



KIRKWOOD URBAN FORESTRY COMMISSION

MEETING MINUTES

City of Kirkwood

139 S. Kirkwood Road

Kirkwood, MO 63122

May 28, 2024

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

ABSENT: John Baker, Tanner Craft

- I. **Call to Order:** Mike Hankins called the meeting to order at 7:02 p.m.
- II. **Secretary Report:** A motion was made by JoAnne Osburn and seconded by Chris Molitor to approve the minutes as submitted. Minutes from April 23, 2024, meeting of the Commission were approved unanimously.
- III. **Tree Removal Requests:** None
- IV. **Activity Reports**
 - a. Junior Tree Keepers Program: See New Business
 - 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: Mike will send a request to the Council for the awards to be issued at the August Council meeting.
 - iv. Utility Insert Information: Josh will email the Commission a draft for review by July 1st.
 - 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 2025: This event will likely be on either April 19th or 26th.
 - ii. Cars and Guitars: Commissioners are encouraged to attend this event to see if we may want to participate in it next year.
 - iii. Green Tree Festival:
 1. Seedling order: Josh can put together some species options by the July or August meeting for review. It was agreed that if possible, one of the options should be a smaller tree. Also, local pickup of the trees would be possible if that would help increase the chances of survival.

2. Handout materials: Mike will sort through our written material and recycle the outdated items.

V. Urban Forester Report:

- a. Josh has been fielding lots of questions about the periodic cicada emergence.
- b. There have been a few tree removals in the last month.
- c. The City is planting the last few trees of this season. Josh wants to produce an internal summary of this year's efforts.
- d. Some pruning has been done to address hazards caused by tree damage.
- e. Josh is considering updating the City forest-related webpages and the tree-related GIS layers.
- f. New City computer systems will streamline permit applications which should reduce response times.
- g. We discussed whether the Urban Forester should approve the removal of invasive callery (Bradford) pear trees and ash trees, which are being heavily damaged by the invasive emerald ash borer, without needing to wait for Commission approval. A motion was made by **Shane Staten** and seconded by **JoAnne Osburn** to preapprove the removal of any of those two species. The motion passed unanimously.
- h. The City may or may not add an Assistant Urban Forester position.

VI. Old Business:

- a. **KUFC Shirts:** Mike got a quote is for roughly \$330 for 20 shirts but will get another quote from a different vendor. Josh will report back at the next meeting with the current balance of the Commission's budget.
- b. **Urban Forestry Internship:** Josh interviewed two good candidates recently and is eager to hear their response. The intern will hopefully start the second week of June.
- c. **Homeowner Care of Planted Trees:** The Commission reviewed the draft door hangar and was generally very pleased. It was decided that the City staff should increase readability at the top of the flier and that there should be QR codes on the back for more information.
- d. **Urban Forest Master Plan:** Josh took the plan to a printer and will get two printed copies and a digital copy. The printed copies will be brought to the next meeting.

VII. New Business:

- a. **Junior Tree Keepers Program:** We discussed the feasibility of putting together a week-long program to be run by the Parks Department during Summer 2025. We would need to provide the planning materials to the Parks Department between this year's Greentree Festival and Thanksgiving. No decision was made and we will revisit this issue during the next meeting.

NEXT MEETING: June 25, 2024, at 7:00 p.m.

ADJOURN: Motion to adjourn 8:44 p.m. made by **Shane Staten** and seconded by **Mike Hankins**.

Mike Hankins, Chair _____

Date Approved _____