

# Sylvania Tree Commission

## *March Meeting Minutes*

**Date:** Friday, March 27, 2026

**Time:** 4:30–6:00 PM

**Location:** Parks & Forestry Building

### **1. Welcome / Call to Meeting**

The meeting was called to order on **March 27, 2026**.

**Present:**

- Brady Kohlenberg, Chair
- Anthony Haddad, Vice Chair
- Stacey Leffler, Secretary/ Treasurer
- Helen Michaels, Public Relations Liaison (via phone)
- Margie Ott, City Adviser – Parks & Forestry
- Shawn Murphy, Council Liaison – Parks & Forestry Committee
- Kevin McGreevy
- Beth Youngpeter

*Note: City Council has officially approved Beth Youngpeter and Kevin McGreevy as members.*

**Absent:**

- Judi Young, Public Relations Liaison

**Vacancies:**

- City (1), Township (1)

**Guest:**

- Sharon Lange, Sylvania Advantage

### **2. Approval of Previous Meeting Minutes**

The **February 2026 meeting minutes** were presented.

**Motion:** To approve the February 2026 meeting minutes.

**Motion by:** Shawn Murphy

**Seconded by:** Beth Youngpeter

**Outcome:** Motion carried.

### **3. Business for Discussion**

#### **a. Tree City / Growth Awards (May 13 – Maumee)**

**Attending:** Brady, Helen, Anthony, Shawn, Margie

**Not Attending:** Beth, Stacey, Kevin

#### **b. SAJRD Veterans Memorial Grove Recommendations**

- Final draft reviewed and discussed
- Revisions:
  - Replace Silver Maple with a hybrid option(s) for survivability

- Combine bullet points for streamlining
- Remove barberry
- Minor spelling edits/ corrections
- **Motion** to approve Veterans Memorial Grove Recommendations with revisions:
  - **Motion by:** Helen Michaels
  - **Seconded by:** Anthony Haddad
  - **Outcome:** Motion carried.
- **Next Step:** Send revised document to Brian Kezur, President, Sylvania Area Joint Recreation District and Shawn Murphy. Revisions will be made before the weekend is over. Brady/ Anthony will send the official recommendations next week.

### **c. Arbor Day / America 250 Heritage Tree (April 27, 2026)**

- Event layout map created (parking, restrooms, ceremony flow, etc.)
- Public invited; QR RSVP included on invitations
- Table setup planned; no tent
- Rain plan: library meeting room reserved (12–3 PM, capacity ~65)
- Podium only (no stage), with decorative plants
- Sound system available (limited power)
- Chairs provided

#### **Action Items:**

- Stacey Leffler: Contact Keep Lucas County Beautiful
- Tree Commission: Table setup (banner, flyers)
- Run-through scheduled: April 24

### **d. Spring Workday – McNeely Park**

- Deer repellent application postponed from April 11, 2026 to TBD
- Will occur when trillium bloom (late April/ early May)
- Helen Michaels to send product link; Margie Ott to order

### **e. Meeting Transparency**

- Website now includes agendas and meeting minutes
- Public contact points identified:
  - Margie Ott, City Adviser – Parks & Forestry
  - Shawn Murphy, Council Liaison – Parks & Forestry Committee
  - Brady Kohlenberg, Tree Commission Chair
- Need to publish meeting schedule
- The city website is currently out to bid for updates
- Laura is posting materials online on behalf of the Tree Commission at this time

### **f. Ordinance Review**

- Shawn Murphy provided a draft ordinance along with examples from two other municipalities
- Draft ordinance reviewed
- Discussion focused on:
  - Roles/ responsibilities
  - Alignment with Growth Award criteria
  - Commission as advisory, outreach, and liaison body

**Outcome:**

- No action taken
- Forestry Committee review canceled at this time, to be rescheduled
- Ordinance to be revised and revisited next meeting

## **4. Ongoing Topics**

### **a. 2026 Goals – Growth Award**

- Points include:
  - Ordinance updates
  - Arbor Day event
  - Tree inventory updates
  - Commission expansion (new members approved)

### **b. Street Tree Requests**

- Develop website form and language
- Review examples from other municipalities

### **c. Vacancies**

- Two open positions remain (City & Township)

## **5. General Discussion**

- Continued focus on community outreach, education, and urban canopy advocacy.
- Recommendations for additional Tree Commissioners were discussed

## **6. Adjournment**

Motion: Shawn Murphy

Second: Stacey Leffler

Motion Carried- **Adjourned at 5:58 PM**

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## **Upcoming Dates**

- April 1 – Arbor Day (Chamber)
- April (TBD) – Spring Workday
- April 24 – Meeting
- April 27 – Heritage Tree Planting
- May 13 – Tree City Awards
- May 22 – Meeting
- August 28 – Meeting
- September 25 – Meeting
- October 10 – Fall Workday
- October 23 – Meeting
- November 20 – Meeting

## **Sylvania Tree Commission Update**

The Sylvania Tree Commission met on March 27, 2026, to continue momentum on several exciting projects and upcoming events.

Planning is nearly complete for the **America 250 Heritage Tree Planting** on April 27 at the Sylvania Municipal Building. This special event will bring the community together to celebrate the nation's 250th anniversary with a ceremonial tree planting.

The commission also finalized recommendations for improvements to the Veterans Memorial Grove, helping ensure the long-term health, safety, and preservation of this meaningful space.

Additional efforts include planning a spring workday at McNeely Park to protect the native trillium, improving public access to meeting information online, and reviewing updates to the Tree Commission ordinance to strengthen its impact in the community.

The commission looks forward to continued outreach, community involvement, and growing a healthier urban forest for Sylvania—and is currently seeking two additional commissioners interested in making a difference. 