

## **City of Urbana Shade Tree Commission Minutes – November 12, 2020 at 5:00PM (161)**

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

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

### **Reading and Approval of Minutes (9/10/2020) & (10/8/2020)**

The minutes from the September 10, 2020 meeting and the October 8, 2020 meeting were approved as prepared. Charles Moody motioned to accept the meeting minutes from September 10, 2020 and October 8, 2020. Colin Stein seconded this motion. The two sets of minutes were approved unanimously 5-0.

### **Old Business:**

Maintenance and Trimming Projects: Jim Lemon reported that no new progress had been made on tree trimming projects.

Memorial Tree Program Update (Update Listing): Efforts to update the memorial tree listing/database/GPS records were underway.

Oakdale 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. Kerry Brugger has already prepared a draft application. A minimum of twenty-five species are required to qualify as a Level 1 Arboretum. Over time, part of this effort will include an updated inventory of trees at Oak Dale Cemetery, including GPS coordinates for each tree. Doug Crabill reported that he had started to review the draft of the application that Kerry Brugger had prepared previously.

Karen Kerns Dresser Donation (Naming & Sign): Doug Crabill reiterated that Urbana City Council had recently passed a resolution to formally designate/name Greenwood Arboretum at Oak Dale Cemetery in Memory of Karen Kerns Dresser. At the previous meeting, Kerry Brugger shared his concept of installing a kiosk at the half circle adjacent to the cemetery house, and he further explained that the kiosk could be similar to the kiosk that was installed at the disc golf course at Melvin Miller Park. Doug Crabill shared that he and Kerry Brugger were working on initial signage concepts.

2020 Street Tree Inventory: Doug Crabill reported that he would be updating some of the street inventory files on the city website.

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.

Memorial Tree Program (Fall 2020 Planting): Doug Crabill reported that the tree order for the fall of 2020 was on order from Acorn Farms. He reported that a total of nineteen (19) trees were ordered, including three (3) replacement trees from the Kerns donation, three (3) replacement memorial trees, and one (1) replacement tree at the disc golf course. In addition, he reported that planting efforts would commence in late November/early December with planting being scheduled over the course of two work days.

2020 Tree City USA Application: Doug Crabill reported that the Tree City USA application is due on December 4<sup>th</sup>, and he will be submitting the application. Furthermore, he mentioned that volunteer, in-kind labor by city forces, and tree donations will be important in 2020 for meeting the \$2.00 per capita requirement.

**New Business:**

Misc. Business: Jim Lemon reported that he had explored other bareroot tree suppliers. However, the majority of suppliers appear to be geared toward the homeowner/property owner market as opposed to the municipal market. Colin Stein reported that leaf collection was underway with leaf drop being at its peak. Lastly, Jim Lemon reported that deer damage season was starting, and an Eastern Red Cedar and Oak at Melvin Miller Park had recently suffered deer damage.

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