



**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Tree Commission Minutes – Information only

Presenter: AJ Reineking

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations	X	Government Services 05.23.16
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	N/A	Budgeted:	YES	<input type="checkbox"/>	NO	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. April 14, 2016 Tree Commission meeting minutes are attached.

**Attachments:** *(please list)*

\* Tree Commission Minutes – April 2016 meeting minutes.

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

For information only.

*For office use only:*      *Agenda Item Number: 3.c*

**MINUTES  
CITY OF ST. CHARLES  
TREE COMMISSION MEETING  
RALPH GRATHOFF, CHAIRMAN  
APRIL 14, 2016**

**Members Present:** Chair. Ralph Grathoff, Kathy Brens, Jon Duerr, Raymond Hauser, Suzi Myers, Pam Otto, Caroline Wilfong

**Members Absent:** Valerie Blaine, Ron Ziegler

**Others Present:** Jeremy Craft, AJ Reineking, Isabel Soderlind

**Visitors Present:**

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

The meeting was convened by Chair. Grathoff at 7:04 p.m.

**2. Introductions of Visitors:** None

**3. Minutes Review and Approval**

Motion to accept and place on file the minutes of the March 10, 2016 Tree Commission meeting. Motion made by Comm. Brens second by Comm. Otto to accept and place the minutes on file.

Voice vote: unanimous; Nays – None; Absent: Valerie Blaine, Pam Otto, Ron Ziegler

- Motion carried at 7:05 p.m.

7:08 p.m. Comm. Otto walked into the meeting

**4. Old Business**

**A. Update on the Urban Forestry Management Plan**

Jeremy Craft & AJ Reineking have been reviewing the Urban Forestry Management Plan, (hereinafter referred to as the “UFMP”). Both Mr. Craft and Mr. Reineking are making slight modifications to operational procedures to ensure that the recommendations can be achieved with the current available staff and budget. After the edits are made, the document will be emailed to Comm. Blaine and Comm. Brens for their review.

**B. Reorganization of the Tree Commission into a Natural Resources Commission**

The Tree Commission reorganization discussion will be deferred to the May or July meeting, after the Arbor Day event. In the meantime, Chair. Grathoff is researching information on various Natural Resources Commissions.

Comm. Otto mentioned the Sustain Dupage Symposium. Approximately 19 commissions participated in the symposium, which was held on March 12. Batavia participated and they spoke of their Public Works Environmental Commission. This commission fulfills the role of environmental and educator advisor to the city government and the community at large. Their focus consists of trees and other environmental concerns and their budget is included in the City of Batavia’s financial plan.

**5. New Business**

**A. News and Concerns from Public Works:**

**i. Spring Planting Update:**

The spring planting program is underway. St. Aubin Nursery & Landscaping, the City's tree contractor, has planted over 100 trees so far with approximately sixty trees left to plant. St. Aubin is still waiting for these 60 trees to be delivered to the nursery therefore there will be a one to two-week hiatus in the planting program. They plant approximately 30 trees per day, thus the spring planting season will be completed within two days.

The City's tree planting budget contains sufficient funds to purchase approximately 150-175 trees for each planting season next fiscal year.

The Public Services staff is currently trimming the trees in the Brownstone subdivision. Most of these trees are ash trees that are being treated by the Brownstone Homeowners Association. Jeremy Craft, the City's arborist, mentioned the City will be monitoring the health of these trees for the next few years.

**ii. Woods of Fox Glen Tree Damage**

*Comm. Duerr requested an update regarding the tree damage that occurred at the Woods of Fox Glen Subdivision.* Per Mr. Reineking, Council discussed the tree damage at an Executive Session immediately after the last Government Services Committee meeting. They recommended the City staff speak to the individual responsible for the damage and work out a solution with the resident.

Comm. Duerr mentioned he drove by the area. Historically, there was a house on White Thorn Lane with a piece of the property owned by the Illinois Audubon Society. The house has been sold but they left a conservation easement and a donation to the Village of Wayne. There is a little woodland park with memorial prairie plantings in the area that is very close to the property in question.

*Comm. Brens asked what the City had done to address the safety issues in this specific area.* AJ Reineking mentioned signage was posted to keep people out of the area. The soil was still very wet from all the recent rain storms but the City staff would be removing the damaged trees as soon as the area was accessible.

**6. Committee Reports**

**A. Education Committee:**

Comm. Myers has come across some new published information on trees. She will forward the information once it has been published.

**B. Publicity Committee: None**

**C. Langum Park Clean Up:**

Comm. Otto mentioned she had nothing planned at this time for Langum Park. She mentioned she heard from an Eagle Scout who is interested in receiving his badge but this project needs more than just one volunteer. Most of the non-natives are gone and a decision needs to be made as to next steps on this project.

AJ Reineking, Jeremy Craft and Tony Bellafiore watched a webinar on utilizing goats to clear out brush areas, etc. They found the webinar very interesting and have discovered local herds in Iowa and Wisconsin.

**D. Arbor Day:**

The Commissioners will be speaking at Davis and Lincoln School in honor of Arbor Day. Comm. Wilfong scheduled several speaking engagements at both schools the weeks of April 18 and April 25.

The Committee reviewed the 2016 Arbor Day Checklist:

**Arbor Day is scheduled for 4:00 p.m., Friday, April 29, 2016.  
 Lincoln Park will be reserved from 2:00 to 6:00 PM.**

<b>Item To Accomplish</b>	<b>Delegated To</b>	<b>Completed</b>	<b>Comments/Notes</b>
Reserve Lincoln Park	Ms. Soderlind	Confirmed	Returned Executed Contract / No Charge
Renting of the Tent	Ms. Soderlind	Confirmed	Returned Executed Contract / Received invoice
Presentation of Colors:	Comm. Wilfong	Confirmed	Contact: Cub Scout Pack 113, Lincoln School Contacts: Andie Romano (Cub Master) & Erik Rudd (Committee Chair for the Pack) <a href="mailto:erikdrud@gmail.com">erikdrud@gmail.com</a> <a href="mailto:andie.romano@gmail.com">andie.romano@gmail.com</a>
Contact Midwest Ground Covers for donation of perennials	Chair. Grathoff	Confirmed	Chair. Grathoff will pick up on Arbor Day
Contact Featured Speaker	N/A	N/A	None
Contact Ms. Tieche at Munhall School	Comm. Otto  Comm. Myers	Confirmed	Will confirm the topic of the presentation and speaker system needs and sound system needs Program is entitled: "Recyclable Rachel" Will pick out a small token of our appreciation for Mrs. Tieche
Order Speaker system	T. Bellafiore J. Craft & PW Staff	Confirmed	Coordinate with Public Services (RJ Recording)
Tree Demonstration	Comm. Grathoff	Confirmed	Contact Chris Scott
Entertainment/Music	Comm. Myers	Will contact Rick Weals for a back up	Rick Weals not available, but will recommend John Towell to provide the music for the afternoon
Prepare Programs and Invitations	Ms. Soderlind	Confirmed	Invitations were distributed the beginning of April. Draft of the program was approved at this meeting.
Purchase Cookies	Ms. Soderlind		Ms. Soderlind will pick up the day of the event.
Set up of Tables/Chairs/Podium	T. Bellafiore J. Craft & PW Staff	Confirmed	
Tribute to Trees – Update Website/Den Article	Ms. Soderlind	Completed	Comm. Blaine & Myers suggested sending it to Kane County Connects
Interactive Children's	Comm. Otto		Commissioners

Activity	Comm. Blaine Comm. Myers		Will have activities lined up by next month
Tree Commission/Arbor Day Promotion & Planting of Tree on Arbor Day	Comm. Wilfong	Confirmed	Fox Ridge and John Baird has been contacted and interested in receiving a tree. 1. Comm. Wilfong will coordinate tree related activities throughout the week at the school. Commissioners Myers, Otto, Blaine, Wilfong will participate. 2. Comm. Wilfong also mentioned the ability to participate in the City's "Tribute to Trees" to the Fox Ridge School representatives. 3. Comm. Wilfong will also reach out to Munhall and Davis to continue to build the relationship with those schools.
Purchase of Trees (2) "Arbor Day Tree" donation Raffle Tree	J. Craft PW Arborist Team	Confirmed the purchase of a Zelkova Serrata	1. Set up crew or vendor to plant "Arbor Day" tree – Musashino Zelkova 2. Have Raffle tree on site at Lincoln Park

**ARBOR DAY TREE RELATED ACTIVITIES & PLANTING OF TREE  
 FOX RIDGE SCHOOL  
 1905 E. Tyler Road**

The Commissioners will be speaking at Davis and Lincoln School in honor of Arbor Day. Comm. Wilfong scheduled several speaking engagements at both schools the weeks of April 18 and April 25.

A Zelkova Serrata 'Musashino' the 2016 Tree of the Year, announced by the Society of Municipal Arborists will be planted at Fox Ridge School on Friday April 29 between 9:15 -9:30 am.

TITLE	CONTACT NAME	PHONE	EMAIL ADDRESS
<b>District 303 Facilities Superintendent</b>	John Baird	331-228-5197	john.baird@d303.org
<b>Principal at Fox Ridge School</b>	Amy Stuckey	331-228-2400	Amy.Stuckey@d303.org
<b>Admin Assistant at Fox Ridge School</b>	Jackie Stopka	331-228-2400	Jacqueline.Stopka@d303.org
<b>Time of Planting</b>	9:15 am – 9:30 am		
<b>Location</b>	Fox Ridge School		
<b>Planting Site</b>			

**7. Communications**

**Electric Division Tree Activity Reports**

Motion to accept and place on file the Public Services and Electric Services Tree Activity Reports

for March of 2016. Motion made by Comm. Myers second by Comm. Brens to accept and place on file the reports as presented.

**Voice vote:** unanimous; Nays – None; Absent: Valerie Blaine, Ron Ziegler  
- Motion carried at 7:40 p.m.

**8. Additional Items – Comments**

**A. Commissioners:**

**Comm. Hauser:** None

**Comm. Duerr** complimented Jeremy Craft and his tree trimming crew. He has been very impressed with the pruning crew; the cuts are very clean.

**Comm. Brens** the Museum is sponsoring a “Foodie Fest” on July 30, 2016. Tickets for members are \$40; \$50 for non-members. The event will be held on the upper deck of the parking garage behind the Museum. Contact Comm. Brens if you, or someone you know, is interested in purchasing tickets. There will be three (3) \$1,000 raffle tickets given away. Raffle tickets are \$10 each.

*Comm. Brens also asked if it would be harmful to utilize the City’s mulch since it may be contaminated by diseases.* Mr. Craft explained the arborist crews make every effort not to contaminate the mulch pile with diseased trees. For example, the black knot fungus has been found to transfer to other species. The mulch from these infected trees has been kept separate from the City’s mulch pile and the tools utilized are sterilized after being exposed.

**Comm. Otto** happy to be here at the meeting.

**Comm. Wilfong** thanked all the commissioners who volunteered to speak at the schools the week of Arbor Day. She also mentioned that Comm. Myers inspired Mrs. Quaintance to plant a vegetable garden at Davis School. Ball Seed has donated 5,000 seeds to Mrs. Quaintance’s vegetable garden and now she needs assistance planting the seeds. Please contact Mrs. Quaintance or Comm. Wilfong if you are interested in assisting Mrs. Quaintance.

**Comm. Myers:** None

**B. City Staff:**

**AJ Reineking:** None

**Isabel Soderlind** mentioned that she would be bringing all the Arbor Day materials to Lincoln Park around 2:30 p.m. on Friday, April 29. If anyone was interested in setting up, please come to the park between 2:30-3:00 p.m. The tree planting at Fox Ridge School would occur around 9:15 a.m. on Friday, April 29. For those interested in attending, she suggested being at Fox Ridge School between 9:00-9:15 a.m.

**11. Adjournment**

Motion by Comm. Duerr to adjourn the meeting, second by Comm. Myers.

**Voice vote:** unanimous; Nays – None; Absent: Valerie Blaine, Ron Ziegler

- Motion carried at 7:50 p.m.