

City of Urbana Shade Tree Commission Minutes – October 14, 2021 at 7:00PM (167)

Roll Call and Introductions:

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

Absent: Charles Moody

Reading and Approval of Minutes (9/9/2021)

The minutes from the September 9, 2021 meeting were approved as prepared. Jim Lemon motioned to accept these minutes, and Ward Lutz seconded this motion. This set of minutes were approved unanimously 6-0.

Old Business:

Maintenance and Trimming Projects: Doug Crabill reported that four dead/declining trees had recently been removed at Oak Dale Cemetery by an outside contractor.

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 is requesting a proposal from a second vendor for a new sign at the Oak Dale Cemetery entrance for Greenwood Arboretum that would be similar in material and style to the existing sign for Oak Dale Cemetery. In addition, Kerry Brugger has developed 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 remaining mulch would be utilized during planting efforts later this fall or it would be used to mulch any newer trees that had not been mulched previously.

2021 Street Tree Inventory: Jim Lemon reported that no formal update of the street tree inventory had been completed for 2021. Colin Stein reported that several trees were recently damaged/destroyed by vehicle strikes.

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

Fall 2021 Memorial Tree Program: Doug Crabill reported that applications had been accepted for 2021 Memorial Trees. As of the meeting date, Doug Crabill stated that applications had been received for sixteen, new Memorial Trees for 2021. Also, he reported that evergreens were being considered for planting at Melvin Miller Park.

New Business:

Misc. Business: Doug Crabill reported that six meetings had been held for the year as required by the Arbor Day Foundation and that no additional meetings of the Urbana Shade Tree Commission were planned for 2021.

Meeting adjourned. Motion to adjourn, Colin Stein; Ward Lutz, second; all in favor (6-0).