



City of Cookeville Tree Board Minutes

August 4, 2021 12:00pm

In attendance: Jeff Littrell, Jeff Fitzpatrick, Jaime Nunan, Delayne Miller, Guy Zimmerman, Mike Witt, Greg Brown, Ken Young, and Tony Stone.

Meeting Called to Order at 12:00 pm

I. Approval of Minutes

Jeff Littrell made a motion, seconded by Delayne Miller to approve the April minutes as submitted.

II. TAEP Grant Application

The 2021-2022 TAEP Grant has been funded by the Tennessee Division of Forestry (Appendix A). The grant total of \$7,115.00 requires a 50% match that will be met with funds from the Tree Board, as well as Leisure Services. With these funds we will be purchasing 54 trees, and 35 watering bags.

III. School Tree Planting Program

Jaime informed the board that multiple teachers have contacted her about applying for trees through a program that the tree board had previously. Board members agreed to reinstate that program this year with a \$1000.00 spending limit. Jaime will forward the information packet/application to the teachers and hope to have them back for review by the October meeting.

IV. Heritage Trees – Douglas

Delayne and Guy will be reviewing archives to create an article on the heritage trees at Tennessee Tech to reinstate the heritage tree program.

V. Vacant Positions – TDF and appointed members

Guy, Tony, and Mike's terms on the board expired August of 2021. Tony and Guy agreed to an additional term, while Mike informed the board he will be stepping down. Guy will be stepping down as chairman, leaving his position as well as

treasurer vacant. Board members were asked to send their recommendations to fill the vacant position to Guy, who will also be contacting the City Council for recommendations.

VI. Additional Business

- I. The 2021-2022 Budget was approved by council (Appendix B). \$1000.00 was moved from (319) Materials and Supplies to (236) Public Relation and Promotions as we were over budget the past two years in that expenditure.
- II. Jeff Fitzpatrick submitted an article to the Herald Citizen and encouraged other board members to do the same with precaution to length and relevancy. Suggested items for future articles were the emerald ash borer, and structural pruning benefits.

Meeting Adjourned 12:47 pm

Appendix A: TEAP Grant Summary Sheet



Project Cost Estimate Sheet				
Species	Caliper	Quantity	Cost	Total Cost
Legacy Sugar Maple	1 3/4"	12	\$125.00	\$1,500.00
Willow Oak	1 3/4"	3	\$125.00	\$375.00
Emerald Avenue Hornbeam	1 3/4"	13	\$125.00	\$1,625.00
Emerald City Tulip Poplar	1 3/4"	9	\$125.00	\$1,125.00
Blackgum	1 3/4"	9	\$125.00	\$1,125.00
Armstrong Red Maple	1 3/4"	4	\$115.00	\$460.00
Arnold Tulip Poplar	1 3/4"	4	\$125.00	\$500.00
				\$0.00
				\$0.00
				\$0.00
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				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total #		54	Total \$	\$6,710.00

Other Cost Summary	
Planting Costs	0
Mulch	0
Shipping Cost	0
Watering devices	405
Labels	0
Acknowledgement Sign	0
Total Other	\$405.00

The logo features the letters 'TN' in white on a red square background. To the right, the text 'Department of Agriculture' is stacked above 'Forestry' in a blue serif font, separated by a vertical line.

Total Project Cost	\$7,115.00
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Appendix B: 2021-2022 Budget

125 TREE BOARD FUND

STATEMENT OF ESTIMATED REVENUE AND PROPOSED EXPENDITURES
FOR THE FISCAL YEAR ENDING JUNE 30, 2022

ACCOUNT NUMBER FUNCTION OBJECT	FUND # 125 Account Description	Actual Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Estimated Fiscal Yr. 2021	Proposed Fiscal Yr. 2022
33450	TREE BOARD GRANTS	0	4,000	16,780	2,500
TOTAL	STATE GRANTS	0	4,000	16,780	2,500
OTHER REVENUES					
36110	INTEREST EARNINGS - CHECKING	170	70	51	70
36700	CONTRIBUTIONS & DONATIONS	0	0	0	0
TOTAL	OTHER REVENUES	170	70	51	70
TOTAL REVENUE		170	4,070	16,831	2,570
TRANSFER FROM GENERAL FUND		5,000	5,000	5,000	5,000
TOTAL	REVENUES/TRANSFERS IN	5,170	9,070	21,831	7,570
EXPENDITURES					
45160	235 MEMBERSHIPS, REGISTRATION & SEMINARS	0	650	0	650
45160	236 PUBLIC RELATIONS / PROMOTIONS	299	1,200	2,112	2,200
45160	281 TRAVEL	200	1,000	0	1,000
45160	319 MATERIALS & SUPPLIES	2,575	1,750	0	750
45160	375 TREE SEEDLING PROGRAM	0	500	0	500
45160	891 BANK SERVICE CHARGES	79	80	97	100
45160	899 MISCELLANEOUS	0	8,000	20,386	5,000
TOTAL	TREE BOARD EXPENDITURES	3,153	13,180	22,595	10,200
TOTAL	BUDGET SURPLUS(DEFICIT)	2,017	(4,110)	(764)	(2,630)
FUND BALANCE, JULY 1, BEGINNING OF YEAR		10,094	8,701	12,111	11,347
FUND BALANCE, END OF YEAR		12,111	4,591	11,347	8,717