



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5.g

Title:

St. Charles Awarded Urban and Community Forestry Grant by Morton Arboretum – Information Only

Presenter:

AJ Reineking

Meeting: Government Services Committee

Date: August 28, 2017

Proposed Cost: \$

Budgeted Amount: \$

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

The Public Services Division has been taking steps to implement the goals established in the recently completed Urban Forestry Management Plan (UFMP). One strategic goal is to update the City’s parkway tree inventory.

Maintaining an accurate inventory is essential for two key reasons. First, staff utilizes the data in the inventory to complete essential maintenance activities. Such programs include a winter oak pruning program, an establishment pruning program for all trees planted in the last five years, for treatment of the City’s remaining Elm trees, for mulching activities, and for other routine geographic maintenance.

In addition to maintenance, an updated asset inventory facilitates the completion of other key goals of the UFMP. Specifically, the updated inventory will allow for a swift and smooth completion of a City-wide tree risk assessment. Because each individual tree must be evaluated and documented for the inventory, additional criteria were included in the scope of this program to allow for a baseline TRAQ assessment of each tree. It is our intention by gathering this information to mitigate concerns in our tree canopy before they become hazards.

The Public Services Division outlined a four year inventory and assessment program in the spring of 2017. Recently, the City applied for and received a grant from the Morton Arboretum for \$13,000 to assist with the completion of this program. This grant will allow the City to complete its inventory and risk assessment one year sooner than planned and, thus, leverage the benefits of the inventory one year sooner as well.

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

\* Award Letter

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

Information Only



July 31, 2017

Mark Koenen, Administrator  
City of St. Charles  
Two East Main Street  
St. Charles, IL 60174

Re: Urban and Community Forestry Grant  
Project Funded: Tree Inventory

Dear Mark,

The Morton Arboretum is pleased to announce that the City of St. Charles has been approved in the amount of \$13,000 for the 2017 round of the Urban and Community Forestry Funding.

Please read all the terms and conditions of the contract agreement, including all attachments, carefully. Sign and return two copies of the entire application packet along with this award letter no later than August 30, 2017. This letter and the following attachments outline the terms and conditions of accepting this funding.

- Award Letter
- Grant Agreement
- Original Application and Proposal Packet

Once your two signed contract agreement packets are received, we will review, sign and return one of the completed agreements to you. Upon receipt of the fully executed agreement, you may begin to implement your proposed project. Please note that any tree work started after June 1, 2017 may be counted as match – even though some of this work occurred prior to the date of the executed agreement. Any other work started before the receipt of your fully executed agreement will be ineligible for reimbursement.

The grant project must be completed and reimbursement request received by June 30, 2018. There are no exceptions to this as that is the date we are required to have all work completed by the U.S. Forest Service.

Upon signing the attached contract, your organization states that you agree to all terms and conditions and that you will notify The Morton Arboretum, if there is any change in your organization which would

affect the completion of this grant. Notification must be received by The Morton Arboretum in writing, within two weeks of when any deficiency becomes apparent.

You are required to provide progress reports on the expenditures and activities related to your grant at the designated times outline in the attached agreement.

All finance documents and documentation of completed match must be submitted at time of request for reimbursement – including copies of canceled checks.

This signed agreement gives The Morton Arboretum your permission to use photographs, logos, published/printed information, and any other materials you supply, without further notice, in press released and/or publications.

Four key issues to keep in mind. Inspections will be conducted in concert with the U.S. Forest Service and all planting requirements outlined in the grant proposal and agreement documents must be meet. Trees that do not meet the following criteria will not be accepted:

1. The flare of the trunk shall be at ground level.
2. All ropes and wire shall be removed from the top of the root ball.
3. Only low profile wire baskets are to be used and baskets should be removed.
4. Mulch shall not touch the bark of the tree.

You are required to complete a Tree Preservation Ordinance that meets the criteria outlined in the Request for Proposal, prior to the termination date of this grant – June 30, 2017. If you need free assistance from The Morton Arboretum we ask that you notify us as soon as possible so we can begin to get that in process for you. The latest date to notify is that you will need our assistance is March 30, 2018.

Finally and importantly - congratulations on this recognition of your important efforts in urban and community forestry. We look forward to working with you during the coming year.

Sincerely,



Lydia Scott  
[lscott@mortonarb.org](mailto:lscott@mortonarb.org)

Enclosures