

**AGENDA
CITY OF ST. CHARLES
TREE COMMISSION MEETING
RALPH GRATHOFF, CHAIR**

**THURSDAY, MARCH 8, 2018 – 7:00 P.M.
CITY HALL, COUNCIL COMMITTEE ROOM
2 EAST MAIN STREET**

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call: Blaine, Brens, Duerr, Grathoff, Hauser, Myers, Otto, Wilfong, Ziegler**
- 3. Introduction of Visitors, Comments and Concerns**
 - A. America in Bloom – St. Patrick’s Day Parade
- 4. Minutes: Review and Approval**
 - A. Motion to accept and place on file minutes of the January 25, 2018 Tree Commission meeting
- 5. Natural Resources Commission**
- 6. Arbor Day**
 - A. Commissioners
 - B. America in Bloom
 - C. Staff
- 7. Old Business**
- 8. New Business**
- 9. Committee Reports**
 - A. Education Committee
 - B. Langum Park Clean-Up Committee
- 10. Communications**
 - A. Motion to accept and place on file Public Services Division Tree Activity Reports for January and February 2018
- 11. Additional Items from Commissioners, Staff or Citizens**
 - A. Commissioners
 - B. Staff
 - C. Visitors
- 12. Adjournment**

Next meeting – April 12, 2018

MINUTES
CITY OF ST. CHARLES
TREE COMMISSION MEETING
RALPH GRATHOFF, CHAIRMAN
January 25, 2018
(Rescheduled from January 11, 2018)

Members Present: Chair. Ralph Grathoff, Valerie Blaine, Kathy Brens, Raymond Hauser, Suzi Myers, Pam Otto, Caroline Wilfong, Ron Ziegler

Members Absent: Jon Duerr

Others Present: Chris Adesso, Jeremy Craft, Marcelline D'Argento, AJ Reineking

Visitors Present: Marcia Koenen, Loren Nagy

1. Call to Order & Pledge of Allegiance

The meeting was convened by Chair. Grathoff at 7:02 p.m.

2. Introduction of Visitors, Comments and Concerns

Mr. Nagy re-introduced himself to all present. Ms. Koenen introduced herself as a member of the St. Charles committee for America in Bloom.

3. Minutes Review and Approval

Motion to approve and place into the public record the minutes of the November 9, 2017 Tree Commission meeting. Motion by Comm. Myers, second by Comm. Brens to approve the minutes. Voice vote: unanimous; nays – none. Motion carried at 7:03 p.m.

4. Old Business

None.

5. Natural Resources Commission

Mr. Adesso informed the Commission that staff updated the Definitions section of the Code [Section 12.20.010] and made some other minor language updates. Chair. Grathoff asked if there were any comments; Comm. Blaine stated the document was very good. No revisions or additions were requested by the Commissioners.

Mr. Adesso will forward the draft of the amended Code to the Mayor's Office and the City's legal counsel for review. If any substantive changes are made by legal counsel or the Mayor's Office, the document will come back to the Tree Commission for review. If no further changes are made by legal counsel or the Mayor's Office, the proposed Code amendments will be placed on the agenda for review at the Committee level, possibly in February. Mr. Adesso explained staff will provide a recommendation of approval of the Code amendments to the City's Government Services Committee [GSC]. If the GSC has no changes and there is vote of approval, the Code amendments will then go to City Council for final approval. Chair. Grathoff confirmed that upon City Council approval, the amended Code would become law; Mr. Adesso replied affirmatively. The Commissioners had no additional comments regarding the Tree Commission's transition to a Natural Resources Commission.

If the amended Code is on the GSC agenda, staff will inform the Commissioners via email approximately one week prior to the GSC meeting of Monday, February 26, 2018 at 7:00 p.m. if anyone would like to attend the meeting.

6. Arbor Day

Mr. Craft reported this is the City's 20th year as a Tree City USA community; perhaps this could be part of the Arbor Day theme this year. The meeting continued with a review of the Arbor Day checklist provided by staff. Comm. Otto reported she has been in contact with Laura McKinsey, one of the teachers at Wildrose Elementary School, who leads Wildrose Woods Club for 3rd and 4th grade students. This is a popular club that may be interested in participating in the City's Arbor Day celebration. Comm. Otto will be in touch with Ms. McKinsey in the next few weeks. Comm. Brens suggested the students might do an oral reading of a poem by Joyce Kilmer or the book *The Giving Tree*. Comm. Myers noted the National Arbor Day Foundation website has a lot of free information / ideas on celebrating Arbor Day with children, and also has educational materials for teachers. Comm. Brens offered to assist the teacher and students at Wildrose Elementary School with the Arbor Day celebration if they decide to participate.

Ms. Koenen informed the Commission that America in Bloom [AIB] would like to support and participate in the Arbor Day celebration [Comm. Otto and Mr. Adesso are also involved with AIB]. Mr. Adesso noted the AIB committee discussed interfacing with the Tree Commission and possibly including the red geraniums during the Arbor Day celebration [red geraniums are the national and City flower of AIB]. Perhaps red geraniums could be offered as part of the give-away on Arbor Day. Ms. Koenen noted the City's urban forestry and Park District programs are part of AIB's evaluation criteria, and Arbor Day may be an opportunity to also get the community involved with AIB. Chair. Grathoff stated Shady Hill Gardens may be able to supply red geraniums for Arbor Day give-aways. Ms. Koenen noted that red geraniums are the AIB symbol flower / logo, but all flowers and plantings are part of AIB.

Mr. Adesso informed the Commission that during a prior concert in one of the City parks AIB representatives were in attendance and participated in a lightbulb give-away along with an electric utility that supplied the lightbulbs. It was a successful opportunity to publicize AIB, and handing out lightbulbs was a good way for AIB volunteers to start a conversation with concert attendees. Arbor Day would provide a similar venue for AIB to reach out to the community.

Ms. D'Argento explained there are a series of Arbor Day related press releases and newsletter articles issued by Public Works in February, March and April, and perhaps information on AIB can be included in these communications.

Chair. Grathoff suggested having a speaker on Arbor Day if there is no school program.

Comm. Wilfong suggested a possible 20 year retrospective. Perhaps Comm. Myers would consider doing a retrospective. Comm. Blaine suggested discussing how the City has grown with regard to people population, tree population, etc. Comm. Myers suggested discussing the NRC transition, and possibly inviting all available former Tree Commissioners to attend the celebration.

Mr. Reineking asked if the Commissions have a preference on which school the tree will be planted. Comm. Otto suggested Wildrose Elementary School.

7. New Business

Mr. Reineking alerted Comms. Blaine, Grathoff, Myers, Otto and Ziegler that the Mayor's Office would be sending letters regarding their commission expirations on April 30, 2018. Mr. Adesso explained that in the meantime, Commissioners can contact Mayor Rogina directly if they wish to express their interest in continuing with the Tree Commission / NRC.

Comm. Myers reported that she attended an environmental conference and shared literature from the Morton Arboretum regarding options for replacing invasive plants. The information was provided by Beth Corrigan, the liaison between the cities and the Arboretum.

Mr. Craft noted Beth Corrigan was involved in the grant awarded to the City for its tree inventory project. He reported Graf Tree Care has finished phases one and two [of four phases] of the inventory project. On May 1, 2018 phase three will begin; the project should be completed by spring 2019. The City's Treekeeper database will be updated with the inventory information. Comm. Hauser asked about the measurements of all City trees and how the information will be maintained. Mr. Nagy asked how the City's tree inventory is managed. Mr. Craft responded to both questions explaining that City staff will enter the data and actively maintain the inventory information.

8. Committee Reports

A. Education Committee

None.

B. Langum Woods Clean-Up

Comm. Otto has been in contact with an ecology club teacher at St Charles East High School. Comm. Brens will be at the high school tomorrow [Friday 01/26/18] and will follow up with the teacher. The president of FONA Corp. is involved with a boys baseball team that is interested in a volunteer project. Comm. Brens suggested an Eagle Scout project might be possible; Comm. Otto is hoping to get a scout troop involved. Comm. Otto would like to have clean-up completed by March before wildflowers start to grow. Mr. Reineking noted Langum Park has seven total acres.

Mr. Craft reported during the week before Christmas Public Services crews took advantage of the mild weather to clean up hangers and began re-establishing the path through Langum Woods. Comm. Otto noted there is a lot of Black Cherry trees growing and poison ivy in the woods.

9. Communications – Approval of Public Services Division Tree Activity Reports for November and December 2017

Motion by Comm. Brens to approve the above-referenced reports and place into the public record, second by Comm. Otto. Voice vote: unanimous; nays – none. Motion carried at 7:43 p.m.

10. Additional Items

A. Commissioners

Comm. Ziegler will be speaking at the Heritage Center at the end of February regarding Colonel Baker. Comm. Ziegler and his family knew Colonel Baker, and 2018 is the centennial year of the inheritance received by Colonel Baker and Dellora Angell from Dellora Baker Gates. Colonel Baker generously made many contributions and donations to the St. Charles community that some may not be aware of including Hotel Baker and Baker Community Center. Comm. Ziegler stated for the record how much he, his family and the entire community benefited from the contributions of Colonel Baker.

Comm. Otto noted the wife of former Comm. Phil Zavitz recently passed away. Comm. Otto also reported the Park District will be trying mini goats for grazing at Boy Scout Island. The New York Park District also uses goats to graze. The goats may provide labor savings for the Park District.

Comm. Blaine invited all present to maple sugaring on March 3rd and 4th at Creekbend Nature Center.

B. City Staff

Mr. Reineking requested that the Commissioners review their contact information and note preferred telephone numbers.

C. Visitors

10. Adjournment

Motion by Comm. Myers to adjourn the meeting, second by Comm. Ziegler. Voice vote: unanimous; nays – none. Motion carried at 7:55 p.m.

DRAFT

City of St. Charles, Illinois
Ordinance No. 2017-M- _____

**An Ordinance Amending Title 12 “Streets, Sidewalks, Public Places and
Special Events”,
Chapter 12.20 “Trees and Shrubs”, Section 12.20.010 “Definitions”, Section
12.20.020 “Purpose and intent”, Section 12.20.040 “Tree Commission:
establishment, composition, appointment of members” and Section 12.20.050
“Tree Commission duties” of the St. Charles Municipal Code**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES,
KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:**

SECTION ONE: That Title 12 “Streets, Sidewalks, Public Places and Special Events” Chapter 12.20 “Trees and Shrubs” Section 12.20.010 “Definitions”, of the St. Charles Municipal Code, be and is hereby amended as follows:

12.20.010 – Definitions

As used within this Chapter, the following terms shall have the meanings set forth in this Section:

- A. “Parkway” – A portion of the right-of-way (“ROW”) between the edge of the pavement structure or curbing and the lot or parcel adjacent to the ROW. The parkway may include sidewalk, driveway, trees, shrubs, seeded and/or sodded lawn areas and utility services as defined in Chapter 12.04.005.
- B. “Arborist” – The City Arborist of St. Charles, Illinois, a position requiring expertise in the field of arboriculture.
- C. “Shrubbery” – A group of low, usually several stemmed woody plants.
- D. “Property Owner” – The record owner or contract purchaser of any parcel of land.
- E. “Tree” – A woody perennial plant having a main stem or trunk exceeding ten feet in height at maturity.
- F. “Root Flare” – The exposed roots that flare out from the base of the tree.
- G. “Volcano Mulching” – Mulch that has been piled up too high around the trunk of the tree similar to a volcano.
- H. “ISA” – International Society of Arboriculture.
- I. Right of Way or ROW – A strip of land occupied or intended to be occupied by a street, sidewalk and/or railroad, and by electrical transmission lines, oil or gas pipelines, water mains, sanitary or storm sewer mains, trees and/or for other special uses. The usage of the term “right-of-way” for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of

such lots or parcels. Right-of-ways intended for streets, crosswalks, water mains, sanitary sewers, storm drains, trees or any other use involving maintenance by a public agency shall be dedicated to public use by the make of the plat on which such right-of-way is established as defined by Chapter 12.30.30.

(2012-M-47: § 5; 2007-M-56: § 1; 1998-M-28: § 1; Prior code: § 12.501)

SECTION TWO: That Title 12 “Streets, Sidewalks, Public Places and Special Events” Chapter 12.20 “Trees and Shrubs” Section 12.20.020 “Natural Resources”, of the St. Charles Municipal Code, be and is hereby amended as follows:

12.20.020 – Purpose and Intent

A. Purpose – The purpose of this Chapter is to:

1. Protect the City’s natural resources, and promote environmental values and stewardship within the community.
2. Protect the public health, safety and general welfare of the community by providing for the regulation of planting, maintenance and removal of trees and shrubs within the City. (Ord. 2012-M-47 § 5.)

B. Intent – It is the intent of the City Council of St. Charles that the terms of this Chapter shall be construed so as to promote:

1. Environmental programs and awareness, and natural resources conservation and education.
2. Planting, maintenance, restoration and survival of desirable trees and shrubs within the City.
3. The protection of residents from personal injury and property damage, and the protection of the City from property damage, caused or threatened by improper planting, maintenance, or removal of trees and shrubs located within or affecting City owned property or the City right-of-way.

(2012-M-47: § 5; 1998-M-28: § 1)

SECTION THREE: That Title 12 “Streets, Sidewalks, Public Places and Special Events” Chapter 12.20 “Trees and Shrubs” Section 12.20.040 “Natural Resources Commission: establishment, composition, appointment of members”, of the St. Charles Municipal Code, be and is hereby amended as follows:

12.20.040 – Natural Resources Commission: establishment, composition, appointment of members

- A. Establishment – The St. Charles Natural Resources Commission (hereinafter “NRC” {formerly the St. Charles Tree Commission}) is hereby established and incorporates the functions and duties of the former Tree Commission. The NRC’s functions and duties are limited to those set forth in this chapter.
- B. Composition – The NRC shall be composed of eleven commissioners. All commissioners shall be appointed by the Mayor with the approval of the City Council. All commissioners shall serve without pay. Subject to the exceptions in paragraph “C” immediately below, each commissioner shall serve for a term of four years.
- C. Appointment of Members – Five (5) of the eleven (11) commissioners initially appointed to the NRC shall serve for a term of two (2) years; six (6) of the eleven (11) commissioners initially appointed shall serve for a term of four (4) years. Terms shall start on May 1. Determination of the initial term length (two or four year) shall be by lot. The Chairperson of the NRC shall be elected by majority vote of the NRC and shall be subject to re-election annually on May 1. The NRC may also include one (1) or more, not exceeding four (4), non-voting member(s) who shall be a high school student and/or college student resident having an interest in the duties and mission of the NRC. Student members shall be appointed by the NRC and shall serve on the NRC for a minimum of one (1) school semester and a maximum term of two (2) years. Student members may be appointed to the NRC at the age of eighteen (18) if a vacancy exists on the NRC.
- D. Expiration or Vacation of Terms – Within thirty days following the expiration of the term of any appointed commissioner, a successor shall be appointed by the Mayor with the approval of the City Council, and the successor shall serve for a term of four (4) years. Should any commissioner resign or be removed from the NRC, a successor shall be appointed by the Mayor with the approval of the City Council and shall serve for the unexpired period of the vacated term. A member of the NRC may be removed by the Mayor with the approval of a majority of the City Council.

E. Official Meetings – The NRC shall meet twelve (12) times per year on the second Thursday of every calendar month.

(1998-M-32: § 1; 1998-M-28: § 1)

SECTION FOUR: That Title 12 “Streets, Sidewalks, Public Places and Special Events” Chapter 12.20 “Trees and Shrubs” Section 12.20.050 “Natural Resources Commission Duties”, of the St. Charles Municipal Code, be and is hereby amended as follows:

12.20.050 – Natural Resources Commission Duties

- A. Duties – The NRC shall perform the following duties:

1. Within a reasonable time after the appointment of the NRC, upon call of the Chairperson of the NRC, the NRC shall meet and adopt rules of procedure for regular and special meetings to fulfill the duties imposed upon it by this Chapter.
2. Serve as a resource and advocate to City Government in developing policies and practices in an environmentally conscious manner.
3. The NRC shall advise and consult the City's Government Services Committee on any matter pertaining to the topics covered in this Chapter and its enforcement. The topics under which this advice and consultation may be given may include, but are not limited to, any of the following:
 - a. Amendment to this Chapter and alteration or revisions of the Urban Forestry Management Plan;
 - b. Policy concerning matters of City business as outlined in this Chapter;
 - c. investigation into practices of green infrastructure, sustainable business practices and programs, native species and ecological restorations and other matters of importance that may influence the City's environmental footprint.
 - d. Establishment of educational and informational programs including, but not limited to, natural resources conservation, environmental awareness and behavior, public health, an annual Arbor Day celebration and the City's Tree City USA designation.
(Ord. 2012-M-47 § 5.)
 - e. Investigate and recommend to the City's Public Works Department and the City Council as it may consider appropriate to support:

Preservation, conservation, education, enhancement and protection of the environment, natural resources and environmental values of the City, including the quality of land, air and water and the interrelationship that exists between them and all biotic systems.
- f. Advise the City Council on such matters as may be requested.
4. The NRC, with the assistance of the City's Public Works Department and City Arborist, shall update the Urban Forestry Management Plan annually. The Urban Forestry Management Plan shall outline the City's urban forestry program activities for the next five (5) years. The Urban Forestry Management Plan shall describe the urban forestry activities to be undertaken by the City, the reasons for those activities, the possible funding source(s), the means of accomplishing the activities, the alternatives available to the City to fund or accomplish the

- activity, the projected date of completion and the consequences if the activity is not completed. Activities include, but are not limited to, street tree inventory, planting, pruning, tree removal, beautification projects and educational projects.
5. The NRC, with the assistance of the Public Works Department and the City Arborist, shall develop and periodically review and revise, as necessary, the City's Trees and Shrubs ordinance. This ordinance shall contain regulations and standards for the planting, maintenance and removal of trees and shrubs upon City-owned property and the City right-of-way.
(Ord. 2012-M-47 § 5.)
 6. The NRC shall cause the Urban Forestry Management Plan and the Trees and Shrubs Ordinance, and all revisions and amendments to it, to be published and promulgated and shall cause copies of the ordinance and all revisions and amendments to it, to be available for public inspection at the office of the City Clerk. The Trees and Shrubs Ordinance and any revisions and additions thereto shall become effective upon the approval date of the ordinance or revision or amendment thereto.
 7. The NRC shall inform the public about the activities of the NRC.
 8. The City shall issue such permits as are required by this Chapter and shall obtain as a condition precedent to the issuance of such permits the written agreement of each person who applies for such permits that he or she will comply with the requirement of this Chapter, the Urban Forestry Management Plan and with the regulations and standards of the Trees and Shrubs Ordinance. The City's Public Works Department shall have the right to inspect all work performed pursuant to such permits. If the City's Public Works Department finds that the work performed is not in compliance with the requirements of this Chapter, the Urban Forestry Management Plan or with the regulations or standards of the Trees and Shrubs Ordinance, the Public Works Department shall provide written notice of its findings to the permit applicant. The notice shall contain a copy of Section 12.20 of this Chapter, and the permit shall be nullified and voided. The City's Public Works Department may issue a written order that the permit applicant cease and desist all work for which the permit was required. The permit applicant shall be subject to penalty under the terms of the Ordinance. The City's Public Works Department may take steps to correct the results of the non-complying work and the reasonable costs of such steps shall be charged to the permit applicant.

Public Utility Companies

Nothing in this section shall be construed to exempt public utility companies or their agents from any of the requirements of this Ordinance

SECTION FOUR:

That, after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form, published by the authority of the City Council of the City of St. Charles, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

SECTION FIVE: This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ___ day of _____, 2018.

PASSED by the City Council of the City of St. Charles, Illinois this ____ day of _____, 2018.

APPROVED by the Mayor of the City of St. Charles, Illinois, this _____ day of _____, 2018.

Raymond P. Rogina, Mayor

ATTEST:

City Clerk

COUNCIL VOTE:

Ayes : _____

Nays : _____

Absent : _____

SUMMARY Fiscal Year 2017/2018	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	TOTAL
Trimming - Public Services	51	92	59	27	264	91	186	86	211	36			1103
Trimming - Contractor	2	0	31	0	0	0	0	0	0	0			33
Removal - Public Services	11	26	13	29	33	22	4	0	2	0			140
Removal - Contractor	3	0	6	5	16	1	0	0	0	0			31
Emergency Removal - Public Services	5	2	1	0	1	0	0	0	0	0			9
Emergency Removal - Contractor	2	0	0	0	0	0	0	0	0	0			2
Plantings - Public Services	0	0	0	0	0	0	0	0	0	0			0
Plantings - Contractor	163	0	0	0	152	0	0		0	0			315

COMMENTS