

**KIRKWOOD URBAN FORESTRY COMMISSION**

**MEETING MINUTES**

**City of Kirkwood**

**139 S. Kirkwood Road**

**Kirkwood, MO 63122**

**September 24, 2024**

**PRESENT:** Mike Hankins (Chair), Tanner Craft, JoAnne Osburn, Brandon Larkin, Shane Staten, Brandon Sly – Urban Forester, David Weidler – Assistant Chief Administrative Officer, Gina Jaksetic – Council Member

**ABSENT:** John Baker, Tim Cox

1. **Call to Order:** Mike Hankins called the meeting to order at 7:02 p.m.
2. **Secretary Report**: A motion was made by **JoAnne Osburn** and seconded by **Brandon Larkin** to approve the minutes as submitted. Minutes from the previous meeting of the Commission were approved unanimously.
3. **David Weidler Introduction:** David will attend this and the next two meetings to assist with the transition to new City staff and with our onboarding discussions.
4. **Onboarding Discussion:** 
   1. We went through the Urban Forest Commission ordinance in detail. We also discussed the timing of our elections for Chair and Vice Chair. It was decided that self-nominations or nominations of others should be asked for at our March meetings so that candidates can officially be nominated at our April meetings and voted on at our May meetings. As a result, the newly elected Chair and Vice Chair can assume their positions at June meetings.
   2. It was agreed that it would be beneficial to create and disseminate a generalized calendar that would include the election timing, award deadlines, and other commission duties.
   3. We discussed some of the other important City documents related to the commission. While the Urban Forest Master Plan was completed in 2022, it has not been approved by the City Council.
5. **Urban Forester Report:** 
   1. District pruning started in the northwestern part of the city.
   2. The forestry intern recently inspected ash trees and 56% have been removed. The number of ash trees that need removal is forecast to exceed the tree removal budget which we discussed. We then talked about the possibility of treatment of ash trees.
   3. Fall planting of roughly 50 trees should start soon with about 30 planned for the Meacham Park neighborhood.
6. **Activity Reports**
   1. KUFC Annual Report / Advocate Award: The Advocate Award presentation will be delayed because the recipient is not available on the originally scheduled day.
7. **Old Business:** 
   1. Greentree 2024/T-Shirts:Our booth was very successful with lots of public engagement. Brandon Sly is looking into the feasibility of germinating some oak saplings to give away next year and will also bring the t-shirts to the next meeting so committee members who did not get one can receive theirs.
   2. Junior Tree Keepers Program: The first subcommittee meeting will take place after the Commission meeting.
   3. Onboarding Discussion: This subject was covered earlier in the meeting.
   4. Care of Planted Trees Door Hangar:We reviewed a draft of the door hangar and really liked it. A few minor wording suggestions were made.
   5. Arbor Day 2025 Tree Order: A motion was made by **Mike Hankins** and seconded by **Tanner Craft** for the Urban Forester to spend up to $300 for species to be chosen by the Urban Forester. An amendment was offered by **Shane Staten** and seconded by **Brandon Larkin** to cap the order at 150 trees. Both the amendment and the motion passed unanimously.
   6. Utility Insert: We discussed a draft insert about proper mulching. The text was very good and we provided some wording suggestions for consideration.
8. **New Business:**
   1. Yearly Signature Tree for Kirkwood’s Tree of the Year: The mayor has requested the creation of a new City board to explore the feasibility and details of selecting an annual recommended tree species for City residents.
   2. Community Development Block Grants: We discussed how these grants can help homeowners remove trees on their private property when they otherwise could not afford to do so.

**NEXT MEETING:** October 22, 2024, at 7:00 p.m.

**ADJOURN:** Motion to adjourn at 8:20 p.m. made by **Brandon Larkin** and seconded by **Tanner Craft**.

Mike Hankins, Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_