



KIRKWOOD URBAN FORESTRY COMMISSION

MEETING MINUTES

City of Kirkwood

139 S. Kirkwood Road

Kirkwood, MO 63122

April 23, 2024

PRESENT: Mike Hankins (Chair), Chris Molitor, Tanner Craft, Tim Cox, JoAnne Osburn, Shane Staten, John Baker, Joshua Carron-Urban Forester, Staff Liaison

ABSENT: No one

- I. **Call to Order:** Mike Hankins called the meeting to order at 7:00 p.m.
- II. **Secretary Report:** A motion was made by **Tanner Craft** and seconded by **Chris Molitor** to approve the minutes as submitted. Minutes from March 26, 2024, meeting of the Commission were approved unanimously.
- III. **Tree Removal Requests:** None
- IV. **Urban Forester Report:**
 - a. Josh provided a packet of summary information for Commission members covering the City Charter, Sunshine Law, Conflict of Interest, and Robert's Rules of Order.
 - b. Contractors have slowed down with the warmer weather, particularly pruning.
 - c. A fallen large tree and a sizeable limb were removed from City roads.
 - d. Ash removals for 2024 were completed in Zone 1 and will get started in Zone 2.
 - e. Josh is looking for the City's emerald ash borer plan and may create a new one.
 - f. Two shipments of new trees were received.
 - g. Josh encouraged any commission members to ask any questions of him during the time between meetings and he can look into the matter and report back at the next meeting.
 - h. The Arbor Day event and tree plantings went well.
- V. **Activity Reports**
 - a. Junior Tree Keepers Program: No Plans for Summer 2024
 - b. Education and Outreach: N/A
 - c. Award and Grant Submittals:
 - i. Tree City, USA: N/A
 - ii. MDC - Missouri Arbor Award of Excellence: N/A
 - iii. KUFC Advocate Award: N/A
 - iv. Utility Insert Information: Due July Meeting
 1. We decided to have two topics on the insert: 1) drought care of trees/benefits of trees during a drought, and 2) changes in City forestry practices in utility areas and how that has reduced the number and duration of power outages.
 - d. KUFC Annual Report: Due 1/31/2024

- i. Mike will put together the 2023 report with Josh's help so it can be presented to the City Council along with the 2022 report and the presentation of the KUFC Advocate Awards for the past two years. Mike will let the rest of the commission know the date for that event so other commissioners can also attend.
- e. Event Participation:
 - i. Arbor Day 2024: The event went very well. Maybe next year we can rearrange some of the booths and the Missouri Wildflower Nursery to better effect.
 - ii. Cars and Guitars: We decided that our mission may not fit well with this event, but commissioners are encouraged to attend it to get thoughts for potential participation next year.
 - iii. Green Tree Festival:
 - 1. We discussed potentially giving away seedlings of species we want to promote, along with care information.
 - 2. We discussed getting rid of dated written material that we would hand out and getting new materials from the Missouri Department of Conservation. On a related note, Mike will do a rudimentary inventory of all the items KUFC has in storage so we can decide what items to purge.

VI. Old Business:

- a. **KUFC Shirts:** Mike is getting a quote for five shirts of each size and will bring it to the next meeting to discuss.
- b. **Urban Forestry Internship:** Josh is advertising the position and may have the intern work on updating the inventory.

VII. New Business:

- a. **Onboarding Information:** We discussed creating a packet of information to give to every existing and new commissioner to explain the responsibilities of the KUFC and the resources available. Mike will put together a draft to send to Josh and the rest of the commission before the next meeting.
- b. **New Members:** One of our members will be term-limited out soon, so the commissioners were encouraged to think about people they know who may be interested in being a new member.
- c. **Homeowner Care of Planted Trees:** Should the commission create door hangars to explain to future recipients the proper care and watering of the planted trees at future Arbor Day plantings or similar events? Shane said he will work on this and report back at the May meeting.
- d. **Urban Forest Master Plan:** Josh does not think that the plan is online. He is working on getting printed copies for each commissioner and a complete digital copy.

NEXT MEETING: May 28, 2024, at 7:00 p.m.

ADJOURN: Motion to adjourn 8:32 p.m. made by **Tanner Craft** and seconded by **Tim Cox**.

Mike Hankins, Chair _____

Date Approved _____