CITY OF CHARLES TOWN
CHARLES TOWN TREE BOARD
AGENDA • OCTOBER 2, 2025

Commission/Board Meeting **COUNCIL CHAMBERS** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-1107:** Tree Board Committee Meeting Minutes - September 4, 2025
Tree Board Meeting Minutes - September 4, 2025.pdf

3. UNFINISHED BUSINESS

: **2025-1079:** Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

: **2025-1080:** Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding? Day of Caring?

: **2025-1081:** Identification of open planting areas for tree installations in City.

: **2025-1082:** Identification of invasive species and project discussion of reclaiming native environment for Skate Park and Evitts Run. Plan to identify and map trees for removal.

: **2025-1083:** Development of watering, care and maintenance plan for new trees and assessment of equipment needed.

: **2025-1084:** Discussion of revisions to Tree Ordinance, meeting with James on planning issues and revisions to other ordinances. See attached Model Tree Ordinance.

: **2025-1085:** Chestnut Tree Saplings, growing and next steps, location to plant this Fall. Need cages or tubes.

: **2025-1086:** Clearing of brush and invasive species along Willingham Knolls and Evitts Run

: **2025-1087:** Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects.

: **2025-1088:** Arbor Day Foundation has software to manage and track these types of events, including a map with real time data to show public and private plantings as well as robust information about the trees and best planting areas on property to maximize energy savings.

: **2025-1089:** Assessment of native species for inclusion in planning and zoning ordinances. Instead of a prohibited list (we cannot name all of the potential invasive species) we need to come up with an approved list of trees and shrubs. Anything else must be requested and approved by way of waiver.

See Model Ordinance.

: **2025-1090:** Tree Nursery at Evitts Run Park proposal. Approved for temporary use of space. Need to coordinate with Parks on design, fence and aesthetics.

: **2025-1091:** Fall BMP community Tree purchase program with Cacapon. Order period begins August to early September. Media push, discussion of logistics and steps for program.

: **2025-1092:** Tree Trimming Washington Street. Estimate from Viking Tree.
Viking Proposal 1072356 07-14-2025.pdf

: **2025-1093:** Assessment of trees in City Parks. Jefferson Memorial Park
Proposal Jefferson Memorial Park 1112042 08-29-2025 - Viking.pdf

: **2025-1094:** Discussion with City Manager on City expenditure to cover costs of tree trimming on W. Washington Street and tree trimming/removal at Jefferson Memorial Park.

: **2025-1095:** Stump grinding at Happy retreat and various other locations. Flores Tree Services provided estimate at $200 per stump. They counted 26 at Happy Retreat alone. However, some of these were older stumps which were rotted and could be removed with a backhoe. A large stump grinder is $299 a day at Jefferson Rentals or $999 for a week. Time to retrieve and City staff's time is considerate but appears that would save money to rent for a week and resolve many stumps that require removal.

: **2025-1096:** Review of cutting at Willingham Knolls and consideration of Milkweed and fostering seeding in areas not actively mowed

:**2025-1097:** Assessment of dead trees and removal of tree tubes and dead trees at all parks.

: **2025-1098:** Review of Viking map of JMP and consideration of City staff trimming certain trees to foster proper growth and structure. Discussion of meeting with Tanner Haid.

: **2025-1099:** Creation of group email for volunteer events.

4. NEW BUSINESS

: **2025-1100:** Bee City USA Application process
Bee City USA Application Steps.pdf
bee city usa resolution revised for CT need completion.pdf

:**2025-1101:** Tree Grate Issues Downtown trees. Trees out-growing circle holes or roots raising grates.

https://capitolflexipave.com/

Tree image.jpeg
Tree image #2.jpeg
Tree image #3.jpeg

: **2025-1102:** Climate considerations for City Trees.

: **2025-1103:** Consideration of development fees for Tree Board.
- https://www.karinburghardt.com/resources

: **2025-1104:** Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species.

: **2025-1105:** Citation for planting of invasive species

: **2025-1106:** Consideration of Heritage Trees to enable certain protections.

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://us02web.zoom.us/j/81846354913?pwd=dExNQ2lXQUxzZExLN3dXRFhZZ2lKUT09

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1107: Tree Board Committee Meeting Minutes - September 4, 2025

ATTACHMENTS:

- Tree Board Meeting Minutes - September 4, 2025.pdf

CITY OF CHARLES TOWN
Tree Board
September 4, 2025

Regular Meeting | **Zoom Meeting** | 7:00 PM

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Katie Coon	Present
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
Brent Manuel	Present

1. APPROVAL OF MINUTES

COMMENTS: None
RESULT: Approved
MOVER: Katie Coon
SECONDER: Carlo Olivares
AYES: All

2. UNFINISHED BUSINESS

2025-945: Tree Canopy/Inventory Update

- Scott and Aaron need to sit down and come up with goals to get out of the software since there's a lot on there.
- Scott wants direction on what to do on the software.
- Aaron suggested using satellite imaging to ID and inventory trees and to identify tree canopies via imagery.
  - Come up with planting areas
  - Find areas of concern, trees in danger, etc.
- We have the old tree mapping data from the county, and we're trying to get it updated and integrated.

2025-946: Pollinator Garden

- United Way has 20 volunteers to help.
- The hillside at the skatepark has a lot of invasives, and we could use volunteers to weed/clean up.

- Liz suggested that we help volunteers ID weeds vs what's planted.
  - Aaron says he can mark stuff that needs to go.
- Liz mentioned that the ribbon-cutting for the bridge will be set soon.
- Brent suggested becoming a Bee City USA.
  - Aaron will put it on the next agenda.
  - Shepherdstown is a Bee City.

2025-947: Identification of Open Planting Areas for Tree Installations in the City

- Aaron talked to the Dept of Forestry.
  - Our community grants are gone, but money may come back in another program that we can apply for.

2025-948: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

- We have a lot of invasives so it's a daunting task but we should be able to get money to remove them.

2025-949: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

- Aaron met with Travis but he doesn't have a lot of experience.
- Tanner has offered to help come up with a maintenance plan.
- Aaron will meet with Jim and Travis to discuss equipment needs.
  - Travis might start work on trimming.
- Budgeting items go beyond the board.

2025-951: Discussion of Revisions to Tree Ordinance

- Members reviewed the attached tree board ordinance that was modeled after the NJ tree ordinance.
- There's no enforcement right now.
  - The fine and replacement mechanism has definitions.
- Added invasive plant/species prohibited and enforcement.
  - Prohibits new planting of invasives.
- The enforcement mechanism echoes abandoned property.
- Provides for planting mechanisms.
- How can we put it into the existing ordinance?
- We need street trees that don't mess up sidewalks and streets.
- List of approved trees and if you want something else you need approval.
- There will be warnings first.

MOTION: Motion to send the revised proposed ordinance over to city council for review to be sent over to the ordinance committee.
COMMENTS: None
RESULT: Approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: All

2025-952: Chestnut Tree Saplings

- 1-2 have died.
- We're looking to plant this fall at the end of Oct. or start of Nov.
- They should be planted in groups of 2-3.
- They will need to be caged to keep deer away.
- They're hybrid chestnuts, 3 varieties of 10.
- We have a $1,000 grant from The American Chestnut Society that we can use for educational materials.
- Members discussed where to plant them.
    - Happy Retreat was discussed.
    - CTUB is doing work there.
    - We will need to go walk around and look where they could be planted.

2025-953: Clearing Brush and Invasive Species Along Willingham Knolls.

-

2025-954: Recruitment List/Volunteers for Tree-Related Projects

- Scott has a list and can get it out with an email blast.
- Scott will send an invite to all of us so we can edit.

2025-955: Arbor Day Foundation Software

- We're going to pass on this one since there is no fall planting.
- We will look into this for the spring.

2025-957: Tree Nursery at Evitts Run Park Proposal Plan simple.jpg planters.pdf

- It has been approved by the city council for us to have temporary use of the back side of the maintenance building.
- We want some sort of fencing and we need more totes and guttering and we need to get the tank tied in.
- Aaron explained the plan to Brent.

2025-958: Fall BMP Community Tree Purchase Program with Cacapon

- Ongoing.
- A blast was put out on social media.
- We had 33 registrants who did not place orders.
    - So far, we only have 7 orders.
- Only 3 more days to order.
- Aaron and Scott need to plan trees by order this time (not by tree type since it was hard to sort last time).

2025-959: Memorial Bench and Tree for Alana Williams at Jefferson Memorial Park- Chosen Tree Forest Pansy Redbud

- Liz updated the board that everything is set up with Cornerstone Landscaping.

2025-960: Tree Trimming Washington Street, Estimate From Viking Tree

- Aaron will meet with Brent.

- We want to trim in the Fall/November before Christmas lights go up.

2025-961: Assessment of Trees in City Parks

- Viking made maps of what needs to be trimmed or removed.
- Tanner identified a white oak that's probably one of the oldest trees and it has a crack that needs to be repaired.
- There are hazards with dead limbs etc.
- The funding is beyond us.
- 6-7 trees suggested for removal.

3. NEW BUSINESS

2025-962: Discussion with City Manager on City Expenditure to Cover Cost of Tree Trimming on W. Washington Street and Tree Trimming/Removal at Jefferson Memorial Park

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2025-963: Stump Grinding at Happy Retreat and Various Other Locations

- Several trees that fell or were cut at Happy Retreat are now just very visible stumps.
- Stump grinding is expensive.
- Maintenance can rent stump grinding equipment for a week and get them all done.
- Aaron will talk to Jim about timing etc.
    - Liz says now is a good time before Christmas.

2025-964: Review of Cutting at Willingham Knolls

- Carlo and Aaron need to talk to the farmer about a cutting pattern.
- We want to create more of a buffer.
- We need to come up with a map.
- We could make it a monarch waystation.
- Reserve some space with parks and come up with a proposal.
- Liz says she will look into something that makes more sense.

2025-965: Assessment of Dead Trees and Removal of Tree Tubes and Dead Trees at all Parks

- We looked over it.

2025-966: Review of Viking Map of Jefferson Memorial Park

- See 2025-961

2025-967: Creation of Group Email for Volunteer Events

- Scott will work on this.
- November 8th from 12-6 is the Earth Grounds Festival and we will need volunteers.

ADJOURNMENT
MOTION: Motion to adjourn at 8:04 PM
MOVER: Katie Coon
SECOND: Scott Updike
AYES: All

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AGENDA ITEM (ID #)

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2025-1080: Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding? Day of Caring?

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2025-1081: Identification of open planting areas for tree installations in City.

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2025-1086: Clearing of brush and invasive species along Willingham Knolls and Evitts Run

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2025-1092: Tree Trimming Washington Street. Estimate from Viking Tree.

ATTACHMENTS:

- Viking Proposal 1072356 07-14-2025.pdf

Proposed Tree Care Services

Tree Quantity: 16

Proposal Value: $5,400

July 9, 2025

Proposal #: 1072356

Tree Care Service Address/Location
W. Washington St - sidewalk tree clearance pruning
Charles Town, WV 25414
Aaron Amore

Tree Care Service Billing Address
City of Charles Town
101 E Washington St.
Charles Town, West Virginia 25414
Aaron Amore
cttreeboard@gmail.com
tel: (304) 724-3251

Viking Tree Service, LLC
Erik Berndt
Erik@vikingtreewv.com
tel:304-988-5557

	Species	Qty	Height	DBH	Service	Price
	American Elm	6	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$2,100
	Japanese Zelkova	3	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$950
	American Sycamore	2	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$700
	Red Maple	2	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$700
	Eastern Black Walnut	1	31'-45'	19"-24"	Clearance Pruning	$450
	Crabapple	1	31'-45'	19"-24"	Tree Removal and Stump Grinding	$250
	Sweet Birch	1	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$250
					Total	**$5,400**

General Tree Care Objective Definitions

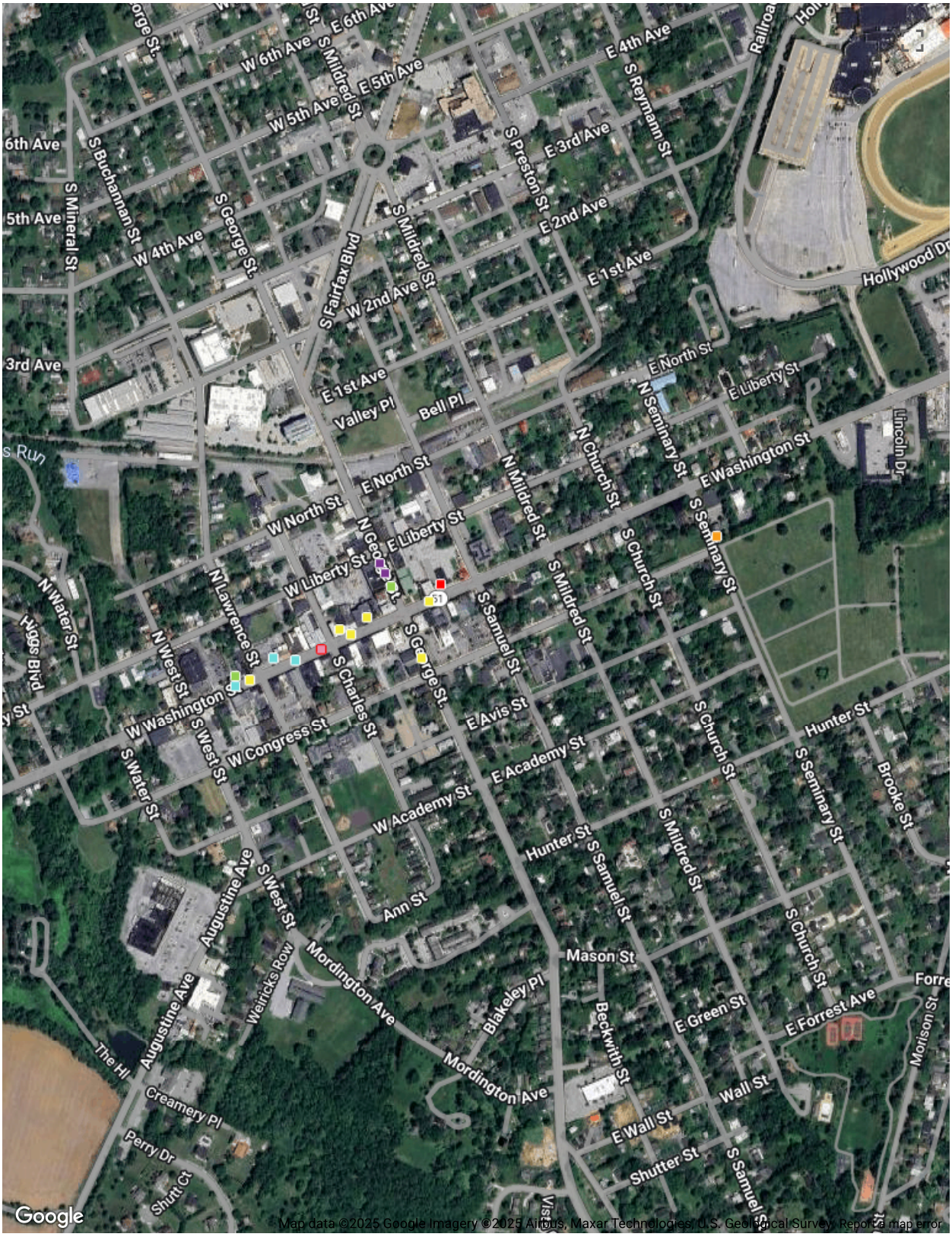
Crown Clean

Crown cleaning is a tree maintenance practice focused on enhancing the health and appearance of a tree's crown, which is the upper part of the tree formed by the branches and foliage. This process involves the selective removal of dead, damaged, or diseased branches as well as any crossing or rubbing limbs that may hinder healthy growth.Key aspects of crown cleaning include:Health Improvement: By removing unhealthy or dead branches, crown cleaning helps prevent the spread of pests and diseases, promoting better overall tree health. It allows for improved airflow and sunlight penetration, which are essential for the tree's vitality.Aesthetic Enhancement: This practice improves the visual appeal of the tree, creating a cleaner, more open crown. It can help maintain the natural shape and structure of the tree, enhancing its presence in the landscape.Safety Considerations: Removing potentially hazardous branches reduces the risk of falling limbs, particularly in high winds or storms, thus ensuring the safety of people and property nearby.Encouraging Growth: Crown cleaning can stimulate new growth by redirecting the tree's energy towards healthy branches, allowing for a more vigorous and balanced crown.Overall, crown cleaning is a vital aspect of tree care that supports both the health of the tree and the safety and aesthetics of the surrounding environment. Regular maintenance through crown cleaning contributes to the longevity and beauty of trees in various landscapes.

Tree Removal and Stump Grinding

Tree RemovalTree removal shall be conducted by a qualified arborist or tree worker in accordance with ANSI A300 (Part 1) standards and ISA Best Management Practices. All work shall be performed in a manner that ensures the safety of persons, property, and surrounding vegetation.The tree stump shall be cut as low to the grade as practical, unless otherwise specified.Removal includes all above-ground portions of the tree, including trunk, branches, and major limbs.Rigging and lowering techniques shall be employed when necessary to prevent damage to surrounding structures, utilities, or landscape.All debris generated from the removal shall be removed from the site unless otherwise agreed upon.Stump GrindingStump grinding shall be performed after tree removal using a mechanical stump grinder capable of grinding to a minimum depth of 6 to 12 inches below grade, or to a depth specified in the contract.Surface roots within 12 inches of the stump shall also be ground unless otherwise directed.Grindings and wood chips shall be left onsite neatly raked unless removal is specified.Site Protection and CleanupAll work shall be carried out with minimal disturbance to adjacent trees, turf, soil, and structures.Equipment access routes shall be planned to avoid compaction or damage to sensitive areas.The site shall be left clean, with all work-related debris removed and the area raked smooth.

W. Washington St - sidewalk tree clearance pruning



Legend (16)

- American Elm (6)
- Japanese Zelkova (3)
- Red Maple (2)
- American Sycamor... (2)
- Sweet Birch (1)
- Eastern Black Wa... (1)
- Crabapple (1)

W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Zelkova serrata ID# 1
Japanese Zelkova
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



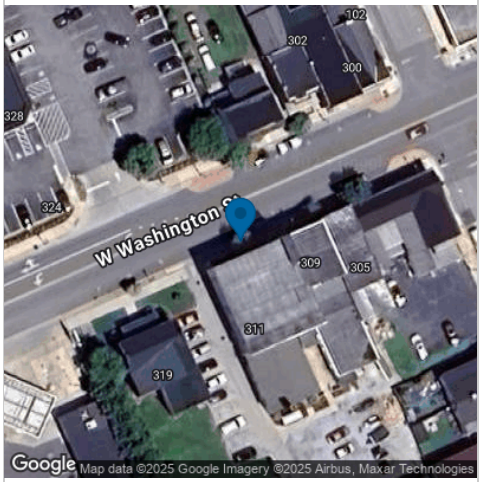
June 24, 2025

Ulmus americana ID# 2
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good

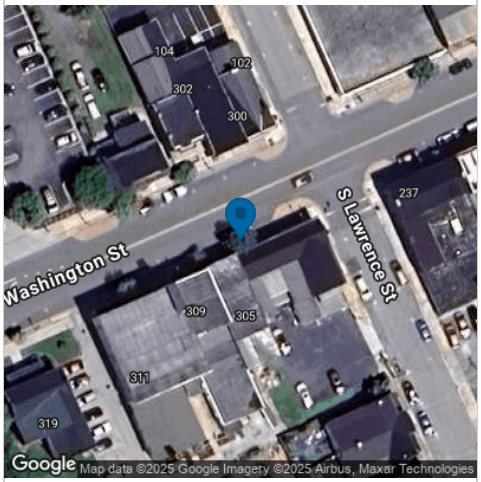


June 24, 2025

Zelkova serrata ID# 3
Japanese Zelkova
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown



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volume, per ANSO A300 Pruning Standards.

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volume, per ANSO A300 Pruning Standards.

W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Ulmus americana ID# 4
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



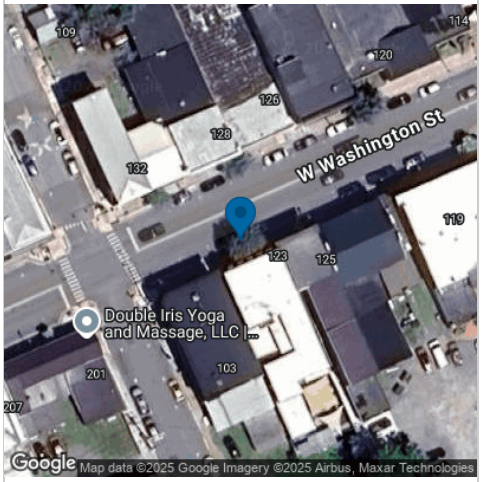
June 24, 2025

Ulmus americana ID# 5
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



June 24, 2025

Betula lenta ID# 6
Sweet Birch
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



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limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

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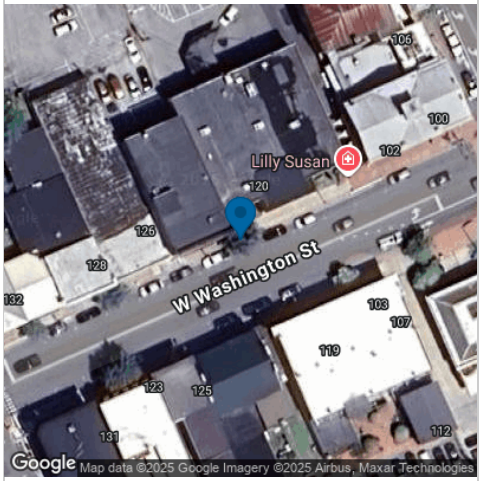
W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Ulmus americana ID# 7
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good

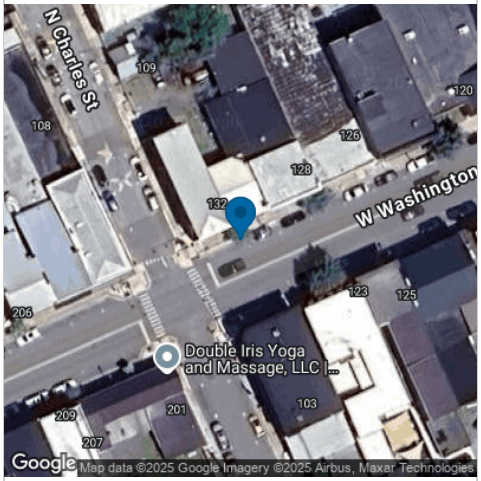


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Ulmus americana ID# 8
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



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Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch.



June 24, 2025

Zelkova serrata ID# 9
Japanese Zelkova
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch.

Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.	Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.	Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

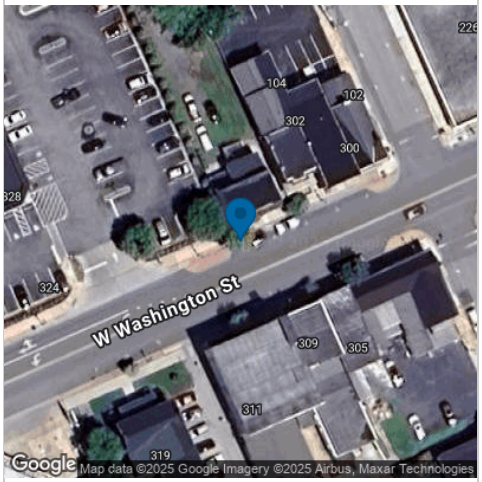
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June 24, 2025

Platanus occidentalis ID# 10
American Sycamore
Height: 16'-30' DBH: 7"-…
Health: 80% - Good

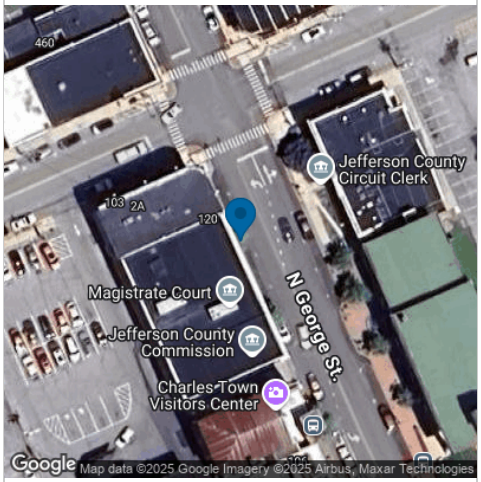


Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the



June 24, 2025

Acer rubrum ID# 12
Red Maple
Height: 16'-30' DBH: 7"-…
Health: 80% - Good

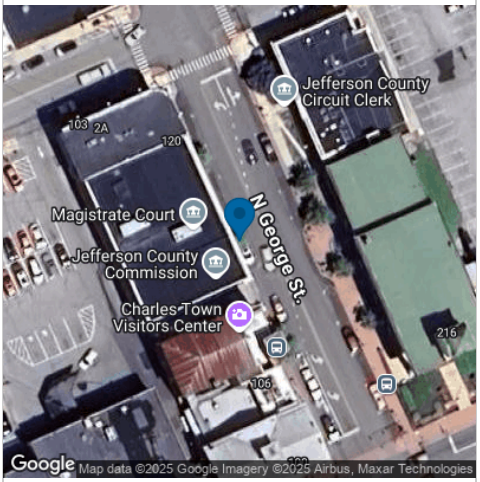


Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the



June 24, 2025

Acer rubrum ID# 13
Red Maple
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the

diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Platanus occidentalis ID# 14
American Sycamore
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



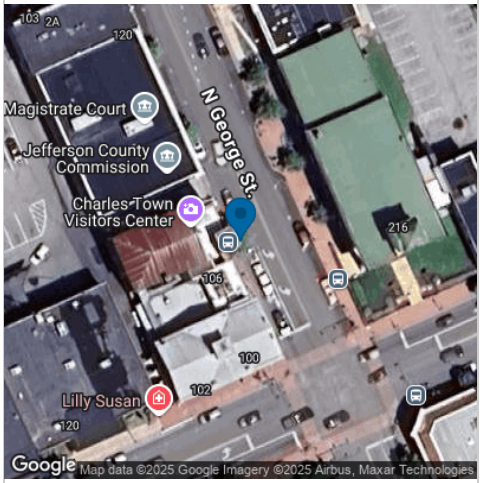
June 24, 2025

Juglans nigra ID# 15
Eastern Black Walnut
Height: 31'-45' DBH: 19"…
Health: 80% - Good

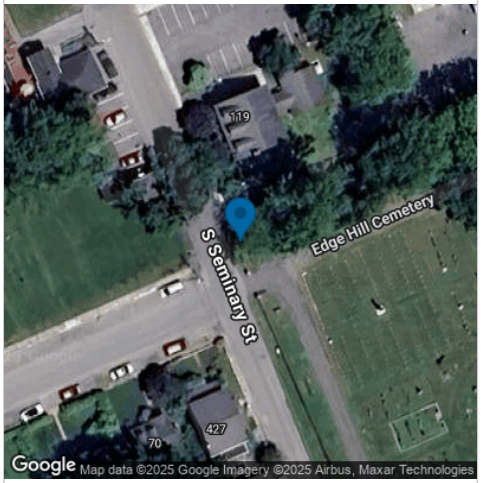


July 3, 2025

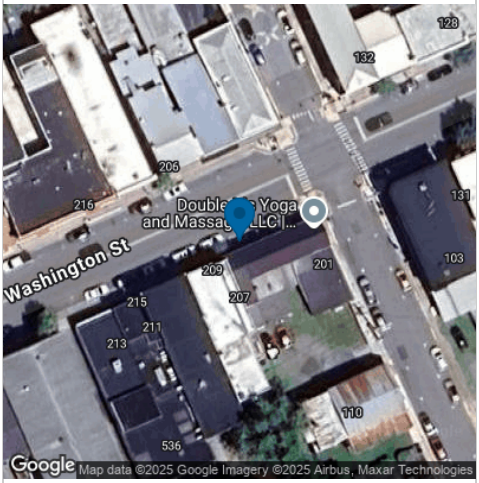
Crabapple ID# 16
Crabapple
Height: 31'-45' DBH: 19"…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to



Clearance Pruning
Establish a minimum of 8' of clearance from roadway and fences.



Tree Removal and Stump Grinding
Removal of wood, brush, and debris from the site; stump will be ground to below grade, and excess stump grindings will be removed from the site.

proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

Terms and Conditions for Tree Care Services

1. **Performance by Company:**

   Work crews shall arrive at the job site unannounced unless otherwise noted herein. The Company shall attempt to meet all performance dates, but shall not be liable for damages due to delays from inclement weather or other causes beyond our control.

2. **Workmanship:**

   All work will be performed in a professional manner by experienced personnel outfitted with the appropriate tools and equipment to complete the job properly. Unless otherwise indicated herein, The Company will remove wood, brush and debris incidental to the work.

3. **Insurance:**

   The Company is insured for liability resulting from injury to persons or property, and all its employees are covered by Workers Compensation Insurance.

4. **Ownership:**

   The customer warrants that all trees, plant material and property upon which work is to be performed are either owned by him/her or that permission for the work has been obtained from the owner.

   The Company is to be held harmless from all claims for damages resulting from the customer's failure to obtain such permission.

5. **Limitations:**

   The customer must identify all non- public utilities. The Company assumes no responsibility for the location of or damage to underground utilities not clearly marked by the customer prior to commencement of site services. Stump grinding and removals as proposed will occur where public utilities allow.

6. **Terms of Payment:**

   All accounts are net payable upon receipt of invoice. A service charge of 1.5% will be added to accounts not fully paid 30 days subsequent to the invoice date. If outside assistance is used to collect the account, the customer is responsible for all costs associated with the collection, including, but not limited to, attorney fees and court costs.

Customer

July 9, 2025

Signature — Date

Aaron Amore — July 9, 2025

Printed Name — Date

Tree Care Service Provider

Erik Berndt — July 9, 2025

Signature — Date

Erik Berndt — July 9, 2025

Printed Name — Date

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1093: Assessment of trees in City Parks. Jefferson Memorial Park

ATTACHMENTS:

- Proposal Jefferson Memorial Park 1112042 08-29-2025 - Viking.pdf

Proposed Tree Care Services

Tree Quantity: 20

Proposal Value: $15,075

August 25, 2025

Proposal #: 1112042

Tree Care Service Address/Location
Jefferson Memorial Park - hazard tree mitigation
Charles Town, WV 25414
Aaron Amore

Tree Care Service Billing Address
City of Charles Town
101 E Washington St.
Charles Town, West Virginia 25414
Aaron Amore
cttreeboard@gmail.com
tel: (304) 724-3251

Viking Tree Service, LLC
Erik Berndt
Erik@vikingtreewv.com
tel:304-988-5557

	Species	Qty	Height	DBH	Service	Price
#2	Siberian Elm	1	31'-45'	25"-30"	Deadwood Removal / End Weight Reduction	$1,350
#3	Silver Maple	1	31'-45'	43"-48"	End Weight Reduction / Deadwood Pruning / Vine Segmentation	$900
#4	Siberian Elm	1	31'-45'	31"-36"	Deadwood Pruning / End Weight Reduction	$450
#5	Siberian Elm	1	31'-45'	31"-36"	Removal and Flush Cut	$675
#6	Box Elder	1	31'-45'	31"-36"	Deadwood Pruning / End Weight Reduction	$450
#7	Siberian Elm	1	31'-45'	25"-30"	Deadwood Pruning / End Weight Reduction	$450
#8	Silver Maple	1	31'-45'	25"-30"	Tree Removal - flush cut	$1,350
#9	Norway Maple	1	16'-30'	25"-30"	Removal and Flush Cut	$450
#10	White Oak	1	46'-60'	43"-48"	Supplemental Support System - Basic / Supplemental Support System - Bracing	$1,125
#11	Norway Maple	1	31'-45'	31"-36"	Deadwood Pruning	$450
#12	Norway Maple	1	31'-45'	19"-24"	Deadwood Pruning	$450
#13	Norway Maple	1	31'-45'	25"-30"	Removal and Flush Cut	$450
#14	Siberian Elm	1	31'-45'	25"-30"	Removal and Flush Cut	$450
#15	Siberian Elm	1	31'-45'	31"-36"	Deadwood Pruning	$450
#16	Eastern Black Walnut	1	31'-45'	25"-30"	Removal and Flush Cut	$675

August 25, 2025

Proposal #: 1112042

	Species	Qty	Height	DBH	Service	Price
#17	Siberian Elm	1	31'-45'	31"-36"	Removal and Flush Cut	$1,800
#18	Norway Maple	1	46'-60'	43"-48"	Deadwood Pruning / Supplemental Support System - Basic / End Weight Reduction	$1,350
#19	Black Cherry	1	46'-60'	31"-36"	Removal and Flush Cut	$900
#20	Northern Red Oak	1	46'-60'	25"-30"	Deadwood Pruning	$450
#21	Northern Red Oak	1	46'-60'	25"-30"	Deadwood Pruning	$450
					Total	**$15,075**

General Tree Care Objective Definitions

Deadwood Removal

Deadwood removal refers to the practice of selectively removing dead, dying, or diseased branches in excess of 2" in diameter from a tree. This process is essential for several reasons:Tree Health: Removing deadwood helps prevent the spread of disease and pests that can affect the overall health of the tree.Safety: Dead branches can pose safety hazards, especially if they are at risk of falling. Removing them reduces the risk of injury to people or damage to property.Aesthetic Improvement: Clearing away deadwood can enhance the appearance of a tree, promoting a healthier and more vibrant look.Encouraging Growth: By removing dead branches, the tree can redirect its energy towards healthy growth and new foliage.Deadwood removal is typically performed by trained arborists who assess the tree's condition and determine the appropriate branches to remove, ensuring the tree's health and structural integrity are maintained.

End Weight Reduction

End weight reduction pruning is a technique used in arboriculture to reduce the weight of the ends of tree branches. This method involves selectively removing portions of the branch tips to decrease their overall weight, which can help minimize the risk of branch failure, especially in trees with heavy, elongated branches.Key objectives of end weight reduction pruning include:Safety: Reducing the likelihood of branches breaking under their own weight, particularly during storms or high winds.Tree Health: Encouraging healthier growth patterns by redistributing the tree's resources and reducing stress on weak branches.Aesthetic Appeal: Maintaining the tree's shape and visual appeal while ensuring its structural integrity.This pruning method is typically performed by trained professionals who consider the species of the tree, its growth habit, and the specific needs of the tree to ensure a balanced and healthy outcome.

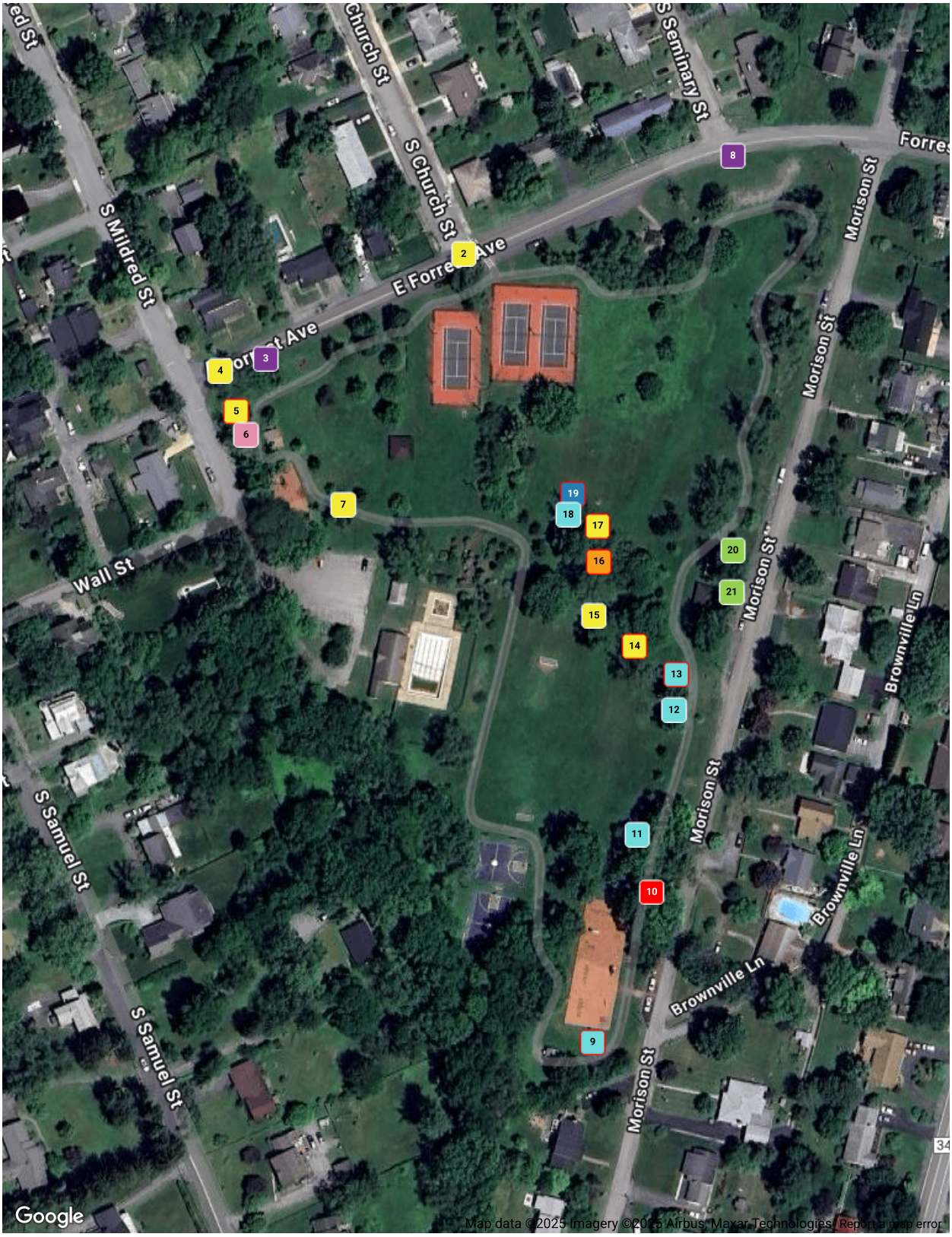
Removal and Flush Cut

Removal/Flush Cut

Supplemental Support System - Basic

Installation of a static Supplemental Support System in accordance with ANSI A300 Part 3, and corresponding ISA Best Management Practices.

Jefferson Memorial Park - hazard tree mitigation



Legend (20)

- Siberian Elm (7)
- Norway Maple (5)
- Silver Maple (2)
- Northern Red Oak (2)
- White Oak (1)
- Eastern Black Wa... (1)
- Box Elder (1)
- Black Cherry (1)

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Ulmus pumila ID# 2
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 60% - Fair



Deadwood Removal / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter



July 3, 2025

Acer saccharinum ID# 3
Silver Maple
Height: 31'-45' DBH: 43"…
Health: 20% - Critical

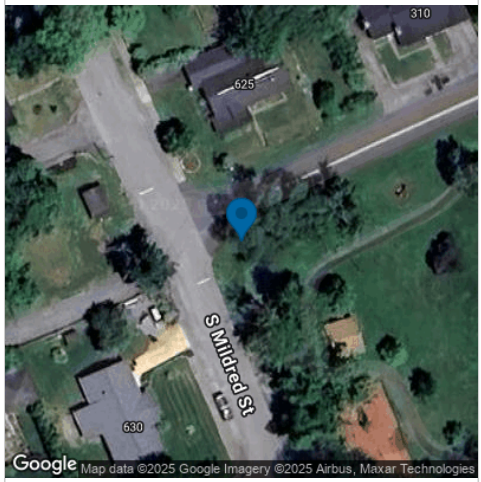


End Weight Reduction / Deadwood Pruning / Vine Segmentation
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter Vines will be circumscribed in two locations on the stem 2-3' apart; vine stems will be completely removed from this section in order to break the vascular supply to the vine foliage in the upper crown.



July 3, 2025

Ulmus pumila ID# 4
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



Deadwood Pruning / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter

Vines in the tree will be left to die and slough off on their own.

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Ulmus pumila ID# 5
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 20% - Critical



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.

July 3, 2025

Acer negundo ID# 6
Box Elder
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



Deadwood Pruning / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter



July 3, 2025

Ulmus pumila ID# 7
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 60% - Fair



Deadwood Pruning / End Weight Reduction

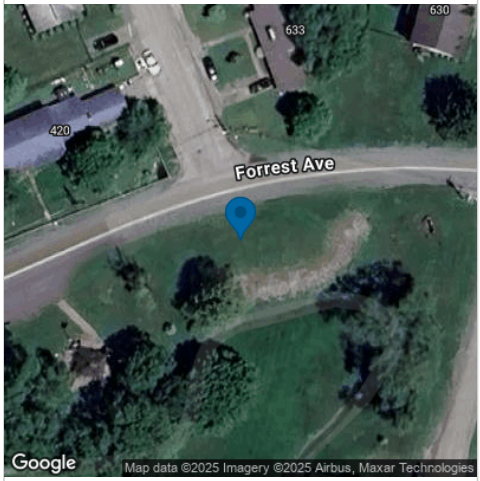
Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



August 25, 2025

Acer saccharinum ID# 8
Silver Maple
Height: 31'-45' DBH: 25"…
Health: 40% - Poor



Tree Removal - flush cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Acer platanoides ID# 9
Norway Maple
Height: 16'-30' DBH: 25"…
Health: 1



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Quercus alba ID# 10
White Oak
Height: 46'-60' DBH: 43"…
Health: 80% - Good



Supplemental Support System - Basic / Supplemental Support System - Bracing
This mature white oak has a major structural split at the main u ion, and is at risk of catastrophic failure onto the play structure. It is currently being supported by a non-standard and insufficient cable system. Recommend cabling and bracing this

tree in accordance with ANSI A300 standards for supplemental tree support. Materials cost: $250

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Quercus alba ID# 10
White Oak
Height: 46'-60' DBH: 43"…
Health: 80% - Good



July 3, 2025

Acer platanoides ID# 11
Norway Maple
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



July 3, 2025

Acer platanoides ID# 12
Norway Maple
Height: 31'-45' DBH: 19"…
Health: 60% - Fair



Supplemental Support System - Basic / Supplemental Support System - Bracing
This mature white oak has a major structural split at the main u ion, and is at risk of catastrophic failure onto the play structure. It is currently being supported by a non-standard and



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

insufficient cable system. Recommend cabling and bracing this tree in accordance with ANSI A300 standards for supplemental tree support. Materials cost: $250

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Acer platanoides ID# 13
Norway Maple
Height: 31'-45' DBH: 25"…
Health: 60% - Fair

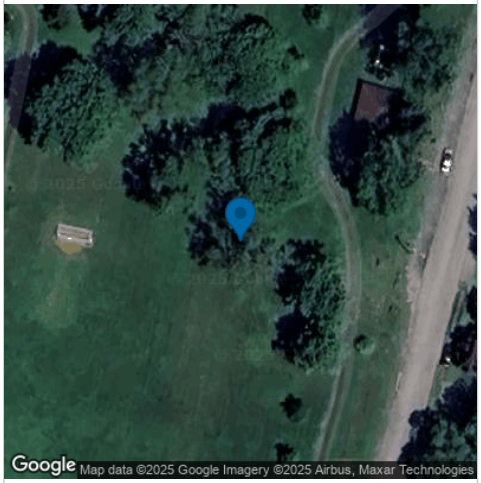


Removal and Flush Cut
This tree has evident too-dieback commonly associated with root rotting fungus, and has a poor co-dominant structure with a bark inclusion which should be cabled if kept. Recommend



July 3, 2025

Ulmus pumila ID# 14
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 40% - Poor



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Ulmus pumila ID# 15
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

full removal. Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.

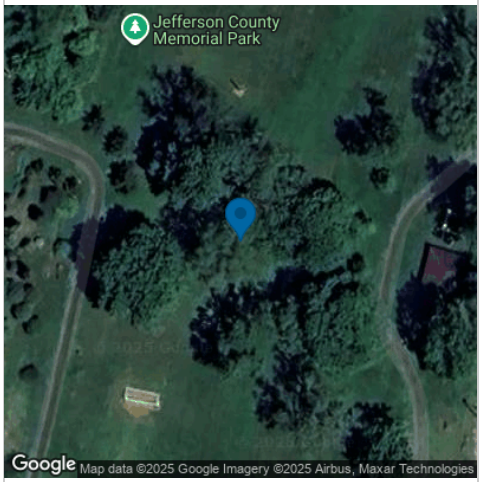
Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Juglans nigra ID# 16
Eastern Black Walnut
Height: 31'-45' DBH: 25"…
Health: 80% - Good

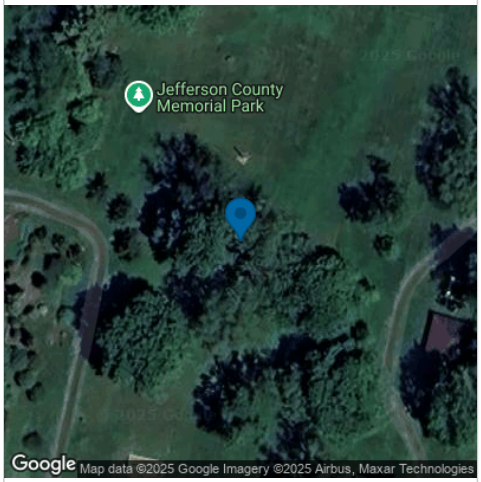


Removal and Flush Cut
Walnut with poor anchorage 45 degree lean, and high probably of uprooting. Recommend removal. Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Ulmus pumila ID# 17
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 40% - Poor

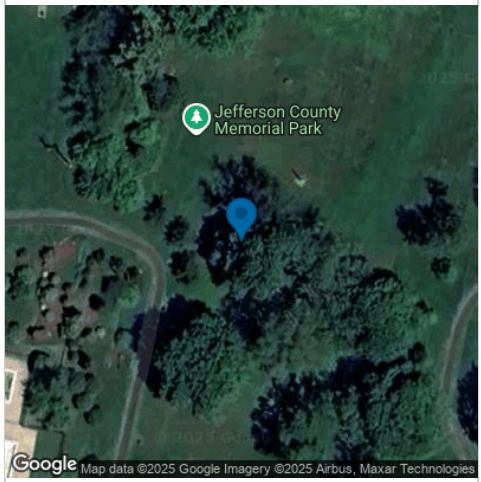


Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Acer platanoides ID# 18
Norway Maple
Height: 46'-60' DBH: 43"…
Health: 60% - Fair



Deadwood Pruning / Supplemental Support System - Basic / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter. Installation

of a single supplemental support cable in order to protect the main union from failure. Materials cost: $125.

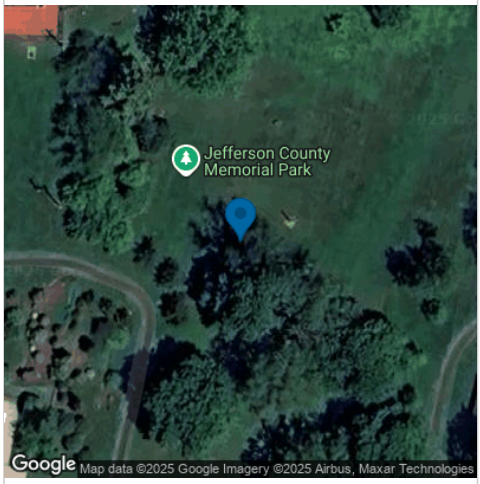
Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Prunus serotina ID# 19
Black Cherry
Height: 46'-60' DBH: 31"…
Health: 40% - Poor



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Quercus rubra ID# 20
Northern Red Oak
Height: 46'-60' DBH: 25"…
Health: 80% - Good



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.



August 25, 2025

Quercus rubra ID# 21
Northern Red Oak
Height: 46'-60' DBH: 25"…
Health: 80% - Good



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

Customer

Signature	Title
Printed Name	Date

Viking Tree Service, LLC

Erik Berndt

Signature	
Erik Berndt	August 25, 2025
Printed Name	Date

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1094: Discussion with City Manager on City expenditure to cover costs of tree trimming on W. Washington Street and tree trimming/removal at Jefferson Memorial Park.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1095: Stump grinding at Happy retreat and various other locations. Flores Tree Services provided estimate at $200 per stump. They counted 26 at Happy Retreat alone. However, some of these were older stumps which were rotted and could be removed with a backhoe. A large stump grinder is $299 a day at Jefferson Rentals or $999 for a week. Time to retrieve and City staff's time is considerate but appears that would save money to rent for a week and resolve many stumps that require removal.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1096: Review of cutting at Willingham Knolls and consideration of Milkweed and fostering seeding in areas not actively mowed

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1097: Assessment of dead trees and removal of tree tubes and dead trees at all parks.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1098: Review of Viking map of JMP and consideration of City staff trimming certain trees to foster proper growth and structure. Discussion of meeting with Tanner Haid.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1099: Creation of group email for volunteer events.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1100: Bee City USA Application process

ATTACHMENTS:

- Bee City USA Application Steps.pdf
- bee city usa resolution revised for CT need completion.pdf

1. Form a committee.
Every committee will be different, but should include individuals with experience and interests that will help the committee complete the commitments. See the resolution for a full list of requirements associated with the committee.

2. Assign facilitation to a local government body or non-profit organization.
Assign facilitation of the Bee City USA effort to a new or existing committee. This committee may be based in a local government or with a non-profit organization and may be an existing committee or a newly formed subcommittee.

3. Designate a local government department as a sponsor.
Designate a local government department as the Bee City USA program and committee sponsor and an employee from that department as the Bee City USA committee liaison.

4. Complete the online application.
Log in and fill out the "About, Profile, and Application tabs. There is one login per Bee City. Your Application tab will be reviewed once you indicate that it is complete and ready for review.

5. Complete the draft Bee City USA resolution.
Complete the draft resolution by downloading the template and updating the areas highlighted in yellow. *Please note: we ask that you start an application and upload your draft resolution to your Application tab for our approval before it is passed*.

6. Submit the application and resolution to your local government for approval.
Present your Bee City USA application and resolution to your local government for formal approval and adoption.

7. Submit your adopted resolution and pay the application fee.
Submit a scanned copy of your signed, adopted resolution by uploading it to your online Application tab then pay the application fee on the Fee Payment tab. Our W9 and an invoice is available on that tab. Once the final application, adopted resolution, and fee payment have been submitted, Xerces will notify all contacts listed on the Profile and Application tabs of the approval of your application within a month
Application and renewal fees are based on population size.
100 (population <9,999)
200 (population 10,000 - 24,999)
300 (population 25,000 - 49,999)
400 (population 50,000 - 99,999)
500 (population >100,000)

Please do not pass this resolution until your city/county has started a Bee City Application and Bee City USA has approved your draft resolution. Upload your draft resolution to your "Application" tab.

Below, you may modify the "Whereas" section of your resolution. The "Now, Therefore" section can be lightly modified, but the commitments cannot be deleted or greatly modified.

Questions? Email beecityusa@xerces.org.

RESOLUTION NO. _____
A RESOLUTION of City Council of Charles Town, West Virginia
designating Charles Town as a BEE CITY USA® affiliate.

WHEREAS, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, thanks to the more than 3,600 species of native bees in the United States, along with introduced honey bees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

WHEREAS, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

WHEREAS, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

WHEREAS, ideal pollinator-friendly habitat (A) is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season to provide diverse and abundant nectar and pollen, since many wild pollinators prefer or depend on the native plants with which they co-adapted; (B) is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat; (C) comprises undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering; and (D) provides connectivity between habitat areas to support pollinator movement and resilience; and

WHEREAS, Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

WHEREAS, supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

WHEREAS, the City of Charles Town should be certified a *BEE CITY USA* community because of its commitment to preserving and planting of native trees and plants that strengthen the natural environment for pollinators, birds and native species. Charles Town has installed several pollinator gardens and will continue to expand the scope and size of its planting projects, removing invasive species and planting native flowers, grasses shrubs and trees to enhance the nature and food for pollinators including all varieties of bees and

NOW, THEREFORE, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them, the City of Charles

Town chooses to support and encourage healthy pollinator habitat creation and enhancement, resolving as follows:

1. The City of Charles Town [appropriate department name] Department is hereby designated as the BEE CITY USA sponsor.
2. The [appropriate position title] of [department above] is designated as the BEE CITY USA Liaison.
3. Facilitation of the City of Charles Town's BEE CITY USA program is assigned to the [committee name] Committee.
4. The [committee name] Committee is authorized to and shall:
    a. **Celebration**: Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City of Charles Town]'s commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
    b. **Publicity & Information**: Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the City of Charles Town website which includes, at minimum a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).
    c. **Habitat**: Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, Identifying and inventorying the City of Charles Town's real property that can be enhanced with pollinator-friendly plantings; creating a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species; and, tracking (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
    d. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
    e. **Policy & Plans**: Establish, through the City of Charles Town], a policy in the [Plan name] Plan of the City of Charles Town's Comprehensive Plan to acknowledge and commit to the BEE CITY USA designation and review the [Plan name] Plan and other relevant documents to consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
    f. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of the City of Charles Town's BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on the City of Charles Town's population.

ADOPTED by the Charles Town City Council of Charles Town, West Virginia], this ___ day of _____, 20__.

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1101: Tree Grate Issues Downtown trees. Trees out-growing circle holes or roots raising grates.

https://capitolflexipave.com/

ATTACHMENTS:

- Tree image.jpeg
- Tree image #2.jpeg
- Tree image #3.jpeg





Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1102: Climate considerations for City Trees.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1103: Consideration of development fees for Tree Board.
- https://www.karinburghardt.com/resources

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1104: Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1105: Citation for planting of invasive species

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 10/02/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-1106: Consideration of Heritage Trees to enable certain protections.

ATTACHMENTS: