



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Tree Commission Minutes – Information only

Presenter: Peter Suhr

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 03.24.14
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost:	N/A	Budgeted:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> X
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If NO, please explain how item will be funded:

### Executive Summary:

A duty of the Tree Commission is to advise and consult with the Government Services Committee. January 2014 meeting minutes are attached.

### Attachments: *(please list)*

Tree Commission Minutes – January 2014 meeting minutes

### Recommendation / Suggested Action *(briefly explain):*

For information only.

*For office use only:*

*Agenda Item Number: 3.b*

**MINUTES  
CITY OF ST. CHARLES, IL  
TREE COMMISSION MEETING  
RON ZIEGLER, INTERIM CHAIRMAN  
JANUARY 9, 2014**

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

**Members Absent:** Phil Zavitz

**Others Present:** Chris Adesso, Nicole Wang

**1. Call to Order & Pledge of Allegiance**

The meeting was convened by Comm. Ziegler at 7:05pm.

**2. Roll Call**

Comm. Ziegler confirmed that all are aware that Chairman Bangs has moved to Colorado. Comm. Ziegler also asked if anyone knew how Comm. Zavitz is doing. Comm. Blaine stated that she has talked to him in the community.

**3. Introductions of Visitors - Comments and Concerns: None**

**4. Minutes Review and Approval**

Item 5b. second paragraph regarding wire baskets at time of tree planting: Comm. Ziegler requested to add for the record there is controversy regarding the industry standard for handling wire baskets at tree planting. Comm. Ziegler stated that the International Society of Arboriculture communicates to “...*remove the rope and the top half of wire baskets after a tree has been placed in the ground for planting to half the root ball and do not turn under and bury any burlap...*”. Comm. Ziegler stated this issue is something the Commission should think about as the City is planting a lot of trees. The trees are planted with the ball and burlap and wire baskets left on. Mr. Adesso commented the City uses the planting detail from one industry standard source. Care is given to remove or cut away ropes and burlap per each trees needs at time of planting and the wire baskets are left alone. Mr. Adesso stated the City’s consulting Arborist gave positive feedback about the nursery stock, methods and procedures used after a thorough review of planted trees this fall. Comm. Ziegler stated he was satisfied with Mr. Adesso’s answer regarding the matter of wire baskets at planting. Mr. Adesso stated that staff is committed to doing their very best.

**Motion to accept with 5b. second paragraph additions as recorded above and place on file the minutes of the November 14, 2013 Tree Commission**

**meeting. Motion by Comm. Duerr, second by Comm. Myers to accept and place on file the minutes.**

**Voice vote:** unanimous; Nays – None; Absent: Phil Zavitz  
- Motion carried at 7:12 pm.

**5. Old Business**

**A. Discussion on City Forestry Plan/Ordinance**

Comm. Blaine has verbiage for section 2c. History of St. Charles Trees. She will forward that to Mrs. Wang to insert under this section. Comm. Myers is awaiting further additional historical information from staff to be included under section 2b. History of the St. Charles Tree Commission.

Comm. Duerr proposed an addition to the City Ordinance chapter 12.20 “Trees and Shrubs” for tree maintenance. The proposed addition reads “12.20.90: The Public Works Department shall conduct onsite inspections of a minimum of 20% of all trees on City property and Rights of Way each year. The findings shall be submitted to the Mayor, City Council and Tree Commission. The inspection report shall note the health and the trees performance in keeping with the Forestry Plan. The inspections shall be conducted by a qualified Arborist as defined by ISA. The Arborist shall make detailed notes of conditions and make recommendations of appropriate actions when required to the Public Works Director or his/her designate.” Comm. Duerr commented that he was surprised there is no language for ongoing maintenance within the City code. Mr. Adesso stated the proposal is a good way to memorialize ongoing maintenance recommendations. Comm. Ziegler asked what Comm. Duerr’s plan is and how to move forward? Comm. Duerr stated the proposal is a first step. He requested Mrs. Wang to forward a copy to all Commissioners for discussion and revision at the March meeting. Mr. Adesso stated once revisions of the proposal are finalized, the proposal would be presented to the City attorney and then Mr. Adesso would bring the proposal before City Council. Comm. Otto asked how inspections currently happen for tree sites. Mr. Adesso details that inspections for trees on City property are a result of caller information and field staff information. He stated that often field staff sees the need and inspections are assigned as a result. Comm. Ziegler asked if the Public Services Division has trained staff for tree pruning? Mr. Adesso stated that staff currently has a junior Arborist and many staff members with thirty or more years of tree pruning and maintenance experience. He added there are contractual funds budgeted for Urban Forestry needs as well. If staff needs assistance on an issue, then a contractor is called to assist.

Tree Inventory 3a. Mrs. Wang is researching historical documents. The City has some historical documentation from 2011 before we began our

EAB Program for the tree inventory. We also have our current tree inventory. A review needs to be done on the EAB information to determine what needs to be kept as historical information for this section. Comm. Duerr suggested using an appendix for this information. He added that making general comments regarding the tree inventory and then providing a reference to appendix materials may be the best way to handle this information.

Comm. Otto stated that she is working on section 5a. Special Projects – Parks (Langum Woods) with Comm. Myers.

## **6. New Business**

### **A. Update on the Emerald Ash Borer (EAB)**

Mr. Adesso shared information on the November status update he presented to City Council. 3,000 ash trees have been removed through bond service and replanting has been one to one as much as possible. There are approximately 600 ash tree replacements scheduled for planting this spring and 200 ash tree replacements scheduled for planting in the fall. He provided Council with an explanation of diversity and received the most questions about this topic. Mr. Adesso shared the Council communicated diversity is a valuable initiative we are pursuing.

Mr. Adesso stated the next phase for EAB will be to conduct an extensive review of the approximately 450 ash trees standing in City right-of-ways. Plans are to conduct the review in the spring with the potential to utilize another resource for that review. Mr. Adesso stated that Public Services will then look to how to move forward with the remaining ash trees.

Comm. Ziegler asked how many of the remaining ash trees are treated for EAB? Mr. Adesso stated possibly as high as one third of the remaining ash population as some residents are treating. Mr. Adesso added the review will show how many ash trees are in good condition. In the past, staff used Valent's treatment product through the Legacy Treatment Program to treat a subset of trees. However, we are not treating at this time. We are eligible to use the product again in the future.

### **B. News or Concerns from Public Works**

Mr. Adesso shared the TreeKeeper database has been updated in the last month. This is the database that houses our tree inventory. He added the Tree City USA paperwork was submitted on time to the state as well.

Comm. Myers inquired if Mr. Suhr is still the Interim Director of Public Works? Mr. Adesso confirmed that he is.

- C. **Langum Woods Clean Up:** None.

## 7. **Committee Reports**

- A. **Education Committee:** None.

- B. **Publicity Committee:** None. The committee does not have a Commissioner assigned at this time. It is open to anyone on the Commission who would be willing to take on the responsibility.

- C. **Arbor Day Committee:**

Comm. Ziegler stated that the Commission's main event and purpose is Arbor Day. He encouraged the Commissioners to continue efforts to make our event well-publicized and attended. The attendance by students and their families was well noted last year. Comm. Otto stated she will follow-up with the fourth grade teachers at Richmond and Munhall schools to find out if their classes may have conducted a Forestry Unit project such as the video presentations shown at last year's Arbor Day. Comm. Myers stated during her time as a teacher in the Aurora school district, all schools were given a tree for students to get them more involved in studying trees. The Commissioners discussed the use of seedlings/saplings for the St. Charles schools. It was determined that this may not be the best approach given the classroom limitations now. Mrs. Wang commented the need to determine if the Commissioners want to host a contest again this year and what the contest would entail. Comm. Blaine suggested a Tribute to Trees where any medium could be utilized to celebrate trees. Comm. Blaine will provide verbiage for the Tribute to Trees event at Arbor Day for the website and Den publication. Mrs. Wang added there are several planning items that Commissioners can help with and she will send a checklist to all Commissioners via email. Comm. Myers suggested getting a diversity expert as the speaker for Arbor Day. She also suggested finding a group to put on a play for the event as it is a simple way to make an impression. Mr. Adesso asked the Commissioners to think about the type of presentation that should be given at the event and communicate it for the next meeting.

## 8. **Communications**

- A. **Electric Division/Tree Activity Reports**

**Motion to accept and place on file the Electric Division/Public Services Division Tree Activity Reports for November 1, 2013 through December 31, 2013. Motion by Comm. Myers, second by Comm. Blaine to accept and place on file the reports as presented.**

**Voice vote:** unanimous; Nays – None; Absent: Phil Zavitz  
- Motion carried at 8:18 pm.

**B. Review of the Tree Species Requests Report for November 1, 2013 through December 31, 2013.**

**9. Additional Items – Comments**

**A. Commissioners:**

- a. Comm. Ziegler notified the members that Chairman Bangs resigned his position due to his move to Colorado in December, 2013. The Tree Commission is short on staff at this time. He stated he is willing to take on the Chairman responsibilities in the interim until May of this year. He encouraged all Commissioners to consider the Chairman role as all members are highly qualified.

**Motion by Comm. Myers to appoint Comm. Ziegler as Interim Chairman until May 1, 2014, second by Comm. Blaine.**

**Voice vote:** unanimous; Nays – None; Absent: Phil Zavitz  
- Motion carried at 8:35 pm.

- b. Comm. Myers: Good meeting! She will contact Rick Weals for the music at Arbor Day and can we place notice of Arbor Day in the Den.
- c. Comm. Grathoff: Offered to contact Chris Scott for the demonstration at Arbor Day as he has done this in the past.
- d. Comm. Wilfong: Asked how she works with other Commissioners toward the Arbor Day plans before the next meeting. Mrs. Wang will send out a checklist for all Commissioners to work from.

**B. Staff : None**

**C. Visitors: None**

**10. Adjournment**

**Motion by Comm. Otto to adjourn meeting, second by Comm. Grathoff.**

**Voice vote:** unanimous; Nays – None; Absent: Phil Zavitz  
- Motion carried at 8:37 pm.

/nmw