



TREE BOARD MEETING
Bel Aire City Hall-Senior Center
7651 E Central Park Ave, Bel Aire KS 67226
March 23, 2026 at 6:00pm

☐ Call to Order:___6:05_____ Time ____

☐ Present:

- ☐ Rebecca Armstrong - Chair
- ☐ Julie Hopkins - Secretary
- ☐ Bruce Roepke – Government Liaison with City Hall
- ☐ Emily Graber – Education Director
- ☐ Sharon Armbrister – Vice Chair
- ☐ Hilde Yops – Central Park Liaison
- ☐ *Vacancy

1. Guests: Deb Appel City of Bel Aire

- a. Deb is going to work with us to find new ways to interact with the City, so we are more effective and impactful.

2. Motion to accept Meeting Minutes Feb 23, 2026 & Jan 26, 2026

Motion __Sharon Armbrister__ Second __Bruce Roepke__ Vote _All_____

3. Annual Review of By-Laws. – *Please read these before the meeting.*

Optional: Motion to put discussion of changes to By-Law on the agenda for the next Tree Board meeting.

Add to by-laws the ability for anyone in Bel Aire to come to our meetings as a community member.

Need a definition of a community member and what their rights are when attending meetings. Rebecca will work on the wording.

Deb to check with Maria Schrock on ideas for this.

Motion to put on agenda for next Tree Board meeting in April

Motion _Emily Graber_____ Second __Hilde Yops_____ Vote ____All_____

4. Discuss and approve Tree Board meeting schedule.

City Staff have asked for a regular meeting schedule for this year. City staff's proposed schedule is listed below. According to By-Laws, regular meetings can be scheduled for any date/time agreed upon by Board members except the board shall not meet during City Council meetings (Tuesday evenings).

Some things to discuss:

- board member availability (vacations? Quorum is more than 50% of current board members. Must have a quorum to call me to order, take action, or continue a meeting.)
- frequency needed to meet (every month or every other?),
- deadlines for advertising special events (water bill deadline is 5th of every month, Breeze deadline is 2nd Friday of month)

Staff Proposed meeting schedule – 4th Monday at 6:00 pm in the Senior Center:

March 23, 2026	September 28, 2026
April 27, 2026	October 26, 2026
May 18, 2026 (before Memorial Day)	*No November meeting
June 22, 2026	*No December meeting
July 27, 2026	January 25, 2026
August 24, 2026	

Motion to approve the schedule (as listed /or with the following changes:

Motion Julie Hopkins Second Sharon Armbrister Vote All

5. Old Business:

a. Great Bend Tree City Conference

- i. Tour of the Zoo
 - ii. 7-acre tree yard grows 150 trees for City Parks each year
 - iii. Tree lined streets
 - iv. Good Ideas to Spread – Supply trees to Bel Aire residents from KS Forestry.
- Motion to hold Tree Planting on (Saturday, April 25th / other date & time).

No action Taken – thoughts to hold the Tree Planting event in the Fall.

Motion: _____

Motion Sharon Second Rebecca Vote All

6. Board Member Reports:

a. Communications- Julie

- i. **Bel Aire Breeze-City Hall-Nick Bishop- Need next article by April 5th for Facebook/Website/Breeze. Next article is more about education on Bradford Pears.**

- ii. Contact List- Sent around a sign up for Deb during the meeting.
- b. Hilde- Plaque Updates – Extra session after meeting to figure out template for plaques that need to be ordered and timeline. (Lee Reed)
- c. Bruce- City Council Meeting Report
Next Council Meeting is April 7th and we are on the agenda.
- d. Emily-Park Clean Up and Outreach
Emily wants to do more education on Bradford Pear Trees.
Contacting Kody on more literature for educational opportunities.
- e. Sharon-Recreation Department Community Engagement
Arbor Day Event – May 2nd dedication with the Girl Scouts. We would like to do Education on Bradford Trees and volcano mulch workshop. Emily to reach out to Kody on possibly literature.

Sharon received the information and money from Thrivent. We need to come up with ideas. We have until June to show what we used for the \$250. Group was looking at June 8th, 9:00am to host an event. More plans to come.

- f. Rebecca – Progress and Events
 - i. Forestry Tree Audit – Kody Kraemer to Develop Plan to Present to Council
Still looking for date and time to meet on this.
 - ii. 5 trees and 12 plaques
- Marty McGee – Swamp Oak front of City Hall
 Art Tennbrink – London Plane Tree – Bel Aire Part of Denise Park
 Rec Center – 2 Lacy Bark Elm Tree and 1 Shumard Oak.
 1 for Cheryl Cutter
 1 for Sylvia
 1 for Hilde
 1 for Brian
 1 for Art

7. Adjournment:

Motion Sharon Ambrister Second Julie Hopkins Vote All

Next meeting will happen on March 23rd, please review the notes from this meeting and come prepared to accept or make revisions.

VOLUNTEER HOURS

NAME	DATE	ACTIVITIES	TOTAL TIME
REBECCA ARMSTRONG	3/23	Tree City Conference – 30 hrs Prep for meetings and attend City Hall – 10 hrs	40
HILDE YOPS	3/23	Tree Board Meeting and Meeting with Nick	3
EMILY GRABER	3/23	Tree City Conference – 30 hours	30
JULIE HOPKINS	3/23	Meetings & Documentation	3
SHARON ARMBRISTER	2/23	Meetings, Thrivent, Rec Center	4
BRUCE ROEPKE	2/23	City Council and Tree Board	4
		TOTAL FOR MONTH:	84
		TOTAL FOR YEAR:	100.5