



**CITY OF UNIVERSITY CITY
REGULAR MEETING OF THE URBAN FORESTRY COMMISSION
Centennial Commons 7210 Olive Blvd.
Wednesday, May 11, 2022
6:00 P.M.**

AGENDA

On March 20, 2020, City Manager Gregory Rose declared a State of Emergency for the City of University City due to the COVID-19 Pandemic. Due to the ongoing efforts to limit the spread of the COVID-19 virus, those who are not fully vaccinated are asked to wear face coverings.

A. MEETING CALLED TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES – March 9, 2022

E. CITIZEN PARTICIPATION

F. DEPARTMENT REPORT

G. COUNCIL LIAISON REPORT

H. UNFINISHED BUSINESS

- 1) Future Meetings

I. NEW BUSINESS

- 1) Management Policies
- 2) University City Community Vision 2040 Update

J. COMMISSION COMMENTS

K. ADJOURNMENT



FORESTRY AGENDA ITEM COVER

MEETING DATE: May 11, 2022

AGENDA ITEM TITLE: Forestry Management Policies (Updated)

AGENDA SECTION: New Business

BACKGROUND REVIEW:

Over the years, staff, committees, commissions, and City Council have developed and/or proposed various Policies and Procedures to be used in the guidance of the operations and management of the parks and recreation system, however, not all of these proposed Policies and Procedures were taken through the appropriate process, nor have most of them been officially approved by City Council. As such, they have been mostly used as guides, thus creating confusion among staff and patrons alike and have also caused issues of awareness, compliance, and enforcement.

Staff continues to identify all of the various approved and unapproved Policies and Procedures and continues to work on the development of a more formal documented system of Policies and Procedures. Once these Policies and Procedures have been developed, they will be submitted to the appropriate governing authorities for review, comment, recommendation, and approval.

RECOMMENDATION:

Staff recommends that the Commission consider supporting the updated Forestry Management Policies as submitted.

ACTION:

If the Commission is in support of the proposed Forestry Management Plans, there must be a motion and a second by a Commission member to make a recommendation and the motion must be approved by the majority of the Commission. If approved, the recommendation will be submitted to City Council for review and consideration.



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
Annual Pruning Cycle	Number:011
Approved By:	Effective Date: Pending
	Page 1 of 2

I. PURPOSE

To increase the efficiency of the maintenance of the City street trees.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Private property owners with city street trees and University City Forestry Division

V. POLICY

Most cities elect to utilize a cyclical pruning program and defer citizen requests until the cyclical program reaches their street. If inspections identify high levels of risk associated with defective limbs or trees, then priority action will be taken, otherwise the action will be deferred. The Forestry Division will be utilized to perform “on-demand” pruning for property owners. Contractors will be utilized to perform cyclical pruning. Property owners will be notified if a requested pruning service is not deemed to exceed risk thresholds, the work will be deferred until the next pruning cycle hits their street. If the property owner wants it completed sooner, they can contact a private tree company that is listed on the city website to make arrangements to have the company perform the service at the expense of the homeowner.

VI. DEFINITIONS

Contractor- Tree Company awarded by City of University City after a bid process to prune city trees during that fiscal year.

VII. RESPONSIBILITIES

Forestry Division to receive, record and respond to requests for tree inspections and provides a written response to the person requesting the work on a city tree. Annually prepare and review bid documents for tree pruning.

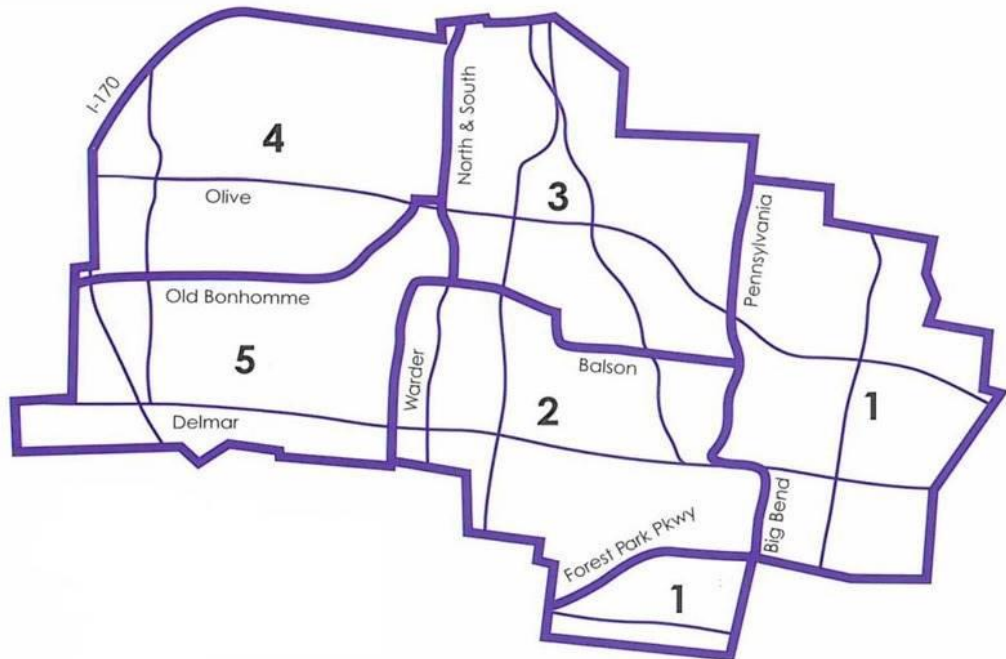
Contractor bill property owner based upon the approved bid price.

Property owner shall pay for the work performed by the Contractor.

VIII. PROCEDURES

If it is determined that the tree is not in hazardous condition the property owner may contact a tree company listed on the city website.

Pruning Areas





Mayor Terry Crow
6801 Delmar Blvd
University City, MO 63130

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I congratulate University City on earning recognition as a 2021 Tree City USA. We are so thrilled that University City takes pride in creating a community that places unique value on the planting and caring of trees.

University City is part of an incredible network of more than 3,600 Tree City USA's, with a combined total population of 155 million. The Tree City USA program is one of the Arbor Day Foundation's earliest programs. We are proud to partner with the U.S. Forest Service and the National Association of State Foresters to maintain this community.

Over the last few years, it has become increasingly clear of the value and importance that trees hold for our future. Cities and towns across the globe are facing challenges when it comes to air quality, water resources, personal health and well-being, and energy use. University City shows its residents and peers that they are forward-thinking and eager to combat these issues. By showing your dedication to urban forestry, you demonstrate a commitment to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

State foresters will receive the Tree City USA recognition materials and coordinate on how to distribute them. We will forward information about your awards to your state forester's office to facilitate the presentation. Your community's Arbor Day ceremony would be the best time to mention the Tree City USA award.

Again, we are excited to celebrate your commitment to the people and trees of University City and thank you for helping us plant, nurture and celebrate trees.

Best Regards,

A handwritten signature in black ink, appearing to read 'Dan Lambe'.

Dan Lambe
Arbor Day Foundation Chief Executive



FOR IMMEDIATE RELEASE

Contact:

Arbor Day Foundation

Lauren Weyers

lweyers@arborday.org

Arbor Day Foundation Recognizes University City as a Tree City USA®
University City earns the Tree City USA recognition for their commitment to urban forestry

LINCOLN, Nebraska (3/8/2022) – University City was named a 2021 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

University City achieved Tree City USA recognition by meeting the program's four requirements: forming a tree board or department, creating a tree-care ordinance, having an annual community forestry budget of at least \$2 per capita, and an Arbor Day observance and proclamation. The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

"Tree City USA communities benefit from the positive effects that an urban tree canopy has year after year," said Dan Lambe, chief executive of the Arbor Day Foundation. "The trees being planted and cared for by University City ensure that generations to come will enjoy a better quality of life. Additionally, participation in this program helps cultivate a sense of stewardship and pride for the trees the community plants and cares for."

Planting trees in an urban space comes with a myriad of benefits past the recognition of this program. Urban tree plantings help reduce energy consumption by up to 25%, which will reduce general energy costs and help with the overall cooling of the city as well. In addition, members of the community benefit from properly placed trees as they increase property values from 7–20%. Trees also positively affect the local ecosystem by helping to clean water and create animal habitats to encourage biodiversity.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at arborday.org.



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
Pruning of Oaks and Elms	Number:007
Approved By:	Effective Date:
	Page 1 of 1

I. PURPOSE

To clarify the correct time of year for pruning of Oaks and Elms

II. REVISION HISTORY

III. REFERENCES

Missouri Department of Conservation
ISA-Tree Risk Assessment Qualification (TRAQ)

IV. PERSONS AFFECTED

V. POLICY

Because of Dutch Elm and Oak Wilt diseases, Oak and Elm trees are not to be pruned from April 1st to October 15th unless the trees pose a moderate to extreme risk to persons or private property. Risk is to be assessed by qualified individual most often the Forestry Division.

VI. DEFINITIONS

VII. RESPONSIBILTIES

Forestry Division-Inspect trees for risk annual or by request from citizens

VIII. PROCEDURES



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
City trees impacting sidewalks and driveways	Number:008
Approved By:	Effective Date:
	Page 1 of 1

I. PURPOSE

To clarify the city’s responsibility for encroaching roots on sidewalks and driveways public or private.

II. REVISION HISTORY

III. REFERENCES

Missouri State Statutes

IV. PERSONS AFFECTED

Private property owners

V. POLICY

When roots from city street trees encroach under sidewalks and driveways on city property or adjoining property, it is the right of said property owner to prune the offending roots back to the property line and repair the damaged walk or driveway. If pruning of the roots is done on city trees within the critical root zone the Forestry Division must be notified.

VI. DEFINITIONS

Critical Root Zone-1.5 feet for every diameter inch at breast height of trunk of tree with offending roots.

VII. RESPONSIBILTIES

Forestry Division-inspect damage to public sidewalk, tree health, any pruning cuts done by private persons or Public Works department.

VIII. PROCEDURES

Raised City sidewalks will be reported to the Public Works department for repair



To: Darren Dunkle; Todd Strubhart; Urban Forestry Commission
From: Jacob Kaiser

Date: 5/3/2022

Subject: **APRIL FORESTRY REPORT**

Removed 2 trees, 9 man-hours were spent on removals.

Pruned 2 trees, 4 man-hours spent on pruning.

Planted 32 trees, 88 man-hours spent planting.

97 call/inspections completed by City Forester in April

Related forestry work:

- 1 Loads of woodchips were taken to Heman Park.
- 1 Loads of sweepings of bark and twigs were taken to recycle area in Ruth Park.
- 1 Loads of logs on the crane truck taken to Heman Park.

Comments:

The majority of work done in April by in house staff was planting. This is due to having only one crew member.

Interviews have been conducted for the open position of tree trimmer.

Tree removal contract has been completed. 70 total trees were removed for this contract.

Tree pruning contract is approximately 18% complete. 1,691 trees are scheduled to be pruned by Monster Tree and just over 300 trees have been completed.

I have received numerous calls regarding the quality of work and professionalism of the pruning contractor.

Year to date removal vs replacement is 131:41 which is low due to more hazardous removals being contracted and lack of in house forestry staff.

Arbor Day was celebrated on April 27th and a new Chinkapin Oak was planted in Kaufmann Park near the green center with students from Brittany Woods Middle School.



To: Darren Dunkle; Todd Strubhart; Urban Forestry Commission
From: Jacob Kaiser

Date: 4/11/2022

Subject: **MARCH FORESTRY REPORT**

Removed 23 trees, 142 man-hours were spent on removals.

Pruned 79 trees, 108 man-hours spent on pruning.

Planted 9 trees, 32 man-hours spent planting.

150 call/inspections completed by City Forester in March

Related forestry work:

- 8 Loads of woodchips were taken to Heman Park.
- 6 Loads of sweepings of bark and twigs were taken to recycle area in Ruth Park.
- 7 Loads of logs on the crane truck taken to Heman Park.

Comments:

In house staff was not able to work in parks most of the month due to the conditions being too wet or snow covered. Time was spent training young trees in 1st area of the new pruning cycle schedule and removing smaller diameter trees that were identified by inventory.

Some larger trees were removed by in house staff.

At the end of March Jake Sansoni, tree trimmer, put in his 2 weeks. Last day is 4/5/22

Gamma Tree removal contract is near complete. As of 4/11/22 9 trees remain.

Monster Tree has started block pruning street trees.



**PROCLAMATION
OF THE
CITY OF UNIVERSITY CITY**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

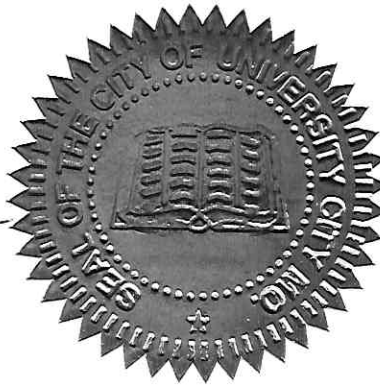
WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, beautify our community, and serve as a source of joy and spiritual renewal, and

WHEREAS, University City has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree planting ways.

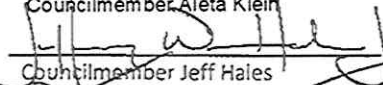
NOW, THEREFORE, The City Council of the City University City, Missouri, urge our citizens to support efforts to care for our environment.

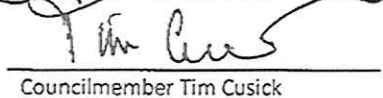
WHEREOF, We have hereunto set our hands and caused the Seal of the City of University City to be affixed this 25th day of April in the year Two Thousand and Twenty-Two.

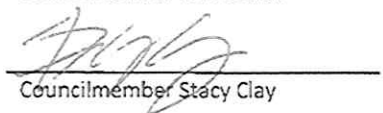
SEAL



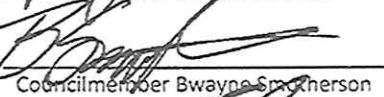

Councilmember Aleta Klein


Councilmember Jeff Hales


Councilmember Tim Cusick


Councilmember Stacy Clay


Councilmember Steve McMahon


Councilmember Bwayne Spetherson


Mayor Terry Crow


City Clerk LaRette Reese

ATTEST



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
Replanting of City trees	Number:009
Approved By:	Effective Date:
	Page 1 of 2

I. PURPOSE

To clarify the city’s responsibility replacing removed trees.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Residents who have had a city tree removed in front of their home.

V. POLICY

After removing a City tree, the Forestry Division will add the site to a list to be replanted. Tree species will be chosen from the City’s approved tree list

VI. DEFINITIONS

VII. RESPONSIBILTIES

VIII. PROCEDURES



University City
Parks, Recreation and Forestry



FORESTRY POLICIES AND PROCEDURES	
Tree Stumps	Number: 004
Approved By:	Effective Date:
	Page 1 of 2

I. PURPOSE

To establish a policy on the removal of tree stumps on city right-of-ways.

II. REVISION HISTORY

III. REFERENCES

IV. PERSONS AFFECTED

Private property owners who have right-of-ways adjacent to their property.

V. POLICY

When a city tree is removed from the public right-of-way the stump is ground to a maximum depth of 1’ below the soil surface. Stumps shall not be grounded any lower in order to protect the utility lines which are located under street right-of-ways.

Stump grindings are to be removed and the hole is filled with topsoil. Grass seed shall be applied to the new topsoil.

VI. DEFINITIONS

Contractor-Private company hired by city that has gone through appropriate bidding process

VII. RESPONSIBILTIES

- A. City – to remove the tree, grind the stump, add topsoil, and apply seed.
- B. Contractor- to remove the tree, grind the stump, add topsoil, and apply seed.

VIII. PROCEDURES

City trees and stumps are to be removed throughout the year by either the Forestry Division or contractors.

**MINUTES OF THE MEETING OF THE
URBAN FORESTRY COMMISSION
UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI
WEDNESDAY, MARCH 9, 2022**

Agenda Item A: Call Meeting to Order

The meeting was called to order at 6:04 pm.

Agenda Item B: Roll Call

Those in attendance included Commission President Kristin Sobatka, Secretary Kathy Freese, and Commission Members Dianne Benjamin and Dana Barhard. Also in attendance was Council Liaison Aleta Klein, Director of Parks, Recreation and Forestry Darren Dunkle, and Forestry Supervisor Jacob Kaiser. Absent was Commission Vice President Aaron Bitzer.

Agenda Item C: Approval of Agenda

Commission Secretary Kathy Freese motioned, and Commission Member Benjamin seconded to accept the Agenda. The motion was approved unanimously.

Agenda Item D: Approval of Minutes

Commission Member Benjamin stated that her first name had been misspelled. Commission Secretary Kathy Freese motioned, and Commission Member Benjamin seconded to approve the minutes as corrected. The motion was approved unanimously.

Agenda Item E: Citizens' Comments

None.

Agenda Item F: Department Report – Forestry Supervisor, Jacob Kaiser reported on the Forestry Reports.

- a) Gamma Tree Experts (Contractor) began the removal of hazardous large trees (as identified in the Tree Inventory) in all wards of the city.
- b) Monster Tree Service (Contractor) will begin next week with the trimming of trees.
- c) Gateway Green Conference – Gave an overview of the conference primarily on the topics of Natives and percentages of any type of tree.

Agenda Item G: Council Liaison Report – Ms. Klein reported on the following:

- a) Ms. Klein reported on the Prop F (proposed ¼ cent sales tax) that will be placed on the April ballot. If approved, funds could be used to add a third ambulance and crew as well as the Fire Departments portion of the pension fund. She further stated that there is a potential to add a home health care component to the third ambulance to provide this service to seniors.
- b) Ms. Klein stated that the Costco site should be pad ready by the spring of 2022 with an opening in the fall. Developer is still acquiring property for the entire development.

Agenda Item H: Unfinished Business

- a) Commissions Role – Mr. Dunkle reported on the handout that was provided to the Commission regarding Agenda and Meeting Procedures. Discussion followed by the Commission in regard to obtaining training on Robert's Rules of Order and Sunshine Laws etc.

- b) Arbor Day Celebration – Mr. Kaiser reported that he was currently working on the Arbor Day Celebration and that he had spoken to the Green Center about the possibility of hosting the event at their location. He further stated that he had ordered bare root seedlings for give aways.
- c) Memorial/Donation Policy – Mr. Dunkle presented the revised policy for the Commissions consideration. Discussion took place regarding the need to advertise the program once approved by City Council.

Commission Secretary Freese motioned, and Commission Member Benjamin seconded to support the Policy. The motion was approved unanimously.

Agenda Item #10: New Business

- a) Future Meetings – Mr. Dunkle reported that the Commission could either hold their meetings in public or via Zoom. However, if held in person it would need to be conducted another location other than the Community Center as it is currently being used by the City Court and the Traffic Commission. The Commission stated that they would be fine with meeting in person as long as there was room to spread out. Mr. Dunkle stated that he would see what other areas were available to meet at and would get back with the Commission.

Agenda Item J: Commission Comments

- a) Commission Member Benjamin stated that the 2040 Task Force was going to have several Think Tank Meetings and they wanted to get the community survey out and completed by 500 people. As such she asked the Commission to go on the City's website to fill out the survey.
- b) Commission Secretary Freese gave an update on the Ruth Park woods project. Stating that they have been having several volunteer workdays every other Saturday and have made great progress on the removal of the Wintercreeper and removing vines that are choking out the small trees. She further stated that if individuals were interested in volunteering, they could sign up on the UCity In Bloom's website.

Agenda Item #12: Adjournment

Commission Secretary Freese motioned, and Commission Member Benjamin seconded to adjourn. The motion was approved unanimously at 7:17 pm.