

**MINUTES  
CITY OF ST. CHARLES  
TREE COMMISSION MEETING  
RON ZIEGLER, CHAIRMAN  
APRIL 9, 2015**

**Members Present:** Valerie Blaine, Jon Duerr, Ralph Grathoff, Suzi Myers, Carol Riordan, Caroline Wilfong,

**Members Absent:** Raymond Hauser, Pam Otto, Ron Ziegler

**Others Present:** Tony Bellafiore, AJ Reineking, Isabel Soderlind

**Visitors Present:** Steve Lane, Ecologist/GIS Coordinator & ISA Certified Arborist with Graf Tree Care

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

The meeting was convened by Suzi Meyer at 7:03 p.m.

**2. Roll Call**

**3. Introductions of Visitors**

Steve Lane from Graf Tree Care was introduced to the committee. Mr. Lane is on the agenda to present the Urban Forestry Management Plan (hereinafter referred to as "UFMP") outline.

**4. Minutes Review and Approval**

- A. Motion to accept and place on file the minutes of the March 12, 2015 Tree Commission meeting.  
Motion by Comm. Duerr, second Comm. Blaine to accept and place the minutes on file.

Voice vote: unanimous; Nays – None; Absent: Raymond Hauser, Pam Otto, Ron Ziegler

- Motion carried at 7:05 p.m.

**5. Old Business**

**A. Urban Forest Management Plan Update**

Mr. Lane from Graf Tree Care was present on behalf of Phil Graf, the City's certified arborist consultant, who as unable to be present at the meeting. Last September, the Tree Commission endorsed and approved Graf Tree Care to write Phase I of the Urban Forestry Management Plan.

Mr. Lane gave a 30 minute presentation on the Urban Forestry Management Plan outline Graf Tree Care has been writing. (See attached document, "Urban Forestry Management Plan Outline".) Steve Lane made the following points throughout his presentation.

- There will three phases to this process; the first will be to review the existing policies, verbal, city code, etc. The UFMP document will be based on these policies.
- This is an "interpretation of and an addition to" any actual ordinances or codes that currently exists at the City.
- This document will be a living, breathing document in which the City and the Tree Commission, (hereinafter referred to as "Commission"), will be able to point to and say, "here is where we are now, here is where we are going and here are some management tools to measure our goals along the way".
- Each section of the document will include a full mission statement and goals.
- Steve reviewed several of the goals in Section 1: Mission Statement and Goals. He explained the "20-10-5 Rule". This urban forestry best management practices guards against future pest and pathogen outbreaks similar to the Emerald Ash Borer (EAB) outbreak. The goal is to have no more than 20% of families, no more than 10% of any one genus and no more than 5% of anyone species out in the parkway and out in the tree population. He proceeded to explain the goal was very similar to finance investing: the

more diversified the assets, the less you lose in individual assets when you take a loss. Diversifying the tree population is the key to future devastations similar to the EAB.

- Best management practices and ANSI Standards will be incorporated into the document. It will also include the expectations for pruning, removal and tree maintenance; hired contractors will need to meet both the ANSI standards and City's expectations.
- There is currently a big push in citizen engagement and discussions regarding private land, not just parkway trees. Incorporating citizen work days by the Tree Commission has been a great asset to the organization and the community. Moving through the creation of this document, Steve would like as much input from the Commission on community programs and other citizenry engagement programs. Remember to include the Master Gardener's group, etc.
- This should be a document your average citizen should be able to read and understand. It should also include long term goals that will be achieved 20 to 30 years from now.

*Comm. Duerr noticed that an arborist was not listed in Section 3- Key Personnel.*

AJ Reineking, Public Works Manager, indicated we have an arborist on staff, but do not have a City Arborist position at the current time. This section of the document will be reviewed by the City staff to make it as comprehensive as possible.

- Several sections, e.g., Tree Removal, Tree Pruning, Planting and Inspections are very similar in structure. They will include scope of work, responsibility, reasons for the work, outcome and the objectives of the operations, and requirements/standards.

*Comm. Riordan noticed there was no mention regarding removal of invasive species.*

Mr. Lane stated that invasive species was included in Section 2 – Definitions, #32. He mentioned invasive species in the parkways have not been an issue, but they are still evident in the open lands. He recommended some type of language should be included in the document in an attempt to minimize the effect of invasive species in the area. He also added certain cities in Illinois required a permit to remove a tree on private property; some cities charge a fee, others do not. Furthermore some of those same cities did not require a permit if an invasive species was removed.

- Removal of a tree can be a very emotional issue for residents; clearly stating the reasons for removal in this document can be an advantage to all who are addressing urban forestry questions, "This is our policy, this is why, and this is the plan."
- Steve explained the "locally overplanted and underperforming" bullet point in the Tree Removal section of this plan. Even though the removal of ash trees is coming to an end, tree removal will continue. Some of the best forestry management practices include the removal of species that are "overrepresented in the population" and "underperforming" trees. Underperforming trees would be trees that are reaching the end of their useful life in the parkway or that may have structural defects. There are guidelines defined by the state that need to be considered before removing a tree. Heritage trees will be kept, but there are trees that start to buckle sidewalks, become a nuisance for the storm water management system, or are diseased or dying trees that need to be removed. The removal of these trees creates new spaces for diverse plantings.
- Reducing risk and risk management also needs to be considered; the City will need to develop a standardized labeling process in which trees will be labeled "low", "moderate", or "high" risk trees that could cause personal injury.
- Both written and verbal policies will be written into the UFMP.
- The Tree Planting section will be a very important part of this document. Taking accurate inventory, diversifying the urban forest utilizing the 20-10-5 rule, and create a 5, 10, 20 & 40 year plan will be essential.
- Encouraging tree planting on private property will be part of this document. This could include discounts at local nurseries, which would encourage residents to plant a tree.
- Having a very strongly worded tree inspection and risk abatement policy will be an important part of this document for litigation purposes, but it needs to be individually tailored to the City.

- Development and Construction Ordinances, Potential Programs for Increasing Canopy Cover/Diversity and Accounting & Budget will also be sections to include in the document.
- Please contact, AJ Reineking, Tony Bellafiore or Steve directly at Graf Tree Care if there are any crucial points missing from this outline.

**B. Reorganization of the Tree Commission**

Comm. Myers recommended this agenda item be postponed until the May meeting. Several committee members were not present, and in the interest of having sufficient time to cover all the details for Arbor Day, this agenda item was postponed until the May meeting.

**6. New Business**

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

Tony Bellafiore indicated that the Public Services division continues to focus on trimming in several areas of the city.

The two-hundred and six (206) trees will be planted by Pedersen Landscape Company throughout the next few weeks. The Spring Planting program was postponed until next week due to the today's weather conditions.

**B. Langum Woods Clean Up Recap**

Comm. Otto who led the Clean Up program on March 14 was not present at the meeting. Caroline Wilfong and Isabel Soderlind shared several pictures taken that morning at Langum Park. Approximately 30 volunteers, Boy Scout Troop 500 and several citizens made headway on the clean-up efforts.

Isabel Soderlind, on behalf of Comm. Otto, asked if any of the commissioners would be available to lead another Langum Woods Clean Up on April 25. One of the seniors at St. Charles East High School was unable to attend the March clean up and she has an eco-minded group of student volunteers interested in continuing the cleanup efforts. Ms. Soderlind has not received a confirmation from the student as of yet, but would send an email to all the commissioners once the date was confirmed.

Mr. Lane did express an interest in volunteering his time at the Langum Woods Clean Up. He asked the Committee contact him anytime they were planning another "clean up" event.

**7. Committee Reports**

**A. Education Committee:**

Ms. Soderlind gave an update on the books ordered back in February, "Why Would Anyone Cut a Tree Down?" by Roberta Burzynski. The books continue to be on back order and she did not expect them to arrive before Arbor Day. One book will be donated to each of the local schools when they arrive.

**B. Publicity Committee:**

Comm. Wilfong ordered the "Celebrate Arbor Day/ City of St. Charles" stamp and has stamped approximately 400 out of 2000 free pamphlets on "How to Plant Trees", from the Arbor Day Foundation. The pamphlets have been distributed to Lincoln School, the Municipal Center and at the Public Works Facility. They will be handed out at Arbor Day and placed in the school lobbies advertising Arbor Day.

**C. Arbor Day**

As a gift to Mrs. Tieche, Comm. Myers ordered Tree Tags and related curriculum book from the Morton Arboretum. The tags are free and come with instructions and other educational information. This is a gift Mrs. Tieche could utilize in the coming years with her students.

Arbor Day is scheduled for 4:00 PM, Friday, April 24, 2015.  
 Lincoln Park has been reserved through the Park District from 2:00 to 6:00 PM.

<b>Item To Accomplish</b>	<b>Delegated To</b>	<b>Completed</b>	<b>Comments/Notes</b>
Renting of the Tent	Ms. Soderlind	2/25/15	PO# 83046 created
Presentation of Colors: Boy Scout Troop 500	Comm. Otto	3/14/15	Confirmed by Pam Otto
Contact Potential Speakers	N/A	No speaker	Determined no speaker was needed with the School District Program
Contact Ms. Tieche at Munhall School	Comm. Otto	Confirmed	Students will present a play, "Tree Trouble", a "Tree Quiz" and perform to "Plant a Tree for Tomorrow"
Order Speaker system	Bellafiore/Whittaker	Confirmed	Date reserved with RJ Recording
Tree Demonstration	Comm. Grathoff	Confirmed	Contact Chris Scott
Entertainment/Music	Comm. Myers	Confirmed	Contact Rick Weals & Russ Altersohn will provide musical entertainment
Tree Raffle	Tony Bellafiore	Confirmed	Pedersen will be donating a tree
Prepare Programs and Invitations	Ms. Soderlind	Completed	Program(s) and invitation were approved at this meeting.
Purchase Cookies	Ms. Soderlind		Isabel will pick up that day.
Set up of Tables/Chairs/Podium/Flag	Tony Bellafiore		Crews will bring items on the day of the event.
Tribute to Trees – Update Website/Den Article	Ms. Soderlind	Completed	Press release sent out in March. Article was included in the March & April Den. Website Updated.
Interactive Children's Activity	Comm. Otto Comm. Blaine  Tony Bellafiore Comm. Myers		Leaf Rubbings/Leaf Stamps/Bark Rubbings Twigs Tree Cookie to count rings Need crayons Recycled paper
Planting of Tree on Arbor Day	Tony Bellafiore		Lincoln Park Parkway Determine space Order tree/Pedersen

**8. Communications**

**A. Electric Division Tree Activity Reports**

Motion to accept and place on file the Public Services and Electric Services Tree Activity Reports for March, 2015. Motion by Comm. Duerr, second by Comm. Grathoff to accept and place on file the reports as presented.

**Voice vote:** unanimous; Nays – None; Absent: Raymond Hauser, Pam Otto, Ron Ziegler

- Motion carried at 7:56 p.m.

**9. Additional Items – Comments**

**A. Visitors:**

**Steve Lane:** Thanked the committee for inviting him to this meeting.

**B. Commissioners:**

**Comm. Duerr:** Indicated he was looking forward to spring. He commended the Public Services staff for the trimming of the river's edge south along Route 25.

**Comm. Blaine:** Comm. Blaine stated that she has been involved in the Illinois Big Tree Registry. She indicated this is a state wide program that nominates the largest tree of each species in the state. Comm. Blaine has become a trainer for this and she recently held a second class last Saturday. She mentioned that they are now starting a Kane County Registry of Big Trees. She mentioned that people can nominate trees on public or private land within Kane County. There is verification process which includes height, circumference, ground spread. The winners receive a plaque and a certificate. It's a fun program with some added competitiveness mixed in. Feel free to nominate a tree here in Kane County now.

**Comm. Grathoff:** Commended the beginning of the UFMP.

**Comm. Wilfong:** Comm. Wilfong shared the tree book and note the Tree Commission will be donating to the Lincoln School Silent Auction this coming week. The prize will include a tour of Public Works and the Forestry workroom at Public Works Facility.

**Comm. Riordan:** Mentioned how impressed she was with the UFMP document and with Mr. Lane's presentation.

**C. Staff:**

**Tony Bellafiore:** He reminded the commissioners again of the spring planting program, which is slated to begin next week.

**Isabel Soderlind:** Complimented Steve Lane on his UFMP presentation.

**AJ Reineking:** Mentioned the results of the City's Tree Removal and Trimming Request for Proposal will be presented at the next Government Services meeting; the final approval of the chosen vendor(s) will be conducted at the May 4, 2015 Council Meeting.

**10. Adjournment**

Motion by Comm. Blaine to adjourn meeting, second by Comm. Duerr.

**Voice vote:** unanimous; Nays – None; Absent: Raymond Hauser, Pam Otto, Ron Ziegler  
- Motion carried at 8:04 p.m.

/ims

# Urban Forestry Management Plan Outline

The following outline is intended to be the scaffolding on which the final language of the Urban Forestry Management Plan (UFMP) shall be built. In its current manifestation, it is a draft document, and is intended for review by the City of St. Charles, as well as the St. Charles Tree Commission and all other stakeholders. It is anticipated that the final version of the UFMP will be approximately 30-40 pages. The policies to be enacted in order to support the goals of the UFMP shall be at the discretion of the City, but we will supply recommended policies based on the review of this outline.

The following outline is based on our initial proposed outline, but has been amended to reflect existing policies per our review, as well as additional goals and metrics based on industry Best Management Practices (BMP's)

## **Sec. 1 – Mission Statement and Goals**

### **A) Statement of Mission**

1. To create a long term plan for the City's tree population
2. To maximize benefits of the urban forest to the community, such as stormwater, energy savings, etc
3. To minimize potential for mass tree loss due to pest or pathogen outbreak
4. To minimize exposure to risk associated with potentially hazardous trees
5. To establish tree diversity criteria in the short, medium, and long term
6. To create realistic and manageable goals and metrics to measure success by.

### **B) Goals**

1. To be in compliance with 20-10-5 rule by 2040
2. To maintain a tree inventory with an accuracy level of over 95%
3. To enforce a minimum distance of 40' between street trees
4. To implement a mulching program with the goal of 100% of parkway trees mulched by 2040
5. To enforce minimum distances of trees from hardscape, signage, and utilities
6. To have a canopy cover assessment by 2020 and identify targets for improvement
7. To reduce acceptable nursery stock size to 1.75" caliper and provide appropriate care
8. To create and keep updated both an acceptable and unacceptable species list based on current tree inventory
9. To incorporate ANSI A300 and ISA BMP's into the tree planting, care, and removal processes
10. To have a tree preservation ordinance for land development and permit application and fee for removal
11. To create strong inspection policy for potentially high-risk trees
12. To create a program for encouraging tree planting on public lands
13. To reduce the number of overplanted species on the parkway
14. To increase involvement of local businesses and citizen groups in the Urban Forest
15. To increase the role of City of St. Charles staff in young tree establishment and care
16. To encourage tree preservation and planting as part of new construction/development projects within the city

## **Sec. 2 – Definitions**

### **A) Key Terms**

- |                          |                              |                                    |
|--------------------------|------------------------------|------------------------------------|
| 1. Arborist              | 16. Pruning Cycle            | 31. Nuisance Vegetation            |
| 2. Parkway Tree          | 17. ANSI Z133.1              | 32. Invasive Species               |
| 3. Private Tree          | 18. ANSI Z60.1               | 33. Storm Damage                   |
| 4. ROW                   | 19. Crown                    | 34. Sanitation Pruning             |
| 5. DBH                   | 20. Dripline                 | 35. Establishment Pruning          |
| 6. Caliper               | 21. Flush Cut                | 36. Aggressive Native Species      |
| 7. City-Owned            | 22. Diseased                 | 37. ANSI A300 (all parts)          |
| 8. Risk                  | 23. Dying                    | 38. Certified Pesticide Applicator |
| 9. Tree Protection Zone  | 24. Root Compaction          | 39. Taxonomic Diversity            |
| 10. Critical Root Zone   | 25. Hardscape                | 40. Spatial Diversity              |
| 11. Balled and Burlapped | 26. Best Management Practice | 41. Age Class Diversity            |
| 12. Bare Root            | 27. Stocking Density         |                                    |
| 13. Containerized        | 28. Pest                     |                                    |
| 14. TRAQ                 | 29. Pathogen                 |                                    |
| 15. 20-10-5 Rule         | 30. Trip Hazard              |                                    |

### **Sec. 3 – Key Personnel**

#### **A) St. Charles Staff**

1. Director of Public Works
2. Public Services Division Manager
3. Crew Leader

#### **B) Citizen Groups**

1. St. Charles Tree Commission
2. Any relevant homeowner's associations
3. Additional groups

### **Sec. 4 – Tree Removal**

#### **A) Tree Removal Activities**

1. Removal of tree to an appropriate flush cut
2. Stump grinding
3. Parkway remediation

#### **B) Responsibility**

1. In-house removals by City Staff - Public Trees
2. Contractor removals – Public Trees
3. Private Trees with potential to impact ROW

#### **C) Reasons for Removal**

1. Dead
2. Diseased
3. Dying
4. High Risk
5. Locally overplanted and underperforming
6. Damage from construction or vehicle strike
7. Utility Interference
8. Signage interference which cannot be corrected by pruning
9. Hardscape damage
10. Reasonable resident request

#### **D) Tree Removal Outcomes and Objectives**

1. Eliminate trees from the parkway that are becoming older
2. Reduce the number of overplanted Genera and species
3. Eliminate diseased or dying trees
4. Create space for new, more diverse plantings
5. Reduce risk from trees or tree parts

#### **E) Requirements and Standards**

1. ISA Certified Arborist
2. Compliance with key ANSI Z133.1 standards
3. Compliance with Illinois Department of Agriculture (for EAB or similar)
4. Compliance with key ANSI A300 pt 7 standards
5. Compliance with ISA Best Management Practices (Integrated Vegetation Management) Standards
6. Insurance/Bonding Requirements
7. Penalties for noncompliance (time frame, satisfactorily complete, etc)

### **Sec. 5 – Tree Pruning and Standard Maintenance**

#### **A) Maintenance Activities**

1. Pruning of young trees
2. Pruning of mature trees
3. Watering
4. Chemical Applications
5. Mulch
6. Parkway repair

**B) Responsibility**

1. In house maintenance activities
2. Contracted maintenance activities
3. Elective maintenance activities by residents – Public Trees
4. Elective maintenance activities by residents – Private Trees

**C) Reasons for Maintenance**

1. Establishment Pruning
2. Cycle pruning
3. Emergency Pruning
4. Storm Damage Pruning
5. Sanitation Pruning
6. Drought
7. Pest or Pathogen Outbreak
8. Parkway disrepair

**D) Maintenance Outcomes and Objectives**

1. Provide newly planted trees with proper care for establishment
2. Prune trees over their lifetime to maximize benefits and reduce costs
3. Reduce liability from natural disasters and weather events
4. Minimize effects of newly introduced pests and pathogens
5. Maintain trees at a high level of care

**E) Requirements and Standards**

1. ISA Certified Arborist
2. Compliance with key ANSI Z133.1 standards
3. Compliance with key ANSI A300 pt 1 standards
4. Compliance with key ISA Best Management Practices (Tree Pruning) standards
5. Illinois Department of Agriculture Certified Pesticide Applicator/Operator standards
6. Permits for residents treating parkway trees
7. Water management specifications
8. Proper mulching detail
9. Insurance/Bonding Requirements
10. Penalties for noncompliance

**Sec. 6 – Tree Planting**

**A) Tree Planting Activities**

1. Diversity and canopy cover review
2. Planting site assessment
3. Stock procurement
4. Planting

**B) Responsibility**

1. Contractor(s) responsible for Diversity Assessments
2. Contractor(s) responsible for tree procurement and planting
3. In-House staff responsible for tree planting
4. Tree planting on parkway by Residents
5. Tree planting on Private property by residents

**C) Tree Planting Outcomes and Objectives**

1. Maximize taxonomic diversity at all levels
2. Maximize spatial diversity
3. Maximize age-class diversity
4. To utilize smaller nursery stock when possible
5. To reforest in a fiscally responsible manner
6. To reduce new planting mortality through a “right tree, right site” approach
7. To encourage planting of trees by residents and businesses by providing a model approach
8. To maximize a tree’s useful lifetime out on the parkway by selecting the appropriate species for the site

**D) Requirements and Standards**

1. ICN Professional (if applicable)
2. ISA Certified Arborist (if applicable)
3. Compliance with Key ANSI Z60.1 standards
4. Compliance with Key ANSI A300 pt. 6 standards
5. Compliance with Key ISA Best Management Practices (Tree Planting)
6. List of acceptable and unacceptable species to plant, to be updated annually
7. Insurance/Bonding requirements
8. Penalties for noncompliance

**Sec. 7 – Tree Inspections and Risk Abatement**

**A) Inspection Activities**

1. Scheduled tree assessments during tree inventory updates
2. Inspections requested by Residents
3. Pest or pathogen inspections
4. Potential High Risk tree inspections

**B) Responsibility**

1. In-House staff responsible for inspections
2. Contractors responsible for Advanced Inspections or tree inventory updates
3. Trees on private property

**C) Reasons for Inspection**

1. Scheduled tree inventory updates
2. Resident requests
3. Pest or Pathogen suspected
4. Poor architecture
5. Diseased or Dying tree suspected
6. Recent storm damage

**D) Tree Inspection Objectives and Outcomes**

1. Recommended course of action (Monitor, remove, prune, chemical treatment, cable, etc)
2. Formal documentation of inspection and recommended course of action
3. Immediate followup with all relevant stakeholders and contractors
4. Long term followup in the event of tree failure

**E) Requirements and Standards**

1. ISA Certified Arborist
2. ASCA Registered Consulting Arborist
3. TRAQ Certification or equivalent experience
4. Compliance with Key ANSI A300 Pt. 9 Standards
5. Compliance with Key ISA Best Management Practices (Risk Assessment)

**Sec. 8 – Development and Construction Ordinances**

**A) Activities**

1. Due diligence tree surveys prior to tree removal
2. Permitting for tree removal
3. Tree Protection Zone establishment for construction sites
4. Minimum requirements for number of trees per acre/lineal street segment on development/construction projects
5. Diversity requirements for development/construction projects

**B) Responsibility**

1. In-House staff responsibilities for enforcing tree ordinances pertaining to development and construction
2. Resident responsibilities for ensuring compliance with contractors

**C) Objectives and Outcomes of Development and Construction Ordinances**

1. Attempt to maintain native tree canopy of private land
2. Encourage removal of invasive species or aggressive native species from private land
3. Encourage tree planting on land under development
4. Maintain public land diversity standards on private land

## **Sec. 9 – Potential Programs and Stakeholders for Increasing Canopy Cover and Diversity**

### **A) Programs**

1. Cost share / outright purchase program for street tree plantings
2. Maintain tree inventory through annual updates
3. Arbor Day celebration and outreach
4. Tax incentive/utility bill incentive for tree planting on private property
5. Leverage removal permits/violation revenue for new tree planting
6. Tree sale sponsored by City
7. Establish nursery on City owned land
8. Volunteer tree maintenance program
9. Provide dump site for trim/removal contractors and use for mulch rings

### **B) Stakeholders for Programs**

1. Residents
2. Tree Commission
3. Local businesses
4. Contractors
5. Utility companies
6. Garden Clubs, etc
7. Local nurseries and garden centers
8. Tree Keepers program
9. Corporate partners

## **Sec. 10 – Accounting and Budget**

### **A) Activities**

1. Examine historic costs in both the EAB and Non-EAB era for forestry expenditures
2. Determine forestry needs per above UFMP, and create goals list
3. Project costs over the next 25 years, and determine reasonable budget figure for each year
4. Include emergency budget for storm related issues, etc

### **B) Responsibility**

1. Public Works Staff
2. Accounting staff
3. Tree Commission

### **C) Objectives and Outcomes of Accounting and Budget**

1. Maintain forestry-related budget at an acceptable level to achieve goals set forth
2. Maintain visibility of forestry program in post-EAB era
3. Create realistic goals for how to achieve sustainable budget

## **Sec 11 – Performance Criteria**

TBD based on Tree Commission review of draft outline