

## **City of Urbana Shade Tree Commission Minutes – October 13, 2022 at 7:00PM (173)**

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

Present: Jim Lemon, Cindy Dunham, Doug Crabill, Stephanie Truelove, Mark Muirhead, and Doug George.

Absent: Charles Moody

### **Reading and Approval of Minutes (9/8/2022)**

The minutes from the September 8, 2022 meeting were approved as prepared. Doug George motioned to accept these minutes, and Jim Lemon seconded this motion. This set of minutes was approved unanimously 6-0.

### **Old Business:**

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. He also noted that these efforts are important for overall record keeping of the Memorial Tree plantings. This topic was discussed in detail, and Doug Crabill and Jim Lemon will schedule time with Engineering Technician, Clay Miller to work through these updates.

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. In addition, Doug Crabill reported that the Oak Dale Cemetery Board has previously asked for an update regarding status. Stephanie Truelove shared that she is a member of the Oak Dale Cemetery Board, and she can serve as a liaison. Doug Crabill provided an update and shared that he was working to finalize the DORA plan for Downtown Urbana. Once that plan is completed, he will dedicate time to focus on this nomination process.

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. Doug Crabill reported that Arbor Day 2023 has been set as a prospective dedication date for this signage 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.

**Bareroot Trees:** Doug Crabill mentioned that he had previously spoken to Scott Wiesler, SoilMoist sales representative, at the Tree City USA Awards in Mt. Vernon the prior week. Scott Wiesler suggested Schichtel's Nursery near Buffalo, NY for bareroot stock. Jim Lemon reported that he had contacted this nursery and obtained a catalog. In addition, he reported additional details regarding the purchase of bareroot nursery stock through this nursery, and Doug Crabill offered to request a quotation to determine if purchase through this nursery would be cost effective.

**Dr. E.W.B. Curry-Memorial Tree & Bur Oak @ PreK-8 School:** Doug Crabill reported that students at Urbana Junior High had spearheaded an effort to plant a Memorial Tree at Oak Dale Cemetery in memory of Dr. E.W.B. Curry near the family gravesite. He reported that a local donor had paid the application fee, and payment had been made for the tree at Oak Dale Cemetery. In addition, Doug Crabill shared that a Bur Oak from the Tree City USA awards in Mt. Vernon had been planted at the school campus on September 14, 2022 at 2PM.

**Trimming Projects:** Mark Muirhead reported that limb clearance projects were recently completed around the city to address school bus clearance concerns. In addition, he noted that limb clearance work had been completed on Tanglewood Drive.

**Dead Trees:** Doug Crabill and Mark Muirhead discussed the need to compile a list of dead trees around the city in order to notify property owners.

**ODNR Tree Pruning Workshop:** Doug Crabill reported that the city would still like to host a tree pruning workshop with ODNR Urban Forester, Alistair Reynolds. Mark Muirhead suggested that Doug Crabill contact Alistair Reynolds in order to schedule a date for this workshop with city staff.

**Memorial Trees (Fall 2022):** Doug Crabill reported that the Memorial Tree orders were lower this year due to less promotion of the program. However, he reported that orders had been placed and trees would be planted this fall.

### **New Business:**

**Tree City USA Update:** Doug Crabill reported that the 2022 nomination for Tree City USA is due December 2, 2022.

Oak Dale Cemetery-New Tree Plantings: Doug Crabill reported that some additional tree plantings may be completed this fall at Oak Dale Cemetery in conjunction with the Memorial Tree plantings.

Misc. Business: Doug Crabill asked if Doug George and Stephanie Truelove would like to serve on the Urbana Shade Tree Commission after this year. Both members offered to continue to serve as members of the commission.

Meeting adjourned. Motion to adjourn, Stephanie Truelove; Doug George, second; all in favor (6-0).