



CITY OF HENDERSONVILLE TREE BOARD MEETING

Operations Center - Second Floor Meeting Room | 305 Williams St. |
Hendersonville NC 28792
Monday, January 12, 2026 – 4:00 PM

AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. Approve December 2025 meeting minutes

4. BUSINESS

A. Event Collaboration Request from The Tree Fund - *Caitlyn Gendusa, Staff Liaison*

B. Discuss new/revised application to N.C Forest Service Urban and Community Forestry Financial Assistance Program

C. City Council letter update - *Glenn Lange, Member*

D. TB Membership in the NC Urban Forest Council - *Glenn Lange, Member*

E. Submittals to City Newsletter - *Glenn Lange, Member*

F. Tree ordering for Neighborwoods, Bradford Pear Bounty, and giveaways - *Natalie Wilcoxson (Neighborwoods) & all members*

G. Planning for Bradford Pear Bounty - *all members*

H. Discuss and vote on FY27 budget request - *all members*

I. Vote to approve \$2,152.50 for 2 native grass beds along Oklawaha Trail

Beds will be located between the North Main Bridge and the walk bridge of the trail, headed towards Kimberly Clark.

Proposed native pollinator grass varieties: Pink Muhly (95 plants total) and Little Blue Stem grasses (110 plants)

Proposed planting time: April

5. ADJOURNMENT

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the City Clerk no later than 24 hours prior to the meeting at 697-3005.



CITY OF HENDERSONVILLE TREE BOARD

City Operations Center Second Floor Conference Room | 305 Williams St. |
Hendersonville, NC 28792
Monday, December 08, 2025 – 4:00 PM

MINUTES

CALL TO ORDER

Meeting called to order at 4:04 p.m.

Members present: Skye Williams, Tommy Oakman, Glenn Lange, Ed Skvarch, and Richard Bowerman

Staff present: City Council member Lyndsey Simpson and staff liaison, Caitlyn Gendusa present.

Absent: Natalie Wilcoxson

APPROVAL OF AGENDA

Ed motioned to approve first followed by Richard.

APPROVAL OF MINUTES

Approval of November 2025 Minutes – Richard motioned to approve first followed by Glenn.

PUBLIC COMMENT

No one was present for public comment.

BUSINESS

Review FY27 Budget Request - *Caitlyn Gendusa, Staff Liaison*

Members discussed the FY27 budget and will approve the final budget request at the January 2026 meeting.

Discussion on Projects for the Remainder of this Year's Budget - *Glenn Lange, Member*

Members discussed utilizing remaining \$14,500 funds in FY26 budget towards improvements on a City park and decided to focus on William H. King Memorial Park.

Council Letter Update - *Glenn Lange, Member*

Glenn is just waiting on receiving comments from ESB to finalize the letter which Caitlyn will send.

Review of Parks Master Plan - *Caitlyn Gendusa, Staff Liaison*

This agenda item was incorporated into discussion on projects for the remainder of this year's budget.

ADJOURNMENT

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12/22/25, 9:30 AM

Mail - Gendusa, Caitlyn - Outlook



Tour des Trees in Hendersonville

From Jonathan Cain <jcain@treefund.org>
Date Wed 12/17/2025 1:38 PM
To Gendusa, Caitlyn <cgendusa@hvlnc.gov>

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Be Advised: This email originated from outside of the Hendersonville network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Caitlyn,

I saw that you are the contact for the Henderson Tree Board. I am with the Tree Research and Education Endowment Fund (TREE Fund), which is a non-profit that focuses on grants and scholarships for arborists. This summer, our annual Tour des Trees bike ride will be taking place in North Carolina and we'll be staying overnight in Hendersonville one of the nights.

Just before last year's Tour, the husband of our long-time massage therapist passed away. He has made a lasting impact on many of our riders and, when this happens, we try to schedule a memorial tree planting in their honor during one of the Tours. We talked to Katie about planting a tree for him this year and, since we have a few riders that live close to the area, I wanted to get in touch to start talking about the possibility of doing a memorial planting while we are in town.

We'll be arriving in Hendersonville the afternoon of September 13, staying the night, and departing the next morning.

In addition to that, while I was on your website, I saw that the tree board does several outreach and learning events and that also happens to be one of our specialties, so if we would also be able to potentially put together some kind of community engagement event, we have several presenters and professionals that love to interact with locals.

If you could let me know your thoughts as far as the possibility of the city hosting a tree planting and/or an educational event, that would be great. If you are interested and we can get the ball rolling, we'll go from there.

Thanks for your time. Have a good day.

Jonathan



Jonathan Cain
Communications and Engagement Manager
Tree Research and Education Endowment (TREE)
Fund
jcain@treefund.org
630-369-8300
1755 Park Street, Suite 200
Naperville, IL 60563
www.treefund.org



Grow with TREE Fund into 2026. Make your end of year donation today to [support our tree research and education programs](#).

TREE Fund's free Webinar Series continues this spring! [Click here](#) for our 2026 dates and see the latest findings in tree research. Free CEUs available for Certified Arborists.



The N.C. Forest Service (NCFS) Urban and Community Forestry (U&CF) program seeks to award two, two-year grants to an organization(s) (grantee) to manage and complete select urban forestry services (Climb to Tree City USA package) for municipalities awarded assistance (subrecipient) through our Financial Assistance Program (FAP) request for applications (RFAs) process. To that end, we are requesting proposals from eligible organizations to provide these services utilizing the following guidance.

- Eligible organizations
 - 501 c3 not-for-profit organization
 - The organization must have the technical expertise to complete the urban forestry work or subcontract with service providers that have the technical expertise to complete the work. Guidance for identifying and securing urban forestry professionals can be found on our [Urban Forestry Professionals webpage](#), and minimum qualifications for professionals can be found on our [Financial Assistance Program webpage](#).
- Request for proposals period
 - Closes March 1, 2026
- Services to be provided by the grantee
 - Engage and lead the subrecipients and complete the following practices and activities. Specifications and guidance documents can be found on our [U&CF Resources and Specifications webpage](#) under the urban forestry section.
 - Inventories and assessments
 - Sample tree inventory – Complete a statistical sample inventory of public trees utilizing iTree protocols and the NCFS U&CF sample tree inventory specification.
 - Ordinances, policy, standards and specifications
 - Public tree ordinance – review and update if necessary or develop.
 - Urban forestry standards & specifications – review and update if necessary or develop utilizing NCFS standards and specifications.
 - Plans
 - Management plan – Develop a basic management plan that includes analysis and outcomes as detailed in the NCFS U&CF management plan template focusing on public tree management.
 - Trees & Storms readiness plan – Using the NCFS U&CF readiness BMP, lead the municipality in the completion of the readiness checklist.
 - Outreach -- Develop a simple outreach program that includes product(s) and/or event(s) to engage, educate and inform the public about the project.
 - Tree planting -- Design and complete a “small” (up to 10, 2-3-inch caliper trees) tree planting project to celebrate the project.



- Practice plan – A tree planting and post-care plan is required.
- Utilization of NCFS U&CF tree supply and planting specifications or approved equivalent is required.
- Tree supply inspection, planting inspection and report by a qualified urban forestry professional are required.
- Outreach event – Lead the development of and hold an Arbor Day celebration.
- Final report – Design and publish a two-to-eight-page infographic-style report summarizing and illustrating the community's U&CF needs for this project and accomplishments.
- Proposed subrecipient award and completion of services process
 - Request for applications – NCFS U&CF offers two RFAs per year, one in January and one in July. Municipalities will be eligible to apply for a grant to receive these services (Climb to Tree City USA package) at the January offering. A July offering is open for consideration.
 - A number of subrecipients, to be agreed with the grantee, will be awarded by NCFS U&CF based on our FAP award criteria provided on our FAP webpage.
 - A notice to proceed with the work for the subrecipients will be issued to the grantee.
 - The grantee will complete the Climb to Tree City USA package of services for the subrecipients over an agreed project duration per subrecipient.
- Grant structure and funding programs
 - Grant structure
 - Unit price structure
 - The grantee will be paid a flat fee (to be proposed and agreed) for each of the services listed in the Climb to Tree City USA package plus the cost of purchased goods and paid quarterly upon completion of each service.
 - Match/Cost share – There are no match or cost share requirements for the grantee or subrecipients.
 - Indirect administration – the grantee will be paid a flat percent rate on the services and goods billed based on the funding program.
 - Funding programs
 - There are two federal funding programs that will fund this work. Each program designates municipalities that are eligible for these services and the indirect rate. Details of the programs are as follows and include the amount of funding we currently have available to fund this work.
 - Hurricane Helene Recovery (HHR)



- Tribal government or a municipality located in Alleghany, Ashe, Avery, Buncombe, Caldwell, Henderson, Madison, Mitchell, Polk, Rutherford, Transylvania, or Yancey counties.

- Indirect administration – 15% of services billed.

- \$2.2 million in assistance is available for award of all HHR funded work.

- Inflation Reduction Act (IRA)

- 100% of the Tribal government or municipality's incorporated lands fall within the boundaries of [NCFS U&CF Financial Assistance Program Inflation Reduction Act project areas](#).

- Indirect administration – 20% of services billed

- \$5.6 million in assistance is available for award of all IRA funded work.

➤ Award, grant contracts and schedules

- Award decisions will be based on the following criteria.
 - Project team expertise, qualifications and experience
 - Cost of services
 - Capacity to deliver services
- Conditional award notices will be issued by March 31, 2026. Grantees will enter a grant contract with the N.C. Forest Service.
- Grant contract duration – Two years
- Working with the N.C. Forest Service, conditional grantees must complete the work necessary to complete and execute a grant contract with a start date of July 1, 2026.
- We anticipate a notice to proceed for the first set of subrecipient work will be issued July 1, 2026.
- The awardee will complete the work and submit quarterly requests for payment to the N.C. Forest Service for approval and payment.

➤ Proposal

- Please register your intent to submit a proposal by completing the following registration by Jan. 31, 2026.

Intent to submit a Proposal Registration

- Please provide the following in a single document, and email your proposal to ncfsucf@ncagr.gov by 11:59 p.m. March 1, 2026.
 - Project team, roles, expertise and experience
 - Project duration for a single subrecipient
 - Number of subrecipient projects that can be completed in one year
 - A schedule of deliverables by project quarter for a single subrecipient



- A narrative of how the services will be provided to a subrecipient by project quarter
- A narrative of the management of the receipt of subrecipient projects, project reporting and assumptions
- A unit price budget to provide each of the services



NCFS U&CF Financial Assistance Project Planner

Project Name: 2025 Hendersonville Urban Forest Inventory and Community Engagement Project
Date: October 2024

Project Needs Statement:

Hendersonville's urban forest, valued at \$6.7 million annually, has experienced a 2% canopy decrease from 2014 to 2022. A comprehensive tree inventory of public trees and community engagement program are needed to assess the current state of the urban forest, identify priority areas for maintenance and planting, engage residents, and inform the development of an urban forestry management plan. This need was identified through a recent canopy assessment and the city's commitment to improving urban forest management, particularly in Climate and Economic Justice Screening Tool (CEJST) census tracts. To effectively manage this valuable resource, a robust tree inventory software system is essential for data collection, work order management, community engagement, and long-term urban forest planning.

Project Goal:

- **Primary Objective:** Inventories and Assessments
- **Project Goal Statement:** Complete a professional tree inventory of Hendersonville's ~16,000 public Right of Way (ROW), Park, and Municipal Land trees using advanced tree inventory software, develop a community outreach program, and create preliminary recommendations for tree maintenance and planting, with a focus on CEJST areas, within one year.

Project Objectives: (In order of completion)

1. Tree Software

a. Practices & Activities:

- i. Research and select appropriate tree inventory software (e.g., ArborPro)
- ii. Procure software licenses and necessary hardware
- iii. Train staff on software use

b. Objective Statement: Implement a comprehensive tree inventory software system with work order management, community engagement features, and robust data analysis capabilities by the end of Q1.



Item B.

NCFS U&CF Financial Assistance Project Planner

Project Name: 2025 Hendersonville Urban Forest Inventory and Community Engagement Project
Date: October 2024

2. Tree Inventory

a. Practices & Activities:

- i. Select and contract with a qualified tree inventory company
- ii. Conduct tree inventory of all public trees using the selected software
- iii. Compile and analyze inventory data

b. Objective Statement: Complete a professional tree inventory of ~16,000 public trees in Hendersonville, including GPS locations, Species, Zones, Recommended Maintenance, Tree Condition, DBH, Height, and Hardscape Damage by the end of Q2.

3. Community Engagement

a. Practices & Activities:

- i. Develop community engagement materials
- ii. Host meetings with stakeholders
- iii. Create and maintain digital presence for project updates
- iv. Utilize community sharing feature of the inventory software
- v. Inform community and developers of tree canopy preservation ordinances

b. Objective Statement: Implement a comprehensive community engagement program to inform and educate residents about the urban forest inventory project throughout the project duration.



Item B.

NCFS U&CF Financial Assistance Project Planner

Project Name: 2025 Hendersonville Urban Forest Inventory and Community Engagement Project
Date: October 2024

4. Tree Maintenance Plan

a. Practices & Activities:

- i. Analyze inventory data to identify priority maintenance needs
- ii. Develop recommendations for tree removal and pruning, focusing on CEJST areas
- iii. Create a preliminary management plan
- iv. Generate reports using the software's integrated reporting features

b. Objective Statement: Develop preliminary recommendations for tree maintenance and planting, with a focus on CEJST areas, by the end of Q4.

Project/Advisory Team:

- Team Lead: Scott Harmon- Tree Board Member, Consulting Arborist
- Administrative Lead: Janet Thew- Hendersonville Tree Board Chairperson
- Urban Forestry Professional/Lead: Corbin Prebe- ArborPro Inc.
- Community Forestry Professional/Lead: Bill Leatherwood- Arborist, Land Management
- Municipal Project Team Member: Mark Stierwalt- City Hendersonville Public Works Superintendent
- Project Team Members and Roles: Mary Jo Padgett- Marketing/Communications Consultant, Glenn Lange- Tree Board Member, Public Relations, Brayton Harmon- Ivacrest Corp, Technical support
- Advisory Committee members: Rebecca Dolls, Lyndsey Simpson, Tammy Ledford, Tom Wooten



Item B.

NCFS U&CF Financial Assistance Project Planner

Project Name: 2025 Hendersonville Urban Forest Inventory and Community Engagement Project
Date: October 2024

Partners

ArborPro Inc

Supporters

Brightheart Foundation

Project Duration:

- 12 months

Scope of Work Narrative: The project will begin with the selection and contracting of a qualified tree inventory company with experience in North Carolina and in-house ISA Certified Arborists. During the first six months, this company will conduct a comprehensive inventory of all ~16,000 public trees in Hendersonville. Concurrently, the project team will implement the community engagement plan, including public meetings, workshops, and digital outreach.

In the latter half of the project, the inventory data will be analyzed to identify priority maintenance needs, with a focus on CEJST areas. The tree inventory company will work with the city and Tree Board to develop preliminary recommendations for tree maintenance and planting. Throughout the project, regular updates will be provided to the community through various engagement channels.

The project will culminate in a final report presentation to stakeholders, including inventory results, community engagement outcomes, and recommendations for future urban forest management. This project will lay the groundwork for the city to consider hiring a city forester to implement the plan and oversee future urban forestry initiatives.



NCFS U&CF Financial Assistance Project Planner

Project Name: 2025 Hendersonville Urban Forest Inventory and Community Engagement Project
Date: October 2024

Project Strategies/Notes:

- Ensure all contracted work is performed by companies with experience in North Carolina and in-house ISA Certified Arborists.
- Prioritize engagement and improvements in CEJST areas to align with funding requirements.
- Use the inventory data and community input to inform the development of a comprehensive Urban Forestry Management Plan beyond this project's scope.
- Consider the long-term maintenance of the tree inventory database and potential for hiring a city forester as part of the project's recommendations.
- Ensure the selected tree inventory software (e.g., ArborPro) includes the following features:
 - Ability to identify regions and properties of trees
 - Work Order System for tree management and work history recording
 - Community sharing feature for public engagement
 - Integrated reporting features
 - Data export capability in CSV format
 - Ability to import high-resolution imagery
 - GPS location plotting of trees
 - Unlimited software training and support
 - Capability to upload files and photos to individual tree records
 - Prioritize staff training on the software to ensure maximum utilization of its features
 - Use the software's community sharing feature to enhance public engagement and education efforts
 - Leverage the software's reporting and data analysis capabilities to inform decision-making and future urban forestry planning



Item B.

NCFS U&CF Financial Assistance Project Planner

Project Name: 2025 Hendersonville Urban Forest Inventory and Community Engagement Project
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Other Comments:

- Utilizing this grant, and completion of the project will play a crucial role in enforcing and supporting Hendersonville's recent City Ordinance aimed at preserving tree canopy. By implementing this comprehensive approach to urban forest management, Hendersonville aims to become a leader in urban forestry within Western North Carolina, creating a model program that can be replicated and adapted by other communities across the state, thereby fostering a broader movement towards sustainable urban forestry practices. We have shared this vision with our NCFS county rangers and look forward to working together.
- Contact information for the grant payments if awarded is as follows;**

City of Hendersonville Public Works- Tree Board

Attn. Faith Holloway

160 Sixth Avenue E.

Hendersonville, NC 28792

828-697-3084

FY26		FY27 Proposed		
Category	Amount	Category	Amount	Justification
Tree Replacement & Supplies	\$1,500	Tree Replacement & Supplies	\$1,500	
Arborist Services	\$4,000	Arborist Services	\$8,000	Cost of labor increase and can record more trees
Publicity/Outreach	\$300	Publicity	\$500	mail to all City residents
Arbor Day	\$500	Arbor Day	\$100	
NeighborWoods	\$8,000	Neighborwoods & tree giveaways	\$11,000	2 tree giveaways, Neighborwoods, and Bradford Pear program
Pollinator bed maintenancace	\$7,500	Pollinator bed maintenancace	\$8,000	Call contractor
Tree Planting on Greenway	\$5,000	Invasive species removal	\$8,000	
Invasive Species Removal	\$9,500			
TOTAL:	\$36,300		\$37,100	