



Urban Forestry Commission
Agenda
Kirkwood City Hall
Main Level Conference Room
139 South Kirkwood Road
Kirkwood, MO 63122
Tuesday, August 27, 2024, 7:00 p.m.

- I. Call to order**
- II. Secretary Report:** Minutes review and approval from previous meetings.
- III. Sunshine law and Robert's Rules:** Laurie Asche
- IV. Tree removal request:**
 1. 437 Greenleaf Drive - request submitted at July meeting - sent back to applicant for revision.
- V. Urban Forester Report**
- VI. Activity Reports**
 1. MDC Missouri Arbor Awards of Excellence
 2. KUFC Annual Report/Advocate Award - October 17
 3. Green Tree - 9/13 - 9/15 (seedlings, preparation, sign up sheet, and new materials from Powder Valley).
- VII. Old Business**
 1. T-shirts
 2. Jr Tree Keepers (subcommittee formed - John Baker, Tanner Craft, JoAnne Osburn, Brandon Sly).
 3. Creating an on-boarding plan for new members and a succession plan for board chair and vice chair.
 4. Care of planted trees - door hanger.
- VIII. New Business**
 1. David Weidler, assistant chief administrative officer - attending next three meeting to facilitate transition.
 2. Onboarding plan - cover Board of Commissions Urban Forestry Commission ordinance, Tree Code, and Tree Manual in next three meetings over the next three meetings.
- IX. Adjourn**

*Serving to Support, Promote and Encourage the Preservation and Enhancement of
Kirkwood's Urban Forest*

Staff Liaison: Joshua Carron. Phone: 314-984-5954 Email: carronjd@kirkwoodmo.org

Accommodation: The City of Kirkwood is interested in effective communication for all persons. Persons requiring an accommodation to attend and participate in the meeting should contact the City Clerk at 314-822-5802 at least 48 hours before the meeting. With advance notice of seven calendar days, the City of Kirkwood will provide interpreter services at public meetings for languages other than English and for the hearing impaired. Upon request, the minutes from this meeting can be made available in an alternate format, such as a CD, by calling 314-822-5802



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 _____



CITY OF KIRKWOOD

SUMMARY INFORMATION PERTAINING TO:

- **City Charter**
- **Sunshine Law**
- **Conflict of Interest**
- **Robert's Rules of Order**

SUNSHINE LAW

(MISSOURI OPEN MEETINGS)

I. GOVERNMENTAL BODIES:

- Legislative – 610.010 (4)
- Administrative – 610.010 (4)
- State and Local Agencies – 610.010 (4)(c)

II. PUBLIC RECORDS:

- Any record whether written (paper copy) or electronically stored, retained by any public governmental body, including any report, survey, and memorandum

III. PUBLIC RECORDS – SPECIAL ISSUES:

Emails and Electronic Data:

- Emails that include information pertaining to the business of a Board or Commission are an open document.
- Discussion on issues that are being addressed or will be addressed by the Board or Commission should not take place via email communication. These discussions should take place in the open meeting.

IV. MEETINGS:

- All meetings of Boards and Commissions must be posted for public viewing no less than 24 hours in advance of the meeting.
- There are very few meetings that are not open to the public and those meetings not open must meet the provisions of the Sunshine Law to close the meeting.
- If subcommittees are established and conduct meetings those meetings are open and must be posted.
- There should be meeting minutes of each Board and Commission and/or subcommittee meetings open for public inspection.
- Information that is distributed to the Board and Commission members as part of a meeting packet or other information that is distributed to assist the members in their responsibilities is open to public unless it complies with provisions of the Sunshine Law for closed records (very limited)
- A quorum is needed to conduct a meeting. For the majority of Boards and Commissions this is the majority of the Board or Commission. There are some instances where the quorum may be established through State Statutes.
- A member may participate by phone if they so choose. They may vote via phone as long as it is not a roll call vote. Those participating by phone may not vote in this case. A roll call vote is when each member's name is called for their vote.
- The Board or Commission member has the right to participate by phone and this is not determined by the Chair or any other member on the participation by phone.
- If it is determined that a Closed Meeting is needed the following should be considered:
 - Determine that the meeting can be closed under the provisions of the Sunshine Law
 - The agenda should include the Closed Meeting portion of the meeting.
 - There needs to be a motion and a second to close the meeting and state the purpose (generally) of the closed session.
 - After there is a motion and a second a roll call vote is need to close the meeting.
 - Any motions in the Closed Meeting must have a roll call vote.
 - A motion, second and roll call vote is required to open the meeting.
 - Information distributed or discussed in a Closed Meeting remains confidential until the issue has been concluded.

- Only items pertaining to the Closed Meeting may be discussed. No discussion of other items that are considered open meeting discussion items.

Requests for Records:

- The City has a Custodian of Records that is responsible for responding to requests for documents.
- Anyone requesting records should be advised to contact the City Clerk (Custodian of Records)

Questions:

If there are any questions that arise regarding open meetings, public records, emails, closed meetings, etc. please direct those questions to the City Clerk for a response.

CONFLICT OF INTEREST

- The City of Kirkwood adopts an ordinance annually addressing Conflicts of Interest.
- Conflicts of Interest may also pertain to Board and Commission members in certain circumstances:
 - If an issue comes before the Board or Commission and a member may have financial or personal interest in item that member must recuse themselves from the meeting.
 - No Board or Commission member may be a presenter of information on an issue where they may have financial interest.
 - In cases where a Board of Commission member has recused himself/herself the member must leave the proceedings. The member should leave the room until the discussion or action on the issue is concluded.
 - Said members may not vote in these types of cases.
 - A member should have complete separation from the issue being presented and if possible, should not be a signer or any application presented to the City.

ROBERT'S RULES OF ORDER

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules:

Fixed Order of Business:

1. Call the meeting to order
2. Call the roll (names of those on the board or commission)
3. Approve minutes of last meeting
4. Public Hearings (if this applies)
5. Public Comments
6. Old Business (Unfinished)
7. New Business
8. Board or Commission Member Reports
9. Staff Reports
10. Adjournment and Announcement of Next Meeting Time and Location

Motions:

Main Motions: The purpose of a Main Motion is to introduce items to the members for their consideration. Motions cannot be made when any other motion is on the floor.

Subsidiary Motions: The purpose of a Subsidiary Motion is to change or affect how a main motion is handled and is voted on before a main motion.

Privileged Motions: The purpose of a Privileged Motion is to bring up items that are urgent about special or important matters unrelated to pending business.

Incidental Motions: the purpose of an Incidental Motion is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtain the Floor
 - a. Wait until the last speaker has finished
 - b. Address the Chair by saying Mr. /Ms. Chair
 - c. Wait until the Chair recognizes you
2. Make your Motion
 - a. Speak in a clear and concise manner
 - b. Always state a motion affirmatively. Say "I move that we..." rather than, "I move that we do not..."
 - c. Avoid personalities and stay on your subject
3. Wait for someone to second our motion
4. Another member will second your motion or the Chair will call for a second
5. If there is no second to your motion it is lost

6. The Chair states your motion
 - a. The Chair will say, "It has been moved and seconded that we..." Thus placing your motion before the members for consideration and action.
 - b. The members then either debate your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the Chair it cannot be changed by you without the consent of the members.
 - d. You speak in favor of your motion after it is presented and seconded not as part of your motion
 - e. You are allowed to speak first since you made the motion
 - f. Comments and debate should be directed to the Chair
 - g. You may speak again only after other speakers are finished unless called upon by the Chair

Putting the Question to the Members:

1. The Chair asks, "Are you ready to vote on the question?"
2. If there is no more discussion, a vote is taken

Voting on a Motion:

The method of voting on any motion depends on the situation. There are five methods used to vote, they are:

1. *By Voice*-the Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. *By Roll Call*-Each member answers "yes" or "no" as their name is called. This method is used when a record of each person's vote is not required.
3. *By General Consent*-When a motion is not likely to be opposed, the Chair says, "If there is no objection..." The members show agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. *By Division*-This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands.

Other Possible Motions:

Motion to Continue: This motion may be used if the members desire to continue an item until a certain date. It is important that the motion to continue include a date certain such as, "I move to continue this item to (date)."

Motion to Table: This motion is used if the members do not want to consider it and do not want to continue it to a date certain. If there is a motion and a second to table an item, the vote on the motion to table must take place immediately. There is no discussion after the second to the motion to table.

Motion to Reconsider: This motion is used when an item has been voted on at the previous meeting and one of the members who voted in the majority wants it to be reconsidered. This must take place at the very next meeting of the Board or Commission and should be included on the agenda if it is known that this action will take place.

Parliamentary Procedure is the best way to get things done at your meetings. However, it will only work if it is used properly.

- Allow motions that are in order.
- Have members obtain the floor properly
- Everyone should speak clearly and concisely
- Obey the rules of debate
- Most Importantly – Be Courteous



Install and maintain tree protection fence as indicated on preservation plan for all trees marked PRESERVE. Silt protection shall be installed in a trenchless manner if introduced within the critical root zone of any tree to be PRESERVED. (I.E. woodchips, wattles, and hay bales)

I hereby certify that I have viewed the premises and provided this professional opinion regarding the survivability of significant trees on this site and abutting the site. Attached is a site plan illustrating the recommended location of tree protection fencing. This fence must meet all of the requirements set forth by the city of Kirkwood and is to remain erect throughout the construction project . All tree inspections were performed from the ground and are limited in scope. Tree and utility locations are approximate and locations of utilities are subject to change.

A handwritten signature in black ink, appearing to read "Nick Wibbenmeyer".

Nick Wibbenmeyer
I.S.A. Certified Arborist
MW 6357A



TREE STUDY
SITE PLAN REVIEW
6-18-2024

PROPERTY LOCATION:437,443 Greenleaf

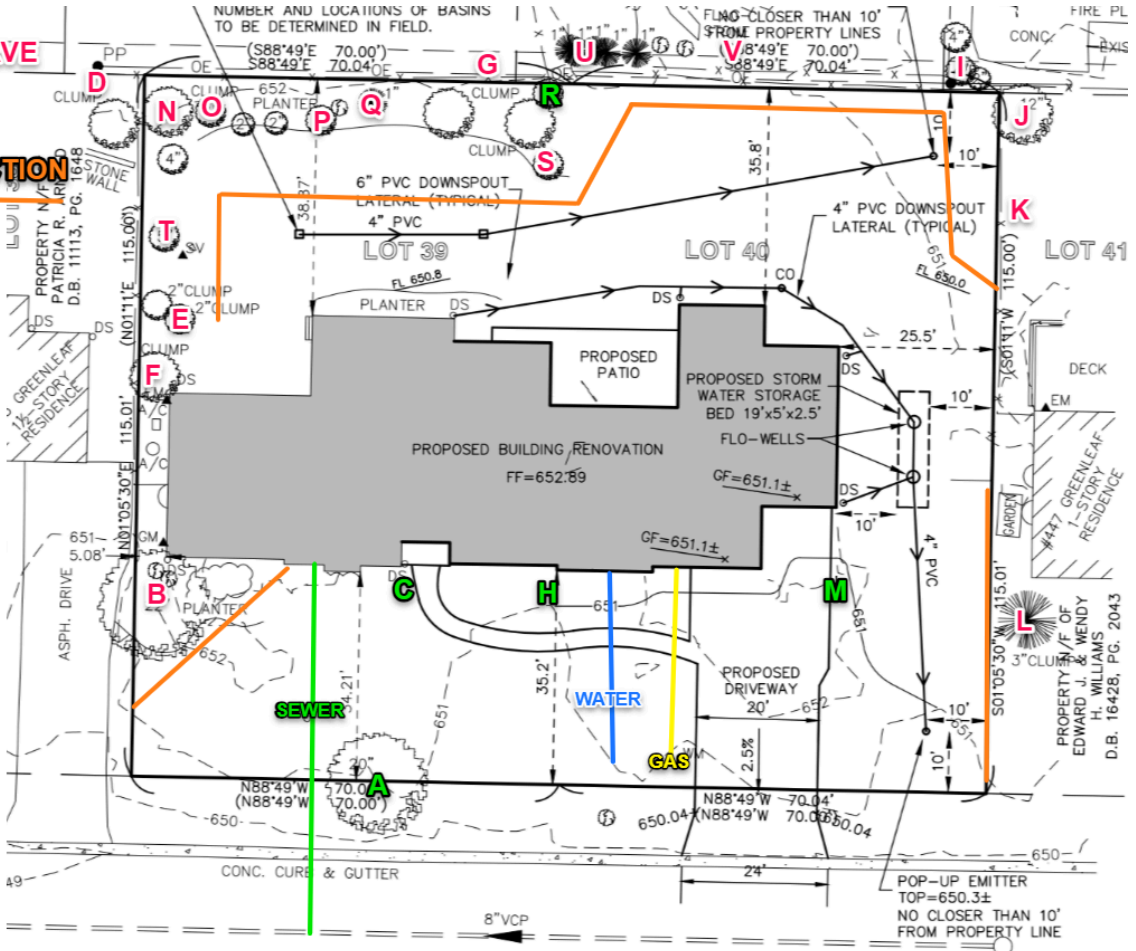
#	TREE SPECIES	D B H	PRESERVE/ TBR/ INSTALL	ADJOINING LOT	COMMENTS	VALUE	PHYS DET %	FUNC OBS %	EXT OBS %	TOTAL CANOPY SQ FT
A	sweet gum	23"	TBR	CITY	girdling roots, heading cuts, branch dieback, deadwood, storm damage DEMO/ UTILITY DESTROY	\$3320	51	70	70	----
B	white pine	28"	PRESERVE		minor storm damage, dead scaffold branches, compartmentalized wounds on trunk	\$6185	69	70	65	1385
C	dogwood	10"	TBR		co-dominant at 3', compartmentalized pruning wounds, major branch dieback	\$700	53	75	70	177
D	viburnum	4x2"	PRESERVE	YES	cluster	cost to replace	70	70	70	----
E	eastern redbud	6"	PRESERVE		lean, deadwood, vertical crack on trunk	\$280	64	75	65	48
F	Arborvitae	8"	PRESERVE		strong central leader minor deadwood	\$495	73	65	65	113
G	arborvitae x2	2"	PRESERVE	YES	2 trees	cost to replace	75	65	70	----
H	American holly	8"	TBR		co-dominant at 6', involved with honeysuckle growth	\$440	65	65	65	113
I	hornbeam	4"	PRESERVE	YES	row perpendicular to lot	cost to replace	66	70	65	----
J	eastern redcedar	12"	PRESERVE	YES	deadwood, trapped under power line, storm damage	\$660	52	70	50	----
K	lilac bush	5x3"	PRESERVE	YES	clusters	cost to replace	64	65	70	----
L	yew bush	5x3"	PRESERVE	YES	multi-trunk, thin top, minor deadwood	cost to replace	70	65	65	----
M	dogwood	6"	TBR		epicormic growth, tip dieback	\$305	69	75	65	48
N	viburnum	10x1"	PRESERVE		Multi-stemmed	cost to replace	67	70	65	----
O	sugar	7"	PRESERVE		girdling roots, co-dominant at 6',	\$410	73	70	65	80

	maple				included bark					
P	bradford pear	8"	PRESERVE		sucker growth, girdling roots, epicormic growth	\$295	71	40	65	113
Q	viburnum	10x2"	PRESERVE		row of flowering viburnums along back fence	cost to replace	68	70	70	----
R	bradford pear	7"	TBR		utility pruned, co-dominant at 6', epicormic growth	\$170	58	40	60	80
S	bradford pear	7"	PRESERVE		epicormic growth, included bark, signs of blight	\$220	69	40	65	80
T	bradford pear	6"	PRESERVE		co-dominant at 8', thin canopy, girdling roots	\$165	65	40	70	48
U	arborvitae x 9	2"	PRESERVE	YES	row in back corner of neighboring property	cost to replace	74	65	70	----
V	dogwood	1"	PRESERVE	YES	strong central leader	cost to replace	78	75	70	----
1	large frontage tree	2.5"	INSTALL							1000
2	large frontage tree	2.5"	INSTALL							1000
3	large frontage tree	2.5"	INSTALL							1000
4	large canopy tree	2.5"	INSTALL							1000

PRESERVE

TBR

TREE PROTECTION FENCE



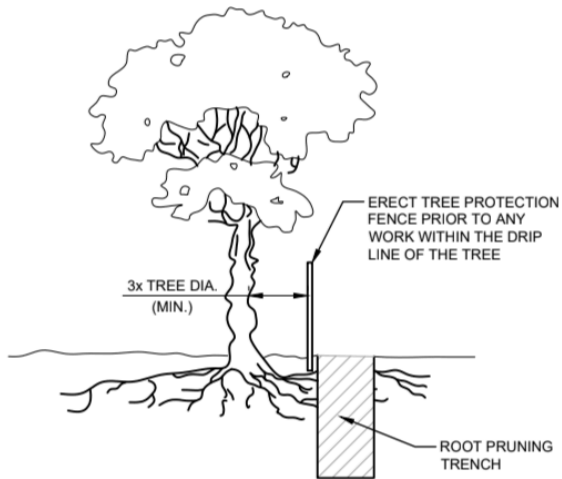
GREENLEAF (50'W) DRIVE

23M2-043S
SAN. MH
T 649.75

**Canopy coverage has been adjusted to reflect shared and overlapping crowns.
 Tree species and install locations are recommendations and can be adjusted as long as the guidelines, set forth by
 Kirkwood's canopy replacement policy, are followed.**

Lot size	16,100 Sq ft @ 35% = 5,635 Sq ft
Current Canopy	2,285 Sq ft 14% Lot Coverage
Canopy Removed	418 Sq ft 18% Current Canopy Removed
Post Demo Canopy	1,867 Sq ft 12% Lot Coverage Remaining
Additional Canopy Required OR REPLACEMENT FEE	3,768 Sq ft = 1,000 sq ft large frontage tree OR \$500 replacement fee 1,000 sq ft large frontage tree OR \$500 replacement fee 1,000 sq ft large frontage tree OR \$500 replacement fee 1,000 sq ft large canopy tree OR \$500 replacement fee

Large = 1,000 sq ft	Medium = 700 Sq ft	Small = 350 sq ft
white oak species	eastern redbud	pawpaw
red oak species	river birch	flowering dogwood
London planetree	sassafras	American plum
sycamore	littleleaf linden	star magnolia
Amur corktree	blackgum	sweetbay magnolia
Japanese zelkova	red horschestnut	Higan cherry
ginkgo	paperbark maple	serviceberry
sugar maple	crimson maple	Japanese maple
black maple	American holly	amur maple
yellow birch	Scots pine	trident maple
American beech	balsam fir	hornbeam
baldcypress	eastern hemlock	mugo pine
tulip poplar	saucer magnolia	bristlecone pine
hackberry	shortleaf pine	blue atlas cedar
black walnut	Colorado spruce	hawthorn
pecan	weeping willow	red buckeye
Kentucky coffeetree	Ohio buckeye	
honeylocust	dawn redwood	
black locust	Douglas fir	
shagbark hickory		
American yellowwood		
southern magnolia		
eastern white pine		
Norway spruce		
American basswood		



NOTES:

1. ROOT PRUNING SHALL BE DONE WHENEVER THERE WILL BE GRADING, CUTTING OR COMPACTION DISTURBANCE UNDERNEATH THE DRIP LINE OF A TREE. PRIOR TO ANY WORK WITHIN DRIP LINE, THE CONTRACTOR SHALL ERECT A TREE PROTECTION FENCE AND CONTACT AN ISA CERTIFIED ARBORIST TO COORDINATE WORK. NO DISTURBANCE SHALL BE DONE WITHIN A DISTANCE OF 3X THE DIAMETER OF THE TREE, DUE TO STABILITY CONCERNS.
2. ROOT PRUNING SHALL BE DONE WITH A SHARP TOOL, IN SUCH A WAY THAT DOES NOT PULL ON THE ROOTS, BUT LEAVES SMOOTH CUTS. DO NOT TEAR ROOTS WITH EXCAVATION EQUIPMENT. IT IS PREFERABLE TO EXPOSE THE ROOTS PRIOR TO ROOT PRUNING. AFTER PRUNING, FILL THE AREA WITH QUALITY TOPSOIL AND WATER UNTIL THOROUGHLY SOAKED.
3. ONCE EXPOSED, ROOTS MUST BE COVERED WITHIN 8 HOURS. IF ROOTS WILL BE LEFT EXPOSED FOR LONGER THAN 8 HOURS, THEY MUST BE KEPT MOIST. ONE OPTION IS TO PUT MOIST BURLAP OVER THE EXPOSED ROOTS.

NOTES (CONT.):

4. ROOT PRUNING SHALL MEET OR EXCEED ANSI A300 OR APPROVED TREE CARE INDUSTRY STANDARDS.

DIGGING PROCESS

1. THE PRUNING TRENCH SHOULD BE CLEARED IN A WAY THAT EXPOSES THE ROOTS WHILE LEAVING THEM INTACT.
 - 1.1. USE HAND TOOLS OR AN AIR KNIFE II) DO NOT USE AN EXCAVATOR, AS THIS WILL PULL ON THE ROOTS AND POSSIBLY DAMAGE THE TRUNK III) IF A ROOT LARGER THAN 2" IS EXPOSED, LEAVE THIS ROOT INTACT AND CONTACT LANDSCAPE SERVICES
 2. ONCE THE ROOTS ARE EXPOSED, USE A SHARP TOOL TO CLEANLY CUT ALL ROOTS WHICH ARE BETWEEN 1-2" DIAMETER, TO THE DEPTH OF THE PROPOSED DISTURBANCE
 - 2.1. APPROPRIATE TOOLS INCLUDE SHARP LOPPING SHEARS, HANDSAWS, A SHARPENED AXE, A ROOT PRUNER GRINDER, A RECIPROCATING SAW AND ANY OTHER SHARP TOOL WHICH LEAVES A CLEAN CUT
 - 2.2. YOU MAY NOT USE A CHAINSAW OR CHAIN TRENCHER TO MAKE THE FINAL CUTS
 - 2.3. ALL ROOTS SHALL BE LEFT WITH A CLEAN, SMOOTH ENDS AND NO RAGGED EDGES
3. POST PRUNING
 - 3.1. TREE ROOTS MUST BE KEPT MOIST. IF ROOTS ENDS WILL BE LEFT EXPOSED FOR MORE THAN 8 HOURS, COVER THE HOLE WITH MOIST BURLAP.
 - 3.2. FILL THE HOLE WITH HIGH QUALITY TOP SOIL, MULCH THE AREA WITH TRIPLE SHREDDED HARDWOOD TO A DEPTH OF 3", AND WATER WELL.