

City of Urbana Shade Tree Commission Minutes – July 8, 2021 at 7:00PM (165)

Roll Call and Introductions:

Present: Jim Lemon, Doug Crabill, Ward Lutz, and Charles Moody

Absent: Stephanie Truelove, Colin Stein, and Doug George

Reading and Approval of Minutes (6/10/2021)

The minutes from the June 10, 2021 meeting were approved as prepared. Charles Moody motioned to accept these minutes, and Ward Lutz seconded this motion. This set of minutes were approved unanimously 4-0.

Old Business:

Maintenance and Trimming Projects: Doug Crabill reported that the Street Dept. had recently removed five of the newer trees along US Route 36 that had died. The majority of the remaining trees that comprise this tree planting project from 2017 appear to be fully established now and doing well.

Memorial Tree Program Update (Update Listing & GPS/GIS Update): Doug Crabill reported that the city's GPS/GIS vendor, MPower, had recently updated the city's system for keeping inventory records to include Latitude/Longitude coordinates that can be used to field locate trees with other handheld devices. Efforts continue to update all Memorial Tree listings in MPower to include multiple database fields.

Oak Dale Cemetery-Arboretum Update: Doug Crabill reported that he hoped to submit the accreditation application to ArbNet (Morton Arboretum) for certification of Oak Dale Cemetery as a Level 1 arboretum soon from the draft application that Kerry Brugger had put together.

Karen Kerns Dresser Donation (Naming & Sign): Doug Crabill stated that Kerry Brugger was now working with a vendor for a rendering and quote for this planned signage. The proposed concept is to add a sign below the Oak Dale Cemetery entrance sign that would be similar in material and style. In addition, Kerry Brugger is working on a landscape plan to replace the Arborvitae that were recently removed around and near the existing entrance sign at Oak Dale Cemetery.

Policies and Procedures (Administrative Regulation): Doug Crabill explained that the Shade Tree Commission will need to continue to develop policies and procedures that will address items not specifically addressed by the tree ordinance. Wooster, OH has a great example of policies and procedures. Potential policies include removal, owner planted trees, road/right of way blockage, reasons to warrant removal, planting/site preparation, and tree canopy goals. Kerry Brugger previously provided a draft document for a process flow for tree removals based on tree inventory results for review/evaluation by the commission. Doug Crabill shared that he would be working

with other city staff to develop a notification process to initiate tree removals where needed by property owners.

Mulching: Doug Crabill reported that additional mulch had been purchased beyond the initial purchase that would need to be installed around the newer tree plantings at Oak Dale Cemetery and Melvin Miller Park.

Watering: Doug Crabill stated that the mulching efforts would mitigate some watering efforts, but he shared that adequate rainfall would be required during the summer months or supplemental watering of new trees may be necessary.

2021 Street Tree Inventory: Jim Lemon reported that he would like to update the street tree inventory for 2021. He also indicated that he plans to note areas where topsoil is needed from previous stump removal work.

New Business:

Bareroot Trees (Spring 2022): Doug Crabill that he had corresponded with Don Creamer in Washington Court House, and he is still trying to secure a new source for bareroot trees.

Misc. Business: Doug Crabill reported that the planned Tree City USA award stickers for the road signs to commemorate nineteen (19) years of being a Tree City USA had arrived in the mail, and he would be working to get them installed. Also, he noted that no August meeting of the Urbana Shade Tree Commission would be held with the next meeting planned for September.

Meeting adjourned. Motion to adjourn, Jim Lemon; Charles Moody, second; all in favor (4-0).