



**CITY OF UNIVERSITY CITY  
REGULAR MEETING OF THE URBAN FORESTRY COMMISSION  
Centennial Commons 7210 Olive Blvd.  
Wednesday, July 10<sup>th</sup>, 2024, 6:00  
P.M.**

**AGENDA**

- a) MEETING CALLED TO ORDER**
- b) ROLL CALL**
- c) APPROVAL OF AGENDA**
- d) APPROVAL OF MINUTES – May 8<sup>th</sup>, 2023**
- e) CITIZEN PARTICIPATION**
- f) DEPARTMENT REPORT**
  - a. May report
  - b. June report
- g) COUNCIL LIAISON REPORT**
- h) UNFINISHED BUSINESS**
  - a. Communication Plan update
  - b. County Owned Trees
- i) NEW BUSINESS**
- j) COMMISSION COMMENTS**
- k) NEXT MEETING DATE**
- l) ADJOURNMENT**



To: Darin Girdler; Todd Strubhart; Urban Forestry Commission  
From: Jacob Kaiser

Date: 7/3/2024

Subject: **MAY FORESTRY REPORT**

Removed 8 trees, 112 man-hours were spent on removals.

Pruned 16 trees, 160 man-hours spent on pruning.

Planted 25 trees, 176 man-hours spent on planting.

Related forestry work:

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

Comments:

Temporary labor hours-144

**MINUTES OF THE MEETING OF THE  
URBAN FORESTRY COMMISSION  
UNIVERSITY CITY, ST. LOUIS COUNTY, MISSOURI  
WEDNESDAY, MAY 8, 2024**

**Agenda Item A: Call Meeting to Order**

The meeting was called to order at 6:05 pm.

**Agenda Item B: Roll Call**

Those in attendance included Commission President Timothy Schroeder, Vice President Dana Barhard, Commission Members Kathy Freese, Linda Fried and Jane Zeni. Aaron Bitzer and Roger McFarland were absent from the meeting. City staff liaison Jacob Kaiser was present.

**Agenda Item C: Approval of Agenda**

Vice President Barhard motioned, Commission Member Fried seconded to accept the agenda. The motion was approved unanimously.

**Agenda Item D: Approval of Minutes**

Vice President Barhard and Commission Member Fried mentioned that their last names were misspelled in the minutes from March 13<sup>th</sup>. Vice President Barhard motioned to accept the minutes with the spelling errors corrected and Commission Member Fried seconded. The motion was approved unanimously.

**Agenda Item E: Citizens' Comments**

None.

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

- A. March report- 15 trees removed, 11 trees pruned, and 38 trees planted.
- B. April report- 20 trees removed, 9 trees pruned, and 7 trees planted.
- C. Arbor Day Celebration- Staff liaison Kaiser reported on the arbor day celebration that took place in April at Pershing Elementary School with the 3<sup>rd</sup> grade class. A Tulip Poplar was planted near the school's vegetable garden. Commission Member Fried helped with coordinating the planting.
- D. Staff liaison Kaiser also reported on a pruning class that was held for volunteers in March.

**Agenda Item G: Council Liaison Report** –

The commission does not currently have a Council Liaison since Council Member Klein leaving.

**Agenda Item H: Unfinished Business**

- A. Vice President Barhard reported on the Commission's communication subcommittee. The subcommittee is collaborating with the Green Practices Commission and talking about possible topics for communication to the public. Vice President Barhard spoke via email with Communications Director Mary Goodman, and she is waiting for Mary Goodman to speak with the Parks, Rec, and Forestry Director before having an in-person meeting. An organized list of possible topics for communications to the public was presented by VP Barhard.

- B.** Final agreement on KPI's- President Schroeder asked for a motion to approve KPI's discussed in previous meeting Commission Member Freese motioned and VP Barhard seconded the motion. The motion was accepted unanimously. Staff Liaison Kaiser will report on KPI's next meeting.

**Agenda Item I: New Business**

- A.** State and County Trees- A discussion was held about the possibility of the city adopting county trees on county roads. The commission asked Staff Liaison Kaiser his opinion about adopting the trees. His stance was that the county would most likely be willing to hand over the responsibility, but the city would likely not want to take on more work and liability that was not necessary. The commission asked Staff Liaison Kaiser to take a simple count of the county owned trees and compare that to city owned trees and see if it is possible to come up with a rough estimate of cost that the city would incur if the trees were adopted.

**Agenda Item J: Commission Comments**

none

**Agenda Item #12: Adjournment**

Commission Member Fried motioned, and Commission Member Freese seconded to adjourn. The motion was approved unanimously at 7:31 pm.



To: Darin Girdler; Todd Strubhart; Urban Forestry Commission  
From: Jacob Kaiser

Date: 7/3/2024

Subject: **JUNE FORESTRY REPORT**

Removed 17 trees, 156 man-hours were spent on removals.

Pruned 33 trees, 88 man-hours spent on pruning.

Related forestry work:

- 12 Loads of woodchips were taken to Heman Park.
- 1 Loads of sweepings of bark and twigs were taken to recycle area in Ruth Park.

Comments:

Temporary labor hours-16