

Urban Forestry Advisory Board

Minutes of December 14, 2023

Members Present: Mrs. Caryl Fullman, Chair; Mr. Reno Runck, Vice Chair; Mr. Mark Bambach; Mr. Scott Beuerlein; Mr. Gerald Checco; Ms. Angie Strunc

Members Absent: Ms. Caroline Kellam; Mr. Greg Long

Staff Present: Ms. Crystal Courtney; Mr. Robin Hunt; Ms. Sheila Stump; Ms. Tiffany Hendrickson

Meeting: A regular meeting of the Urban Forestry Advisory Board (UFAB) was held on Thursday, December 14, 2023, at the Bettman Natural Resource Center, 4 Beech Lane. Mrs. Fullman, Chair called the meeting to order at 10:10 a.m. Quorum was in attendance.

Meeting Agenda: Mr. Runck made the Motion to approve the meeting agenda, seconded by Mr. Checco. All members voted in favor and the agenda was approved as submitted.

Meeting Minutes of Previous Meeting: Mrs. Fullman asked the members if everyone had a chance to read over the November 9, 2023, meeting minutes. All members replied that they had, and that everything looked good. The minutes were approved as submitted.

Monthly Activity Reports for November 2023: Mr. Runck made a Motion, seconded by Mr. Checco, to approve the November 2023 Monthly Activity Report. All members voted in favor and the November Monthly Activity Report was approved as submitted.

Report of the Natural Resource Manager:

- **Office Move:** The new office will be ready to take occupancy on December 18, 2023. The new furniture delivery is scheduled for next week, and the moving company is scheduled for January 4, 2024.
- **City-wide Planting Contract Update:** Two contracts, downtown areas and rest of City, was fully executed in early October, in time for the fall 2023 planting. Planting started two weeks ago.
- **Tree City USA:** Paperwork submitted to National Arbor Day Foundation this week.
- **Arbor Day 2024:** This year's Arbor Day will be held in the east district, possibly Evanston.
- **MadTree All-hands volunteer event on November 14, 2023:** 140 volunteers planting ~150 trees in Bond Hill.
- **Preventive Maintenance:** Area F (Madisonville, Mt. Lookout, Mt. Washington, and Oakley). Doing final review before we submit to Parks Finance/Purchasing.
- **Staffing Update:** Reclassification (Florist to Arborist I)/Arborist series (I, II, III)
 - i. AFSCME union objection (Arborist I & II), reconciliation still pending. This means we will need to hire a Florist from the upcoming Florist test. Test possibly posted for January.
 - ii. Lead Arborist (Arborist III) position was approved.

- **New Equipment Order:** Vehicles out of 2024 budget. Fleet receiving bids and DNR making recommendation to award. New in-house Urban Forestry Tree Crew vehicles/equipment (aerial lift truck, chipper truck, landscape dump, stump grinder with trailer and mini skid steer. One pickup truck for district forester – still working with Fleet on this. Purchase Order vendor out, need to re-bid.
- **Law Items CMC 743:** DNR Manager/UF Supervisor met once with Mr. Kevin Frank, Law to review and will need to meet again to complete review. It will include revisions regarding Private Orders (in-line with B&I language) and will include revised language about cemeteries and assessment.
- **Motion for Assessment Budget:** Mr. Hunt gave an overview of the *Recommended 2025 Assessment Budget (FY26)* breakdown and the vote on .31 cents per front footage. Mr. Checco made a Motion, seconded by Mr. Beuerlein to approve budget as submitted. All members voted in favor and the Recommended 2025 Assessment Budget (FY26) was approved as submitted.
- **2024 UFAB Meeting Dates:** The dates for next year's meetings were set as follows:
 - Thursday, March 14
 - Thursday, April 11
 - Thursday, June 13
 - Thursday, September 12
 - Thursday, November 14
 - Thursday, December 12

All meetings will be held at the Bettman Natural Resource Center, 4 Beech Lane unless otherwise notified.

- **UFAB Appointments:**
 - The City Manager's Office has been working for the past six months to identify candidates. Has been working with Greater Cincinnati Foundation and has identified individuals, representative of our community. Has proffered two candidates for review for the one open UFAB position. Both seem to be great candidates.
 - For those UFAB members whose terms are expiring in 2024 and are interested in continuing to serve, please advise Mr. Hunt, Urban Forestry Supervisor. These members include Mrs. Caryl Fullman, Mr. Reno Runck, Mr. Gerald Checco, and Mr. Scott Beuerlein.
 - Chair and Vice-Chair – who to nominate?

Mr. Runck made the Motion to adjourn the meeting, seconded by Mr. Checco. All members were in favor. The meeting was adjourned.

Next Meeting Date: The next regular meeting of the UFAB will be held on Thursday, December 14, 2023, at 10:00 a.m. at the Bettman Natural Resource Center, 4 Beech Lane.

Approved:

Caryl Fullman, Chair