



KIRKWOOD URBAN FORESTRY COMMISSION

MEETING MINUTES

City of Kirkwood

139 S. Kirkwood Road

Kirkwood, MO 63122

July 23, 2024

PRESENT: Mike Hankins (Chair), John Baker, Tanner Craft, JoAnne Osburn, Brandon Larkin, Shane Staten, Joshua Carron – Acting Urban Forester and Staff Liaison, Gina Jaksetic - Council Member

ABSENT: Tim Cox

- I. **Call to Order:** Mike Hankins called the meeting to order at 7:01 p.m.
- II. **Secretary Report:** A motion was made by **Tanner Craft** and seconded by **JoAnne Osburn** to approve the minutes as submitted. Minutes from the previous meeting of the Commission were approved unanimously.
- III. **Tree Removal Requests (437 Greenleaf Drive):** The paperwork was not correct in describing which tree would be removed, so some commissioners did not inspect the correct tree and felt unable to make an informed decision. A motion was made by **JoAnne Osburn** and seconded by **Tanner Craft** to not approve the request as currently written but instead to send it back to the applicant for revision. The motion passed unanimously.
- IV. **Activity Reports**
 - a. Junior Tree Keepers Program: **Tanner Craft** made a motion to create a Junior Tree Keeper subcommittee which was seconded by **Brandon Larkin** and approved unanimously. The committee's meetings will be public and announced in advance. The subcommittee's members will be **John Baker, Tanner Craft, JoAnne Osburn**, and the incoming Urban Forester, **Brandon Sly**. The subcommittee will explore the creation of a program framework to be reviewed by the full commission.
 - b. Education and Outreach: N/A
 - c. Award and Grant Submittals:
 - i. Tree City, USA: N/A
 - ii. MDC - Missouri Arbor Award of Excellence: Due to a late email from MDC with a very short turnaround time, Josh had to submit the City's application without review. The commission was appreciative of his handling of the situation.
 - iii. KUFC Advocate Award: The award will be given out when the annual report is presented to the City Council. Mike has requested September 5th, but is awaiting mayoral approval.
 - iv. Utility Insert Information: Because of his added duties, Josh has not had time to write a draft for review. We decided that he can write and submit the text without commission review.

- d. KUFC Annual Report: Due 1/31/2024
 - i. Mike is waiting on mayoral approval for the date when the award will be presented and once it has been determined, he will let the other commissioners know so they can hopefully attend. Mike will write the award text with assistance from Josh.
- e. Event Participation:
 - i. Arbor Day 2025: This event will likely be on either April 19th or 26th.
 - ii. Green Tree Festival (September 13-15):
 - 1. Mike and Brandon will be out of town that weekend and Tanner will not be available on Sunday.
 - 2. We discussed the mechanics of KUFC's setup and what to expect during the event for the benefit of new commissioners.
 - 3. Seedlings will be ordered close to the event.
 - 4. Mike will send out an email about the event and Tanner will create a Google sign-up sheet for setting up and staffing the booth.
 - 5. John has been working on getting new handouts and evaluating our old material. Josh will go to the Powder Valley Nature Center to get new handouts.

V. Urban Forester Report:

- a. The City's new Urban Forester will start on July 29th.
- b. The City has kept up with hazardous tree removals and stump removals.

VI. Old Business:

- a. **KUFC Shirts:** Mike got a quote is for roughly \$335 for 20 shirts. **JoAnne Osburn** made a motion to authorize Mike to spend up to \$500 on these shirts. The motion was seconded by **Brandon Larkin** and approved unanimously.
- b. **Urban Forestry Internship:** The internship is going very well. The City is exploring making the internship an annual practice that would be incorporated into the budget.
- c. **Homeowner Care of Planted Trees:** The City staff responsible for finalizing the design has been out of the office, but a final design of the door hangar will be created for review.
- d. **Urban Forest Master Plan:** The commission briefly reviewed the two copies of the master plan that Josh had printed. The commission and Council Member Gina Jaksetic would all like printed copies. Council Member Jaksetic will investigate where the City Council stands with this report. **Mike Hankins** made a motion to have six additional copies made which was seconded by **Tanner Craft** and approved unanimously.

VII. New Business:

- a. **Creating a Succession Plan for Board Chair and Vice Chair:** The Mike's term on the commission ends next spring, so we briefly discussed the need to codify how the commission picks the chair and vice chair. We decided that writing a draft succession plan for commission review would be a good idea. It was concluded that we should revisit the issue next meeting.
- b. **Onboarding Process for New Commissioners:** We talked about what information could be included in a binder or other material to be provided to new commissioners. Some suggestions were Robert's Rules of Order, background information on the

commission, tree-based ordinances, the Urban Forest Master Plan, how to handle tree removal requests, *etc.* This was just the beginning of a discussion that will continue in future meetings, but Mike asked the other commissioners to send him feedback about what worked and did not work when they joined the commission, along with what they might want to see from a future onboarding process.

- c. **Trees in County Rights-Of-Way:** Council Member Jaksetic recounted how the 50 Trees organization and St. Louis County had a recent discussion about trees planted in the County Road Right-Of-Way. The County had planned to remove the trees but it was decided that they could remain. The commission was urged to review the location of these rights-of-way in their future planting efforts.

NEXT MEETING: August 27, 2024, at 7:00 p.m.

ADJOURN: Motion to adjourn at 9:07 p.m. made by **Tanner Craft** and seconded by **Shane Staten**.

Mike Hankins, Chair _____

Date Approved _____