

City of Urbana Shade Tree Commission Minutes – October 8, 2020 at 5:00PM (160)

Roll Call and Introductions:

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

By Phone: Doug George

Guest: Kerry Brugger

Reading and Approval of Minutes (7/9/2020) & (8/13/2020) & (9/10/2020)

The minutes from the July 9, 2020 meeting and the August 13, 2020 meeting were approved as prepared. Ward Lutz motioned to accept the meeting minutes from July 9, 2020 and August 13, 2020. Charles Moody seconded this motion. The two sets of minutes were approved unanimously 6-0. Lastly, the minutes of the September 10, 2020 meeting were not prepared for the meeting, and no action was taken on this set of minutes as a result.

Old Business:

Maintenance and Trimming Projects: Jim Lemon reported that no new progress had been made on tree trimming projects, but that the cooler weather was more conducive to this work.

Memorial Tree Program Update: Ward Lutz reported that he located and evaluated the status of each Memorial Tree and marker. Furthermore, Doug Crabill stated that Engineering Technician, Clay Miller had been able to enter almost all of the Memorial trees at Oak Dale Cemetery and Melvin Miller Park into the city's GPS/GIS system.

Oakdale Cemetery-Arboretum Update: Doug Crabill reported that the goal in 2020 is to submit an 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: Doug Crabill shared that Urbana City Council had passed a resolution to formal adoption the naming of Greenwood Arboretum at Oak Dale Cemetery in Memory of Karen Kerns Dresser. 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 and Kerry Brugger reported that they would also start work on a signage concept for the arboretum with input from Noel Kerns.

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 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 a press release had been placed in the newspaper, and that applications had been received. In addition, he stated there would be a few replacements that would have to be included in the total number of trees to be planted.

2020 Tree City USA Application: Doug Crabill reported that the Tree City USA application is due in early December, and he will be starting work on the application.

New Business:

Misc. Business: Doug Crabill shared that he had spoken to Don Creamer in Washington Court House about bareroot tree availability. He had identified a potential supplier, but this supplier would require for the plant material to be picked up at a customer's location somewhere in Ohio. Don Creamer offered to share any information with Doug Crabill as he pinned down more details.

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