

Urban Forestry Advisory Board

Minutes of June 8, 2023

Members Present: Mrs. Caryl Fullman, Chair; Mr. Reno Runck, Vice Chair; Mr. Gerald Checco; Mr. Scott Beuerlein; Ms. Caroline Kellam; Mr. Greg Long. Ms. Angie Strunc joined in the meeting at 10:23 a.m.

Members Absent: Mr. Mark Baumbach

Staff Present: Mr. Robin Hunt; Mrs. Sheila Stump

Meeting: A regular meeting of the Urban Forestry Advisory Board was held on this date at the Bettman Natural Resource Center, 4 Beech Lane. Mrs. Fullman, Chair called the meeting to order at 10:00 a.m. Quorum was in attendance.

Meeting Agenda: The Agenda was unanimously approved as submitted.

Meeting Minutes of April 13, 2023: Mr. Long made a Motion to approve the Minutes of the April 13, 2023, meeting. The Members were unanimous in their approval; minutes were filed as submitted.

Monthly Activity Reports for April and May 2023: Mr. Runck had a question regarding the Utility Work section in the May 2023 report, pertaining to Mr. Matt Dickman working with GCWW on the lead pipe abatement. Mr. Hunt addressed the question, and the activity reports for April and May 2023 were filed as submitted.

Report of the Natural Resource Manager:

- **2024 Street Tree Assessment:** Street Tree Assessment went before Budget & Finance Committee on June 5, 2023. Council passed on June 7, 2023.
- **Work Order/Workflow System:** Department of Natural Resources (DNR) received approval from Enterprise Technology Solutions (ETS). DNR will submit as a Standard Bid (<\$50K) for alternative Work Order System tied into inventory, capable for billings.
 1. **Arbor Day:** This year's Arbor Day Celebration was a great success! Planted 28 trees, 18 in the right-of-way, and nine out of the right-of-way. The 2023 celebration again included a volunteer planting event. The celebration was attended by Mayor Aftab, who read the Proclamation, and Council Member Meeka Owens.
 2. **Roselawn:** Kimberly-Clark Volunteer planting, 41 oak trees planted.
 3. **Taking Root 'Tree for Me' Give-Away:** Took place on May 20, 2023, with 46 trees left over from 2022.
 4. **Mad Tree Brewing/All-staff Volunteer Planting:** On November 13, 2023, there will be 140 volunteers planting trees in Bond Hill and Roselawn. Mr. Hunt added that additional sites/projects may be needed due to the number of volunteers. Mr. Long suggested that DOTE may need volunteers if additional sites are needed. Mr. Long and Mr. Hunt will discuss this further.
 5. **Forestry Interagency Trainings:** Urban Forestry staff attended training with Public Works Customer Service (PWCS) Emergency Representatives on May 26, 2023, to go over call-out procedures. There will be a similar training with the 311 Call Center on June 29, 2023.
 6. **Staffing:** Mr. Hunt updated the Members on staffing.
 - Tiffany Hendrickson, the new Recreation Specialist began work on May 17, 2023. She will be assisting Mrs. Stump with office duties and the upcoming move.
 - Received objection from AFSCME for the job reclassifications for (Florist → Arborist 1) Arborist series. This will need to be reconciled before moving on to Civil Service and then City Council (after August) for approvals.

7. **Law Items:** Kevin Frank, Law Department has made progress in review; Law will also include revisions regarding Private Orders (in-line with Buildings & Inspections language) and cemeteries.
8. **New Equipment Order:** Running final budget assessment for equipment and labor costs. Finalizing requisitions *and* ordering schedule for new in-house UF Tree Crew equipment: aerial lift truck, chipper truck, landscape dump, stump grinder with trailer, and mini skid-steer.
9. **2023 ReLeaf:** Pick-up date is scheduled for October 21, 2023. If the schedule for last year's program is followed this year, priority registration will open on September 9, 2023, and city-wide on September 23, 2023. Registration will be through RegFox again this year.

Confirmation Board Member Replacement: Mr. Hunt summarized the Nominations for Appointment Memo sent to the City Manager from Parks Director, Mr. Jason Barron, on behalf of the UFAB, requesting the consideration and approval of two appointments to the Advisory Board: Community-at-Large Representative and Business Representative. The memo is requesting that Mr. Checco move from his present Business Representative seat to the open Community-at-Large Representative seat left vacant due to Mr. Paul Gallagher's resignation and death. Mr. Checco stated that he noticed a few items on his resume that need updating. He will reach out to Mr. Hunt to make the corrections.

Other News: Members chatted briefly about the Ordinance revisions timeline and UFAB record retention. Mr. Checco thanked Mr. Hunt for assisting with a large tree issue at the Memorial Day Parade in Clifton.

Meeting Adjournment: Mr. Runck made a Motion seconded by Mr. Checo to adjourn the meeting. All Members were in favor, meeting was adjourned.

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

Approved:


Caryl Fullman, Chair