

## **City of Urbana Shade Tree Commission Minutes – June 11, 2020 at 7:00PM (156)**

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

Present: Doug Crabill, Ward Lutz, Jim Lemon, and Colin Stein

### **Reading and Approval of Minutes (11/14/2019)**

Ward Lutz made a motion to approve the meeting minutes from 11/14/2019 as prepared. Jim Lemon seconded the motion. All members in attendance voted (4-0) in favor of approving the minutes as prepared.

### **Old Business:**

Possible Changes to Chapter 905 (Trees): Doug Crabill provided a copy of the final version of the new tree ordinance which was passed by Urbana City Council on January 21, 2020. He briefly outlined the final version of the ordinance.

Maintenance and Trimming Projects: Doug Crabill reported that additional maintenance and trimming work needs to be organized and completed as part of the city's Tree City USA commitment. He discussed a combination of city labor and volunteer labor to complete necessary projects with these costs being counted toward the city's per capita match.

Memorial Tree Program Update: Doug Crabill reported that the markers for the trees planted last fall were ordered and required installation soon. Ward Lutz and Jim Lemon offered to help with the installation of these ten (10) markers as soon as they are received from Bryce Hill. Doug Crabill also mentioned that the listing of Memorial Tree donors and locations will need to be updated.

Oakdale Cemetery-Arboretum Update: Doug Crabill reported that effort will be placed on the ArbNet application in 2020.

-Karen Kerns Dresser Donation: Doug Crabill reported that an additional ten (10) trees were planted last fall at Oakdale Cemetery from this donation. He also mentioned that he had recently spoken to a family member about a sign to honor Karen's legacy and donation. Discussions took place about naming the arboretum at the cemetery in Karen's honor. Ward Lutz provided background on the cemetery being named Greenwood originally in 1855 with a name change to Oak Dale (two words) in 1856.

### **New Business:**

-2020 Street Tree Inventory: Jim Lemon reported that he had started the street tree inventory update, including the measurement of each tree since the trees have not been measured in five years. He estimated that these efforts have taken over 30 hours to complete as of the date of the

meeting. In addition, he reported that inventory work is still required on the main thoroughfares of the city in the coming weeks to complete the field inventory with data entry to follow.

-Tree Work Permit: Doug Crabill explained the new tree work permit that is required by the new ordinance for tree plantings and removals within the right of way. Jim Lemon asked how removals would be approved or not approved under the permit process. In addition, the commission discussed the process for how trees planted without permits would be handled by the city. The commission felt that this topic would require further communication with the public.

-Policies and Procedures: Doug Crabill explained that the Shade Tree Commission will need 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.

-Tree Program Funding: Doug Crabill explained the \$2.00 per capita requirement for Tree City USA which equates to \$23,346.00 per year. He explained that the city does not plan to fund street tree removals moving forward. The commission discussed how to achieve the \$2.00 per capita requirement including volunteer labor, city in-kind work, etc. Jim Lemon stated that the city needs to develop capacity beyond volunteers.

Misc. Business: New members are needed to serve the 1<sup>st</sup> Ward, 2<sup>nd</sup> Ward, and 4<sup>th</sup> Ward. Doug Crabill also reported that no Tree City USA observance is required in 2020 due to Covid-19.

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