

City of Urbana Shade Tree Commission Minutes – April 14, 2022 at 7:00PM (168)

Roll Call and Introductions:

Present: Jim Lemon, Doug Crabill, Stephanie Truelove, and Doug George

Absent: Charles Moody

Introduction: Mark Muirhead, Street Superintendent

Reading and Approval of Minutes (10/14/2021)

The minutes from the October 14, 2021 meeting were approved as prepared. Stephanie Truelove motioned to accept these minutes, and Doug George seconded this motion. This set of minutes were approved unanimously 5-0.

Old Business:

Maintenance and Trimming Projects: Mark Muirhead provided an update regarding limb clearance trimming by the Street Department in the Boyce Street area. Doug Crabill asked Mark Muirhead to keep a record of time and city resources dedicated to this effort throughout 2022 that can be later counted toward the \$2.00 per capita requirement in order to be considered a Tree City USA.

Memorial Tree Program Update (Update Listing & GPS/GIS Update): Doug Crabill reported that efforts continue to update all Memorial Tree records into the city's GPS/GIS system to include multiple database fields, including Latitude/Longitude coordinates.

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 reported that proposals for a new sign at the Oak Dale Cemetery entrance for Greenwood Arboretum had been received and that the proposed sign would be similar in material and style to the existing sign for Oak Dale Cemetery. In addition, new landscaping was previously installed at the Oak Dale Cemetery entrance in the fall of 2021.

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 he was working with the Parks Supervisor, Ryan Lantz, to purchase mulch to place around the Memorial Trees at Melvin Miller Park that were not mulched last fall when they were installed.

Bareroot Trees: Doug Crabill reported that he had recently spoken with the City Forester in Marysville who had secured sources of bareroot trees in Michigan and Pennsylvania. Jim Lemon reported that he had researched these sources, and the plant material is comprised of mainly whips.

Fall 2021 Memorial Tree Program: Doug Crabill reported that sixteen (16) Memorial Trees were planted at the Melvin Miller Park and Oak Dale Cemetery in the fall of 2021. In addition, he reported that he is working to order the markers from Bryce Hill for installation prior to Memorial Day.

New Business:

Street Tree Inventory: Jim Lemon reported that he would help with the inventory update in 2022 as time permits.

Arbor Day/Earth Day-Johnny Appleseed Museum-April 23rd: Doug Crabill reported that he was working on a collaboration with the Johnny Appleseed Museum for Arbor Day/Earth Day.

Tree City USA Awards-Mt. Vernon-April 21st: Doug Crabill will be attending the Tree City USA Awards in Mt. Vernon on April 21st.

Chapter 905.05 (a): Mark Muirhead shared a situation in town where this code section may be applied in concurrence with the City Engineer. The board provided thoughts/feedback regarding this code section and its applicability to this situation.

Misc. Business: None.

Meeting adjourned. Motion to adjourn, Stephanie Truelove; Doug George, second; all in favor (5-0).