

**AGENDA
CITY OF ST. CHARLES
TREE COMMISSION MEETING**

**THURSDAY, JANUARY 9, 2014 – 7:00 PM
CITY HALL, COUNCIL COMMITTEE ROOM
2 E. MAIN STREET**

- 1. Call to Order**
- 2. Roll Call: Blaine, Duerr, Grathoff, Myers, Otto, Wilfong, 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 November 14, 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
- 7. Committee Reports**
 - A. Education Committee
 - B. Publicity Committee
 - C. Arbor Day Committee
- 8. Communications**
 - A. Electric Division / Public Services Division Tree Activity Report for November 1, 2013 through December 31, 2013
 - B. Tree Species Requests Report for November 1, 2013 through December 31, 2013
- 9. Additional Items – Comments**
 - A. Commissioners
 - B. Staff
 - C. Visitors
- 10. Adjournment**

Next meeting will be March 13, 2014 at City Hall, Council Committee Room.
Call 630-377-4405 with agenda items before the next meeting.

**AGENDA
CITY OF ST. CHARLES
TREE COMMISSION MEETING
BILL BANGS, CHAIRMAN
THURSDAY, NOVEMBER 14, 2013 – 7:00 PM**

Members Present: Ron Ziegler, Valerie Blaine, Jon Duerr, Suzi Myers, Pam Otto, Caroline Wilfong

Members Absent: Chairman Bill Bangs, Ralph Grathoff, Phil Zavitz

Others Present: Chris Adesso, Nicole Wang

1. Call to Order

The meeting was convened by Ron Ziegler (acting Chairman) at 7:05pm.

2. Introduction of Visitors and Their Comments and Concerns

3. Minutes: Review and Approval

- A. Motion to accept and place on file the minutes of the September 12, 2013 Tree Commission Meeting as presented. Motion by Comm. Duerr, second by Comm. Myers to accept the minutes.
- B. Motion to accept and place on file the October 2, 2013 Joint Meeting with Batavia Tree Commission. Motion by Comm. Duerr, second by Comm. Myers to accept the minutes.

Voice vote: unanimous; Nays – None; Absent: Chairman Bangs, Grathoff, Zavitz

- Motion carried at 7:07pm.

4. Old Business

- A. Discussion on City Forestry Plan/Ordinance: Please see updated Plan for changes discussed under the topics of History and Diversity. Comm. Duerr asked to have staff provide information regarding the current tree inventory. Comm. Otto and Myers will provide information under the Special Projects, Parks (Langum Woods) section. Comm. Duerr will review potential Emergency Management Plan/Guidelines as there are no guidelines currently in place.

Comm. Myers presented the Commissioners with a History of the St. Charles Tree Commission. See attached information. Comm. Duerr requested to add when EAB became an issue for the City. A history of EAB related to when it began, City of St. Charles Program and financial information.

- B. Review of Joint Meeting with Batavia
Comm. Zavitz noted the meeting with Batavia included a walk along River Street in downtown Batavia.
 - i. Planting Soil Vault Information: The Batavia Commission provided detail on planting use of soil vaults in downtown areas. Per Mr. Adesso, this information will be provided to the Public Works Engineering Department for consideration.

5. New Business

- A. Update on Emerald Ash Borer
Mr. Adesso commented that the number of ash trees to remove for the program is drawing to an end. He will be presenting information on the EAB program at the next Council meeting. He will be asking for feedback from the Council on how they want to proceed with the program as there are still ash trees on City property. The council meeting is November 25, 2013.

Comm. Myers asked Mr. Adesso to keep the Commissioners updated for the next phase of the program. Comm. Ziegler asked Mr. Adesso if the City did the work right? Mr. Adesso shared that the program has been successful with most of the feedback from the community being positive. Comm. Ziegler stated that this is what the Commission is all about.

B. News or Concerns from Public Works

Mr. Adesso stated that the fall 2013 planting is complete and ahead of schedule. Comm. Ziegler asked who the tree provider is? Mr. Adesso commented that Pedersen Co. is the current contracted provider. He also stated that Graf Tree Care gave positive feedback on the tree stock that was provided by Pedersen Co. Graf Tree Care has recommended Pedersen Co. to other municipalities as a result.

Comm. Ziegler asked if wire baskets are still left on the root ball of trees at planting. Mr. Adesso stated that wire baskets are left on at planting per industry standard.

6. Committee Reports

- A. Education Committee – None
- B. Publicity Committee – None
- C. Arbor Day Committee

Comm. Ziegler asked when we begin planning for Arbor Day? Mrs. Wang stated that planning typically begins in January. Comm. Wilfong asked about the possibility of another tree planting award and if Davis Elementary could be the site considered. She has approached the Principal and will continue to pursue working with the Davis Elementary community. Comm. Myers stated the District 303 library has a video about Arbor Day and the use of trees. The Davis librarian should be able to find this video. Mr. Adesso commented that thirteen trees were planted this fall on City property along Fellows Street and Horne Street near Davis Elementary. Comm. Wilfong stated that she is seeking to motivate the school to be more involved in the Arbor Day Foundation activities.

7. Communications

- A. Motion to accept and place on file the Electric Division / Public Services Division Tree Activity Reports for October through September, 2013. Motion by Comm. Otto, second by Comm. Duerr to accept the reports as presented.

Voice vote: unanimous; Nays – None; Absent: Chairman Bangs, Grathoff, Zavitz
- Motion carried at 8:10pm.

- B. Review of the Tree Species Requests Reports for September 1, 2013 through October 31, 2013

Comm. Ziegler recommended the Bowhall Maple species as it is bred for parkway situations. He stated it is columnar and does not spread too wide.

8. Additional Items – Comments

- A. Commissioners

Comm. Ziegler stated that Chairman Bangs is moving to Colorado very soon. He asked how the next Chairman is decided. Comm. Myers stated that a nomination for Chairman is usually internal and then the new chairman moves into the position.

Comm. Ziegler stated that he is glad to have the Commissioners interest in trees and that Comm. Wilfong has joined the Commission. He asked if there will be an appreciation

dinner this year. Mrs. Wang stated that she will check with the Mayor's office regarding a dinner.

Comm. Otto mentioned that Munhall School's fourth grade teacher, Ms. Tiesch, has a forestry unit. They could also be considered for an Arbor Day tree award.

- B. Staff: None
- C. Visitors: None

9. Adjournment

Motion by Comm. Duerr to adjourn the meeting at 8:35pm, seconded by Comm. Wilfong.

Voice vote: unanimous; Nays – None; Absent: Chairman Bangs, Grathoff, Zavitz
- Motion carried at 8:35pm.

Next meeting will be January 9, 2013 at City Hall, Council Committee Room.
Call 630-377-4405 with agenda items before the next meeting.

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 public trees by the Public Works Department, 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 tree species that support associated native flora and fauna. In addition, the Commission envisions 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 (As documented on the City of St. Charles website):

St. Charles has a land area of 15 square miles. Located in both DuPage and Kane County, the City of St. Charles is 35 miles west of downtown Chicago. State Highways 25, 31, 38 and 64 cross St. Charles, as do county thoroughfares Randall and Kirk Roads. Lights of St Charles, by Brian K Murphy Over 2,100 businesses employ over 34,200 people, consisting of a balanced mix of retailers, restaurants, and manufacturing facilities. They are assisted by an active Chamber of Commerce, a full service Convention and Visitors Bureau, and the Downtown St. Charles Partnership.

Did you know that the City of St. Charles was recently named one of the “150 Great Places in Illinois”? The award was presented to the City in 2008 for the combined architectural work of the City Municipal Center, the Main Street Bridge, and the historic Hotel Baker. The St. Charles Municipal Building was built in 1940 as a donation from Col. Edward J. Baker and Mr. and Mrs. Lester J. Norris. With its prominent location on the east bank of the Fox River along Main Street, and its large 84’ tower, the Municipal Center is one of the most memorable buildings in town.

“The Fox River may physically divide the City, however at the same time the river brings us together,” said Mark Koenen, Director of Public Works. “The Main Street Bridge, re-constructed in 1997, connects the circa 1940 Municipal Center on the east bank with the 1928 Hotel Baker on the west bank. All three

structures (bridge, hotel, and municipal center) contribute to the heritage of the City and are noteworthy architectural treasures,” he said.

- b. History of the St. Charles Tree Commission as provided by Comm. Myers:
 - 1998 Peter Grathoff wanted a Tree Commission (TC) to fulfill Tree City USA requirements
 - First Tree Commission Members: Peter Grathoff, Suzi Myers,(complete list coming)
 - 1998 Arbor Day held at City Hall tree planted in honor of John Duestch
 - 1999 STC officially became Tree City USA
 - 1999 Arbor Day held in Mt. Saint Mary Park---Peter Grathoff awarded Tree Stewardship Award (very first recipient)
 - This was the first planned Arbor Day celebration by the Tree Commission
 - Arbor Days held in various locations until Lincoln Park became official site in (2001?)
 - Tree Commission worked on Tree Ordinance which was adopted by City Council in 1986. Revisions were recorded in 1988, 1992, 1998 and 2007. In 2007, the revision to the Tree Ordinance included the verbiage to add small ornamental in the City right-of-way. A definition of “right-of-way” was also included.
 - T C marched in Saint Patrick’s Day parade first couple of years the parade existed
 - TC did a mapping of future tree plantings sites for city
 - Set up some model areas along Prairie Street and Fox Chase Blvd so citizens could see how mulching should be done
 - Wrote articles for “In the Den” to educate public
 - Over the years, gave various free videos and curricular materials concerning trees to all District 303 schools for their libraries.
 - Contests for Arbor Day including Biggest Tree, essays of various natures , coloring and photo.
 - Since early 2000, TC has had yearly joint meetings with Batavia
List current TC and of persons who have served on the Tree Commission over the years
 - c. History of St. Charles Trees
- 3. Diversity**
- a. Tree Inventory
 - i. Past
 - ii. Present
 - b. Future (Long Range)
- 4. Maintenance**
- a. Ordinances
 - b. City Programs
 - i. 50/50 Parkway Tree Program:
The City offers trees for planting in the parkways through its “50/50 Parkway Tree Planting Program.” All requests must have an approved

parkway review before an order will be placed. Trees are planted during the spring or fall planting seasons. The City's tree consultant will plant, mulch and provide a gator bag (where necessary) to assist with watering needs of the tree. The gator bag is the property of the City of St. Charles. Each tree delivered is balled and burlaped with average size being 2.5" in diameter. Larger size trees are available at an *additional* cost of \$100 per 1/2 inch diameter upgrade. Species vary upon availability and diversification needs in your area. Each tree is covered by a one-year warranty.

- 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**

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

Revision: 11/14/13 – Tree Commissioners discussion to add information under the History and Diversity sections

Revision: 9/12/13 – Tree Commissioners discussion to reword mission and vision statements

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