

## **City of Urbana Shade Tree Commission Minutes – May 20, 2021 at 6:00PM (163)**

### **Roll Call and Introductions:**

Present: Jim Lemon, Doug Crabill, Ward Lutz, Doug George, and Colin Stein.  
Absent: Charles Moody.

Doug Crabill reported that Stephanie Truelove has been appointed by Mayor Bean to serve as the 4<sup>th</sup> Ward Representative for the Urbana Shade Tree Commission. She will join the commission officially at the June meeting.

### **Reading and Approval of Minutes (11/12/2020 & 4/8/2021)**

The minutes from the November 12, 2020 meeting and the April 8, 2021 meeting were approved as prepared. Jim Lemon motioned to accept the meeting minutes from November 12, 2020 and April 8, 2021. Ward Lutz seconded this motion. The two sets of minutes were approved unanimously 5-0.

### **Old Business:**

Maintenance and Trimming Projects: Jim Lemon reported that approximately six (6) newer trees that were installed as part of the US 36 East Improvements Project have died or are struggling. In addition, he reported that the Redbud and Parrotia are the species that are impacted. Other tree trimming priorities will be determined as the year progresses.

Memorial Tree Program Update (Update Listing/Tree Markers): Doug Crabill reported that he would reconnect with Engineering Technician, Clay Miller, regarding GPS/database records of all memorial trees planted to date over multiple years/seasons. Ward Lutz reported that he was planning to update his personal cell phone with model with GPS capability. Lastly, Doug Crabill reported that the order for the tree markers for the memorial trees that were planted in the fall of 2020 had been placed with Bryce Hill with delivery anticipated before Memorial Day.

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 shared that he and Kerry Brugger were working on initial signage concepts for Greenwood Arboretum at Oak Dale Cemetery in Memory of Karen Kerns Dresser. In addition, Doug Crabill shared a concept to add a sign below the Oak Dale Cemetery entrance sign that would be similar in material and style. In addition, he shared that the Arborvitae around this existing sign had recently been removed with plans to add replacement plantings.

2020 Street Tree Inventory: Doug Crabill reported that he would be reviewing inventory data to initiate the process for removal of trees identified as poor on the tree inventory from 2020.

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. In addition, Doug Crabill shared that a tree had been planted in the treelawn on South Main Street without an approved tree work permit, and he shared that a tree work permit was being requested from the property owner.

Memorial Tree Program (Fall 2020 Planting) (Mulching): Colin Stein offered to have the Street Dept. pick up mulch from Mad River Mulch for use on the memorial trees with part of the load being purchased by the Park Supervisor for use at Melvin Miller Park. Furthermore, he reported that a city dump truck could haul eight (8) cubic yards of mulch. Doug Crabill shared that three (3) yards could be purchased for the memorial trees, and he stated that he would proceed with the mulch purchase in order to get the mulch installed before summer temperatures set in.

Arbor Day 2021 -Friday, April 30, 2021 (Proclamation/Tree Planting): Doug Crabill reported that Arbor Day was observed in the City of Urbana on Friday, April 30, 2021 with Mayor Bean delivering a proclamation at the April 20, 2021 meeting of Urbana City Council. In addition, an article about Arbor Day was placed in the *Urbana Daily Citizen*. Due to the COVID-19 pandemic, no tree planting ceremony is required again in 2021. However, a tree planting ceremony may be held/coordinated in the fall.

**New Business:**

Misc. Business: Doug Crabill shared that some of the downtown business and property owners were interested in tree plantings downtown, and he stated Kerry Brugger was putting together materials for them to outline the tree work permit process and the requirements that would have to be met.

Meeting adjourned. Motion to adjourn, Colin Stein; Jim Lemon, second; all in favor (5-0).