

**AGENDA
CITY OF ST. CHARLES
TREE COMMISSION MEETING
BILL BANGS, CHAIRMAN**

**THURSDAY, SEPTEMBER 12, 2013 – 7:00 PM
CITY HALL, COUNCIL COMMITTEE ROOM
2 E. MAIN STREET**

- 1. Call to Order**
- 2. Roll Call: Bangs, Blaine, Duerr, Grathoff, Myers, Otto, Zavitz, Ziegler**
- 3. Introduction of Visitors and Their Comments and Concerns**
- 4. Minutes: Review and Approval**
 - A. Motion to accept and place on file the minutes of the June 13, 2013 Tree Commission Meeting
- 5. Old Business**
 - A. Discussion on City Forestry Plan/Ordinance
- 6. New Business**
 - A. Update on Emerald Ash Borer
 - B. News or Concerns from Public Works
 - C. Langum Woods Fall Cleanup?
 - D. Open Chair
- 7. Committee Reports**
 - A. Education Committee
 - B. Publicity Committee
 - C. Arbor Day Committee
- 8. Communications**
 - A. Motion to accept and place on file the Electric Division / Public Services Division Tree Activity Reports for May through June, 2013
 - B. Motion to accept and place on file the Electric Division / Public Services Division Tree Activity Reports for July through August, 2013
 - C. Review of the Tree Species Requests Reports for May 1, 2013 through August 31, 2013
- 9. Additional Items – Comments**
 - A. Commissioners
 - B. Staff
 - C. Visitors
- 10. Adjournment**

Next meeting will be November 14, 2013 at City Hall, Council Committee Room.
Call 630-377-4405 with agenda items before the next meeting.

**MINUTES
CITY OF ST. CHARLES, IL
TREE COMMISSION
THURSDAY, JUNE 13, 2013**

Members Present: Chairman Bill Bangs, Ron Ziegler, Valerie Blaine, Suzi Myers, Ralph Grathoff, Phil Zavitz

Members Absent: Jon Duerr, Pam Otto

Others Present: Chris Adesso, Peter Suhr, Nicole Wang

- 1. Opening of Meeting and Pledge of Allegiance**
The meeting was convened by Chairman Bill Bangs at 7:04 pm.
- 2. Roll Call**
- 3. Introductions of Visitors - Comments and Concerns**
No visitors present.
- 4. Minutes - Review and Approval**
 - A. Motion to accept and place on file the minutes of the May 9, 2013, Tree Commission meeting as presented. Motion by Commissioner Myers second by Commissioner Blaine.
Voice vote: unanimous; absent Commissioners Duerr and Otto;
Motion carried at 7:06 pm.
- 5. Discussion on City Forestry Plan/Ordinance**
 - A. **Review of 5/16/13 discussion among Chairman Bangs and Commissioner Myers with City Staff Mr. Suhr and Mr. Adesso.**
Commissioners reviewed ideas for drafting a mission statement as a group. Chairman Bangs reviewed the draft outline for an Urban Forestry Plan created at the meeting on May 16th with staff. Commissioner Blaine presented some information from the Village of Northbrook's Nuisance and Replacement Program. As an example, the mission statement of the Village of Northbrook states: *"It is the goal of the Village of Northbrook to promote species diversity throughout the Village. With the help of our residents and quality service providers, we hope to establish and sustain a healthy and long lived urban forest that will benefit both the residents and visitors to the Village of Northbrook."* Commissioner Blaine expressed a desire to build in education, diversity, and quality service providers in the mission statement for the City of St. Charles Urban Forestry Plan. It is important to define the "urban forest". Commissioner Blaine will provide a link to the information for all Commissioners to review.

Mr. Adesso provided electronic files on CD of the Morton Arboretum presentation and additional plan documents for the Commissioners to review.

Mr. Suhr asked the Commissioners if “urban forestry” is the correct term. Commissioner Blaine explained the definition of an “urban forest” is “an area of relatively high amounts of people and artificial surfaces.” She commented trees on private land compliment and are interdependent on trees in the public right of way. Mr. Adesso commented that “urban forest” encompasses all public and private trees. It is important to keep in mind that we want to work on a plan; not an ordinance or legislation. Lydia referenced in her presentation the importance of providing guidance to the Plan and to help the Plan remain flexible.

Commissioner Grathoff asked if the Commission was going to hire a consultant to write the Plan. He has done research for writing the Plan internally already. Commissioner Myers explained that it would be another year before any budget allowance could be requested. The Commission has been waiting several years already. Chairman Bangs and Myers felt that the Commission should start writing a mission statement and outline for the Plan internally. Chairman Bangs explained that the goal is to work on a mission and vision statement at this time and come up with a solid outline to work off of for the future. He would like the mission statement to be at least two or three sentences.

Mr. Suhr also recommended working together on creating the mission and vision statements. Also, review the outline created to determine if there are any items that could be added. Such as, under “History”, information about St. Charles beginnings and the Tree Commission should be included. Commissioner Myers stated that she does have information on how the Tree Commission began. Chairman Bangs asked if history dating back 20 years or more is even available. Mr. Adesso stated that Public Works does have a paper copy dating back to 1991. Mr. Suhr suggested the Commissioners to focus on the bullet points within the drafted outline. Then to prioritize what would be the best items to focus on.

Chairman Bangs asked the Commissioners to consider the outline drafted on May 16th. Commissioner Grathoff asked if “Emergency Management” is necessary under “Special Projects” on the outline. Mr. Suhr added that Emergency Management funds come from FEMA when requirements are met. Otherwise, it is up to the City to fund those efforts.

Commissioner Myers asked to add “City Programs” to the outline under the “Maintenance” section.

Commissioner Blaine accepted the task of compiling the suggestions from the Commissioners. She will create the mission statement for review at

the next meeting. All Commissioners will identify their most important topics on the outline and communicate that at the next meeting.

See attached draft outline below.

- B. Review of Discussion between Commissioners Duerr and Blaine.**
No Discussion.
 - C. Review of 6/4/13 meeting with Lydia Scott of the Morton Arboretum**
Presentation document “Community Tree Management Plan” shared with the Commissioners. No further discussion.
- 6. Comments**
- A. Commissioners**
Chairman Bangs stated that the Mayor is scheduled to attend the July 11th meeting. He will follow-up with the Mayor’s office to confirm. Phil Graf from Graf Tree Care is the presenter at the July meeting. Mr. Suhr will confirm his presentation.
 - B. Staff**
No comments.
 - C. Visitors**
None.
- 11. Adjournment**
Motion by Commissioner Blaine to adjourn meeting; second by Commissioner Myers. Voice vote: unanimous; absent Commissioners Duerr and Otto. Motion carried at 8:20 pm.

Urban Forestry Management Plan Outline

1. Introduction
 - a. Mission Statement:
“The mission of the St. Charles Tree Commission is to establish and sustain a healthy and long-lived urban forest that will benefit the community both today and for generations to come. This will be achieved through citizen education and involvement that complements the care of parkway trees by the Public Works Department and their quality service providers, guidance from the Tree Commission, and support of the City Council.”
 - b. Vision Statement:
“The vision of the St. Charles Tree Commission is a healthy urban forest, comprised of diverse native tree species that support associated flora and fauna. In addition, the Commission envisions that citywide stewardship will become the lifestyle of an informed public, actively engaged in the care of the environment.”
2. History
 - a. History of St. Charles
 - b. History of the St. Charles Tree Commission
 - c. Tree Inventory
 - i. GIS Specifications
3. Diversity
 - a. Present
 - b. Future (Long Range)
4. Maintenance
 - a. Ordinances
 - b. City Programs
 - i. 50/50 Parkway Tree Program
 - ii. Private Nuisance Removal Program
5. Special Projects
 - a. Parks (Langum Woods)
 - b. Emergency Management Plan/Guidelines
 - i. Infestations
6. Education
7. Publicity
8. National Program Involvement
 - a. Arbor Day
 - b. Tree City USA / Tree Line USA / Growth Award
9. Urban Forestry Cost/Benefit Analysis
10. Resident Requests

Tree Commission

June 13, 2013

Page 5

Note: *Critical Points to Start With* - Chairman Bangs explained the focus should be on the following five outline points:

- i. Introduction with Mission and Vision Statements
- ii. Diversity - detailing what has been done and future plans
- iii. Special Projects
- iv. Emergency Management Plan/Guidelines – for storm related events
- v. Resident Request – a definition of the procedure that residents would follow to make requests of the Tree Commission

Draft created: 5/16/13 – Chairman Bangs and Commissioner Myers

Draft revision: 6/13/13 – All Commissioners