendors and sponsors.

Ms. Wetzig stated they have already started to receive the sponsor and vendor letters.

Mr. Varga stated he would do it sooner rather than later.

Mr. Boccabella clarified so approximately next week or so.

Ms. Wetzig agreed and stated unless there is someone they know of or if there is a sponsor/vendor that is not on the list. She added Mayor Jensen is planning to talk to Petitti's Garden Center as well as the Cleveland Clinic but she does not have an update on that yet.

Ms. Berges stated she believes Mayor Jensen met with the Cleveland Clinic yesterday.

Ms. Wetzig stated the speakers are confirmed and noted that last year Rocky River had three speakers and the year before that there were two speakers. She noted they have two speakers this year so far and she felt that it helps to make it a nice program.

Mr. Smith asked if they have the speaker names from Willoway Nurseries.

Mr. Varga stated he sent everyone that information today and the invitation has been updated to include the two speakers from Willoway Nurseries.

Ms. Wetzig asked if there would be enough time as his time slot will be short correct, and further asked if he was just showing the video.

Mr. Varga responded that he would see regarding the timing and noted that he would like the video to be running on a loop which would be located by the tree ring as people come in it would be in the area by the beverage station.

Ms. Wetzig stated to make sure the video is set up and Mr. Varga ensured that he would. She noted that for audio/visual set up for the stage she has Mr. Traxler and Mr. Smith listed.

- Door Prizes and Giveaways: Ms. Wetzig stated she and Ms. Berges were talking about this topic and she asked Ms. Berges if she has the giveaway bags or would they need to be ordered. Ms. Berges advised she has the information for the bags but inquired if the Commission could tell her how many bags they should order. She noted if they order 300 bags, any leftover bags can be used for Arbor Day, and they had about 25 bags leftover from last year. Ms. Berges advised that 300 bags would be \$2.83/each for a total of \$848.50, and if they get 350 bags at the same unit price that is \$989.70. She added depending on what the Commission wants she can put the order in through the City.

Ms. Wetzig stated they are expecting 250 bags to be at the event and that does not include the vendors, and she sought confirmation that they would be giving them to the vendors as well.

Mr. Varga believes they should make the bags available and if someone wants a bag, they can take one. He inquired of the Commission if they are going to put anything in the bag like a mug or something.

Ms. Berges advised that is what they have been discussing and asked if they all received the Pulse Magazine at their homes. She stated that Pulse Magazine features Avon, and the nurseries. She added the Mayor's office has boxes of extra copies of Pulse Magazine so they thought it would be great to put these in the bags at the bare minimum as this Magazine would not cost them anything. Ms. Berges added for the giveaways, one of the things they discussed was the City of Avon tumblers and Rose Seighman, Administrative Assistant to the Mayor, contacted the vendor to see what it would cost them and for 500 tumblers (which is what the City ordered previously) they are \$12.11/each for a quantity of 100 it is \$14.08 each, so whatever the costs for quantities between that number they could see. She advised it seems like a lot to make, and it is hard to know because she was working through the budget and they do not know how many guests they are going to have and they do not know the sponsors yet. She was considering keeping the costs of the giveaways including the bags, to like \$6 to start. She noted if they find out they have all of these platinum sponsors they can always add to that number if that is what they want to do.

Ms. Wetzig stated she also included some other examples like a notepad and when she was talking about the program with Ms. Berges and putting an extra page in the program so that people can add notes right into the program, then maybe they could do a pen that says "Avon Tree Commission" for example, and she suggested putting other things in there like a mousepad etc. She added if anyone is talking to vendors and they want to give something, they could contribute something like a gift card.

Mr. Varga stated that Willoway Nurseries said whatever they bring they are going to do door prizes such as trees, perennials, etc.

Ms. Wetzig inquired about any ideas on that and stated she is not sure how many would use a City of Avon mug unless they put something else on it.

Ms. Berges stated the name of the company that does the marketing for the City is called 4imprint, so if anyone would like to look on their website to see what they have to offer as they have a little bit of time before they have to place an order. She noted she can order the bags if they tell her the quantity, they are comfortable with 300 versus 350.

Ms. Wetzig asked if the price would go down with the 350.

Ms. Berges responded it is not enough of a break between 300 and 350.

There was a consensus among the Commission that 300 bags should be ordered.

Ms. Berges encouraged everyone to look at the 4imprint website if anyone had any ideas and maybe to think about things they have gotten in the past at events that were useful as well as the things that perhaps you did not keep.

Ms. Englemann stated the garden kneeler seems like a good idea because the bags are more sizable. She added so they do not have this huge bag with nothing in it. She advised it looks like the kneeling cushions are half the cost of tumblers and it might be nice to have something like that.

Ms. Wetzig recommended everyone look through the 4imprint website to get some ideas as the main goal right now is to get these invitations out and reach out to their sponsors so they can know what money is coming in.

Mr. Leiden asked the Commission if they had the list, and advised it should be a list of Mayors, Tree Commission Chairs, etc., and asked if he had already sent that to the Tree Commission yet.

Ms. Wetzig advised that it was not received yet, and Mr. Leiden stated he would send that over to the Commission.

Ms. Wetzig stated that everything is set as being the month before that they need their finalizations. She inquired if Avon is doing their Spring newsletter.

Ms. Berges confirmed the Spring newsletter.

Ms. Wetzig stated another idea Ms. Berges came up with was Save the Dates. She asked if Ms. Berges reached out to Strongsville to see if they are doing an advertisement for 2026 Tree City USA and they can add it in the program.

Mr. Leiden stated Strongsville may even have the postcard ready and it could be something as simple as sending the digital if they want.

Ms. Wetzig asked how much the program cost.

Ms. Berges stated one thing about the program that is going to be different if you saw Rocky River's budget, she believes they budgeted \$500 and that is what their expense was. She added that Avon's program is going to be more expensive because they are using a graphic designer to set up the program so if they do a 12-page print with a graphic designer that could be anywhere from \$1,500 to \$2,000 just for the program, if they do a 16-page print that just adds another \$100 to it. She advised they just have to be mindful because that is an extra expense they have to factor in.

Ms. Wetzig stated she did not know if they were going to sell Strongsville an advertisement for a "Save the Date" for the 2026 event.

Ms. Berges stated they were thinking Strongsville would pay for like a quarter page or half page advertisement to put in a "Save the Date."

Mr. Leiden advised he will talk to Strongsville to see if they want to do that.

Ms. Wetzig added that it includes two tickets as well and Mr. Leiden agreed.

Ms. Wetzig asked about doing the extra note page if anyone had any issues with that. She added another thing was to reach out to Tree City USA cities that are having milestone dates to see if they wanted to do an advertisement in the program.

Mr. Leiden stated that it is a great idea, and he can provide that list as well or they may already have it.

Ms. Wetzig advised she has last year's program.

Mr. Leiden advised he has a list of cities they can contact regarding the milestone dates.

Ms. Wetzig noted she will include the contact information to mail confirmation letters to speakers and vendors, she noted she knows it is on Mr. Leiden's list and inquired if he would send out an email.

Mr. Leiden stated to the vendors/sponsors that are not on his email list, that is something else. He does not think the Tree Commission have them on there. Ms. Wetzig stated no, but they sent them a letter. Mr. Leiden stated when they sign up to be a sponsor they just send over all the information they are putting together. He noted it is just so they know what is going on. Ms. Wetzig added then after that they will send thank you letters.

Mr. Varga inquired if they are complete now with people calling back.

Ms. Wetzig advised she has of the spreadsheet, the problem is she does not have their phone numbers listed. She noted she looked up the last few that she added. She stated these lists were emailed to her from Rocky River and whatever phone numbers she had or contact information she obtained she added it to the spreadsheet. She added for the last ones she added she looked all those numbers up.

Mr. Boccabella stated there was a separate list that Ms. Wetzig sent out that had the vendors and sponsors from last year.

Ms. Wetzig confirmed that and stated she merged it into the new spreadsheet.

Mr. Boccabella stated but those are not actually noted on this spreadsheet.

Ms. Wetzig stated she sent one to everyone. Mr. Boccabella added if someone were a sponsor/vendor that they are more inclined or likely to continue that and asked Mr. Leiden if that would be a correct statement.

Mr. Leiden confirmed and stated that is typically how it goes. He added he wants to say there are at least five each year and provided the company name of Soil Moist.

Mr. Boccabella stated his point is if he is calling these folks he would try to look at that other list to see if they have done something in the past.

Ms. Wetzig stated there is a tab on the bottom that will say.

Mr. Varga asked the Commission if everyone was sure what they need to do with this list.

Mr. Leiden inquired if the Commission had local places to send as well.

Ms. Wetzig stated yes, after the yellow highlighted page, those are new local places for this year, and she got them from the Parks Department.

Mr. Leiden added another thing to consider even places like dentists, this event is not just limited to the green industry.

Mr. Traxler asked if they could be notified when the sponsors flyer is mailed out.

Ms. Wetzig clarified that the sponsors flyer was mailed out already and so far, they have about two to three responses. She added this sheet explains on the front in more detail than the back. Ms. Wetzig stated last year's donations were Barlett Tree Experts, Cleveland Magazine, Davey Tree Farm, Ever Arbor, Gale's Garden Center, Lake County Nursery, Petitti's Garden Center, and Cuyahoga Soil and Water Conservation District.

Mr. Leiden stated that for the Cuyahoga County Soil and Water Conservation District there may be someone they could contact. Ms. Wetzig stated they had donated swag bags last year. Mr. Leiden stated he does not know if OSU Extension has an office in this area.

Mr. Varga stated they have an office on Russia Road (Elyria, Ohio) and Mr. Leiden noted that is another one to consider although he does not know if they could or would.

Ms. Wetzig asked if Mr. Varga could check that one out and he confirmed that he would. She noted that Rocky River Green Team and Rustbelt Riders were the donators last year.

Mr. Leiden stated he updates his list every year as they get new people.

Ms. Wetzig advised she was looking at Mr. Leiden's timeline and all the work listed has been done that was due by February 15, 2025. She noted they do not have to worry about parking and noted there is a scan code on the invitation for Tom's Country Place for directions. She asked what kind of signage they need.

Mr. Leiden stated that is referring to, for example, "Tree City Program this way," he added you do not really need it as that is in case there is a super complicated parking situation or something.

Ms. Wetzig stated this sheet says that he, as the Urban Forester, would send host special letters for the aspiring Tree City USA community.

Mr. Leiden confirmed and stated if a community applied in the past but maybe they could not apply this year, so it is the same thing they just get the same things and come but they do not have to.

Ms. Wetzig asked if that is something he would send out and Mr. Leiden agreed. She added on April 15th Mr. Leiden has as the date to send the confirmation to the vendors, a month prior or should they do that right when they get them.

Mr. Leiden stated they could confirm a month prior but whenever is okay, it is not a very hard deadline. He asked if they would like him to send out all the information on March 15th or is there a specific date they want him to send out all the information from his email list that he can send out two months before the event in May.

Ms. Wetzig stated they were going to try to get the invitation in the mail next week. She stated she can email him and let him know when they are ready, so they are sent out at the same time.

Mr. Leiden stated he would then do a message that says to keep a lookout in the mail, the Tree Commission and Mayor should get this registration. He stated he will need the updated one.

Ms. Wetzig stated this invitation was just updated yesterday. She added Ms. Brooks will send it to him.

Ms. Wetzig stated one month out it says to mail confirmation; 2 weeks prior finalize list of attendees and confirm further then send out another RSVP.

Mr. Leiden inquired about when their catering deadline date is.

Ms. Wetzig stated May 6th, and they put out on the invitation to RSVP by April 22nd.

Mr. Leiden stated they will likely still get people responding after that date. He recommended having their first deadline then having a real deadline.

Ms. Wetzig stated one week prior notify the press (local tv and radio) and noted that was not something she had on the list.

Ms. Berges offered to handle that.

Ms. Wetzig stated she does not know if she would need more than a week's notice and Ms. Berges responded she could take care of that a couple weeks ahead of time.

Ms. Wetzig stated one day prior to the event, setting up the location and noted thus far Tom's Country Place does not have any events the day prior so they should be able to set up including checking their audio/video equipment and testing the lights, etc. the day before. She added she will provide Mr. Leiden with a list of the communities. She noted she will have the attendance list and will send him the information.

Mr. Leiden stated that it is just so he can see what communities are coming for his PowerPoint presentation as a lot of times they get people that do not show up then he calls off the name and they are not there.

Ms. Wetzig asked for confirmation that they do not label or assign seating.

Mr. Leiden stated if they want seating to be assigned for the Avon members at the front, they can do that but to assign everyone it gets a bit chaotic.

Mr. Varga stated he knows that Rocky River had their tables assigned at the front.

Ms. Berges asked Mr. Leiden, it says three months prior to mail invitations to special guests etc., how the invitations are different. Mr. Leiden advised they do not need to worry about that part as that is more for his group of people/Division of Forestry and includes the Mayor and others from Avon. He added he will get a list and sends the Agenda. He noted he will send a list of names to the Commission. Ms. Berges did not quite understand it that way and sought additional clarification and Mr. Leiden clarified what it is supposed to be is that the Commission sends the invitations just like they did to the special guests but rather than going through the trouble, he can just get that list together.

Ms. Wetzig asked if he would then send the invitation to the Urban Foresters and Mr. Leiden confirmed such and then provided her with the names. She asked if they would be paying. Mr. Leiden stated there are four that are typically included.

Ms. Berges asked if Mr. Leiden also contacts those communities that are looking to be Tree City USA, so those would be included in the list. Mr. Leiden stated those will be on the list that he sends the Commission, and he will send them out because with those he will personally reach out to those communities.

Ms. Berges stated so they are really only looking at reaching out to special guests such as the Mayor. Mr. Leiden stated any special guests. Ms. Wetzig noted to include anyone noted in the PowerPoint as well.

Ms. Berges stated they will ask Mayor Jensen who he would like to attend and believe they need to have a further discussion of who else beyond that.

Mr. Varga stated right now they have a tentative list and what they have on the video is what they were indicating.

Ms. Wetzig noted they still have time.

Mr. Varga stated that is what he felt regarding people within the City they have a little bit of time yet.

Ms. Wetzig stated April is their big deadline.

MEMBER COMMENTS

Ms. Berges stated as a reminder from the Finance Department that if they have anything that is going to be ordered through Amazon to send her the link and she will go through the Finance Department. In addition, she stated anything that needs to be purchased needs a Purchase Order so it would also go through her as it would make things easier for the Finance Department. Ms. Wetzig stated they should also get the Purchase Order before they purchase the item and Ms. Berges confirmed. Ms. Berges added the Finance Department needs to know the name of the vendor and the vendor may already be someone they are doing business with. Ms. Wetzig stated and if not, maybe they can get the same thing from a current vendor. Ms. Berges also wished to thank Ms. Wetzig for all she has done thus far in preparing for this event.

Ms. Wetzig asked what the Commission thinks about having the jazz band playing when they first come in or something similar to that. She also suggested the choir. There was a brief general discussion but no decision was made.

AUDIENCE COMMENTS

Mr. Leiden stated if anyone on the Commission needs anything to feel free to reach out to him as he is available to help. He noted the Tree Commission is doing well so far. He also recommended looking into the local Schools or the Girl Scouts regarding putting decorations together for the event.

ADJOURN: 3:25 p.m.

A motion was made by Mr. Smith and seconded by Ms. Berges to adjourn the Regular Meeting of the Avon Tree Commission, and the vote was: Ms. Englemann, "yes"; Ms. Johnson, "yes". Mr. Smith, "yes"; Mr. Traxler, "yes"; Ms. Wetzig, "yes", Ms. Berges, "yes"; Mr. Boccabella, "yes".

The vote was 7 for and 0 against and the Chair declared the motion passed.

The Chairman announced that the next meeting of the Avon Tree Commission is Wednesday,
March 12, 2025, at 7:30 p.m.

Respectfully submitted by Rachel Markovitz, Assistant Clerk of Council