



AGENDA

TREE BOARD

REGULAR MEETING
January 17, 2023
5:15 PM
Oakdale City Council Chambers

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. ELECTION OF CHAIR & VICE CHAIR BOARD MEMBERS**
- 5. APPROVAL OF MINUTES**
 - a. June 21, 2022
 - b. September 20, 2022
- 6. TREE BOARD REVIEW**
 - a. **OLD BUSINESS**
 - i. Arbor Day
 1. Tree bags
 2. Date and Times
 3. Tree Selection
 - b. **NEW BUSINESS**
 - i. Spring Planting
 1. Dates & Times
 2. Redo Discovery Center entrance
 3. Growing shade Environmental Justice area
- 7. OTHER**
 - a. Commissioner Updates
 - b. Council Liaison Update(s)
- 8. ADJOURNMENT**

The next regular Tree Board Commission meeting will be held March 21, 2023



TREE BOARD MEMORANDUM

To:	TREE BOARD MEMBERS
From:	LOREN COTA – Environmental Services Superintendent/Staff Liaison
Date:	January 17, 2023
Subject:	Election of Chair & Vice Chair Board Members

AGENDA PLACEMENT #4

BACKGROUND

Electing the chair and vice Chair to the Tree Board is an annual January event. Board members must nominate and elect these positions.

TREE BOARD DIRECTION REQUESTED

Review attached process documentation and submit ballots for each position

Attachment

Election Process for Chair & Vice Chair



PROCESS

Election of Board Chair

Step 1. Nominate candidates for the Chair position. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Board Member _____ for the position of Chair"

Step 2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a second.

"Motion to close nominations for the position of Chair"

Step 3. Election using the ballot provided. Board members write in their choice from those nominated and pass the ballots to staff for tabulating.

Step 4. Staff will announce results.

Step 5. Election of Chair requires a motion and a second.

"Motion to elect Board Member _____ for the position of Chair of the (Board Name) for a period of one (1) calendar year".

Election of Board Vice-chair

Step 1. Nominate candidates for the Vice-chair position. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Board Member _____ for the position of Vice-chair"

Step 2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a second.

"Motion to close nominations for the position of Vice-chair"

Step 3. Election using the ballot provided. Board Members write in their choice from those nominated and pass the ballots to staff for tabulating.

Step 4. Staff will announce results.

Step 5. Election of Vice-chair requires a motion and a second.

*"Motion to elect Board Member _____ for the position of Vice-chair
of the (Board Name) for a period of one (1) calendar year".*

Assumption of the roles of Chair and Vice-chair may commence immediately following the vote.

BALLOT



Election of Tree Board Chair

Please write in your choice for Chair from those nominated tonight:

Chair: _____

Pass your ballot to staff when completed; votes will be tallied and announced immediately following the vote.

BALLOT



Election of Tree Board Vice-Chair

Please write in your choice for Vice-chair from those nominated tonight:

Vice-chair: _____

Pass your ballot to staff when completed; votes will be tallied and announced immediately following the vote.



TREE BOARD MEMORANDUM

To:	TREE BOARD MEMBERS
From:	LOREN COTA – Environmental Services Superintendent/Staff Liaison
Date:	January 17, 2023
Subject:	Approval of June 21, 2022 and September 20, 2022 Meeting Minutes

AGENDA PLACEMENT #5a and #5b

Approval of Minutes

BACKGROUND

Meeting minutes were taken for the June 21st and September 20th 2022 meetings

TREE BOARD DIRECTION REQUESTED

Review and provide recommended change requests or approve meeting minutes.

Attachment

Meeting Minutes_6.21.2022_Final

Meeting Minutes_9.20.2022_Final



MEETING MINUTES

TREE BOARD

REGULAR MEETING
OAKDALE TREE BOARD
City of Oakdale
June 21, 2022

I. CALL TO ORDER

A regular meeting of the Oakdale Tree Board of the City of Oakdale was held Tuesday, June 21, 2022 at the Oakdale City Hall, Oakdale, Minnesota. The meeting was called to order by Dallas Pierson.

II. CALL OF ROLL

Members Present: Cathie Schreifels
Mike Saarela
Dallas Pierson
Nick Kantola
Glen Giacoletto

Members Absent: Marge Sagstetter
Stan Karwoski

Also Present: Loren Cota, City Forester – Tree Board Staff Liaison

Quorum Present: YES NO

III. PLEDGE OF ALLEGIANCE

IV. COUNCIL LIASION UPDATE

Mayor Reinke was present to give the Council Liaison update.

- Arbor Day Tree Give-away that was held was a tremendous success. He gave kudos to Loren and all that helped.
- Council is about to kick into the planning process for 2023. Costs for materials and consumables are continuing to go up. They are grappling with how to be reasonable with the budget they will eventually get to approve.



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- Summerfest - Council is excited to host again on Friday and Saturday June 24th & 25th. A tremendous amount of work goes into this by volunteers as well as the police and fire (and some others that participate in planning and hosting) make the event all worthwhile.
- Final note: Filing – Elections are coming up in November and he is not going to run again for Mayor. He encourages the commission to consider filing and encourage others to do so, for not only the Mayor spot but also open Council spots. Those filings close August 6th.
 - Questions:

- V. Stan Karwaski asked if Mayor Reinke was considering re-election. Reinke's response (in summary) was the years he served as mayor, were phenomenal. He is proud of the projects that were worked on over the years. In addition to the years served as Mayor, he also served 12 years as a Council Member. 18 years is a good amount of time to serve, participate and learn a ton and add to positivizes of the community, therefore, he is not reconsidering.
- VI. Mayor Reinke reiterated that he encourages the Tree Board members to consider running or recruiting people who they think may be a good fit for the position. Loren Cota thanked Mayor Reinke for his years of service and support to public works

VII. APPROVAL OF MINUTES

Glen Giacoletto noted page 2 & 3 of the Tree Preservation ordinance needs revision on the Sections numbers should mirror the city website. He also questioned the formatting of the articles. Especially noting page 3, 22.4 article six, that verbiage is actually the verbiage is for number seven rather than six. Loren stated we can approve as amended or we can hold it over and approve the corrections next time. Dallas stated it is appropriate to vote as corrected.

Stan Karwaski made a motion to approve the amended March 22, 2022 meeting minutes as recommended by Board Member Giacoletto. Glen Giacoletto seconded the motion. Motion passed unanimously.

VIII. OPEN FORUM

No one from the public had any business to bring forth to the board.

IX. OLD BUSINESS

- a. 2022 Spring Planting /Jane Klein Memorial
- i. Spring Planting discussion; good, bad, improvements
- Loren noted he wanted to get the discussion going as he was not able to attend the function. He thought he had it pretty well organized but learned there were a few glitches such as not having all of the plants. Most of what he had heard was that it went well. He asked the board members their opinion of



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how they thought it went. Mike Sarrela inquired if this was the first year they moved from hot dogs to sandwiches? Per Loren, it was. Cathie Schreifels made a comment stating she thought was successful, minus the glitches. Loren stated it was about the same cost. Cathie stated the kids were happier with the sandwiches too. Mike added it was probably a lot simpler for staff. Stan Karwaski commented that Mike and Cathie organized that lunch so they were great. City staff was great as far as the prep or anything that was needed. Master Gardeners were superb. There must have been about eight master gardeners. Students were awesome...we probably had 50 to 60 students. (Cathie noted there were 40 or 38 maybe) Stan stated they worked as hard as 60. They dug a lot of holes. They learned a lot from the master gardeners. Stan let Loren know he appreciated the work he had done to prep for the affair. Loren stated there were 2 volunteer groups, the National Honor Societies of both Tartan and North High. He will try that again in the future. Dallas asked Loren to extend the Tree Boards thanks to the volunteers. Cathie inquired about being notified if some of the kids who were signed up were not going to come. Per Loren...possibly. Sign-up was a Google Doc's form and if he had been here, he could have monitored if anyone took their name off of the list.

- ii. Has anyone heard any movement from Garden Club, City Council, etc?
Overlooked and moved on to next item.

b. Arbor Day 2022/Water Bags

- i. Good, bad, improvements discussion
- ii. Dropping water bag sales for now – Per Loren, it was determined at the last meeting to drop the water bags for now. He would like to (in the future when City Hall calms down a bit) find out if we can have residents order water bags when they sign up for the trees. That will be used to get people to the Master gardeners table to pick it up.

Mike Sarrela noted that when people started backing up, it created a double lane so that endangered the people who were trying to get names but doesn't know a process for alleviate that. Do we just have a second lane? It will take some thought to figure out a smoother process.

Cathie inquired if it could be organized alphabetically rather than by time? Loren made a note of it. Glen Giocoletto added to the conversation by stating the second lane was created to avoid traffic backing up on 15th. He thought the event went pretty well. Loren stated that people showed up outside of their allotted time frame which added to the problem. City Council like the shortened time frame and we will most likely be looking to do that in the future. Loren said they can most likely set up two tents to help minimize the issues.



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Glen asked if Loren knows what the percentages of no-shows were. Loren stated it was higher than normal, estimating it was roughly 25 trees. Glen stated there were people who came back at the end for a second tree if there were any extras. Per Loren, after that, there were approximately 16 trees left. Dallas suggested using walkie-talkies and headphones that are self-contained/voice activated for communication so the two lines could be managed. Two people would manage the lines and one person could be in the tent checking names off.

Mayor Reinke confirmed City Council did appreciate the compressed time frame and encourages the board to seek ways to improve the process without hesitation to do so.

Stan commented that he like the alphabetical process and additionally tablets could be used for checking off the list which would allow 2 people to access one document at the same time updating in real-time which eliminates the possibility of people getting two trees and some who registered get none; as has happened in the past

Stan asked Loren if he found places to plant the extra trees. Loren stated Yes, everything is planted and he always orders 10 extra trees of each type as part of his reforestation plan so if someone signed up for a tree and didn't get it, he is prepared to give them one.

Cathie noted that when she said, "Alphabetical", she meant just for the list. Loren stated he did have two lists, one was alphabetical in case some people didn't show up at their assigned time, which there were a number of. Mike asked if in past years, people were better at coming at their assigned times? Per Loren, previously, there were a handful people who didn't but this year (possibly due to weather) there were several.

- c. Emerald Ash Borer (EAB) Removal Update (City Forester)
 - i. Trees Removed (City/Contractor)
 - ii. Stump grinding (Contractor)
 - iii. Replacement Tree planting

Loren stated that he hadn't updated the board previously with numbers for the above listed items but we are into the EAB grant program now. He sent his crew out this winter to get a good start on inventory and started removal. From the inventory list, they found the trees they weren't comfortable removing as they were near power lines and they lacked the proper equipment. They generated the contracted list from that which was approximately 30 trees. This information needs to be approved by Council which didn't happen in time for the contractor to remove them before the EAB window closed this spring. The contractor will start removing trees on that list this fall. The contract was awarded to Kamco Tree. They are a local company here in Oakdale. Haven's Stump Removal was awarded the Stump Removal Contract. A list will be provided to Havens of the stumps that need to be ground. Over 100 trees



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were cut down. Not all were included in the grant program. For instance, there was a lot of scrub ash in the Sun Burrow neighborhood and right of way. The DNR has certain requirements to plant tree for tree at a certain size and a lot of smaller less expensive (3 foot, bare root) trees were purchased to plant in the Sun Burrow areas. There were a lot of small trees taken down there. We are not hurting the canopy cover there. These were all edge trees that were tiny and so those were not included in the grant. Overall approximately 50 trees were removed in the grant program and then there is the 30 for the contractor that they will do this fall. There are approximately 350 boulevard trees left that we'll be removing before the end of next June to try to get them into the grant. This year gave me a good idea of how much my crew can remove and what I'm going to have to send out to the contractor to get them all done. Loren hasn't exactly figured out if he can get it all done with the \$100,000 the DNR is going to give. It will be close and what doesn't get done, the PW crew will cut them next winter.

Dallas posed a question pertaining to the treatment program, inquiring on where citizens can go to get into the tree program for their own trees?

Loren's reply was you need to be an Oakdale resident. There is a fee. He believes it is \$6.70 per diameter inch at 4 ½ feet high to treat an Ash Borer through Rainbow Tree Care. Being as the city uses this company to tree city owned trees, Rainbow is extending a discount to Oakdale residents which is the least expensive that Loren has found. He does encourage residents to get bids though. Contractors need to be licensed with the City of Oakdale if they do work in the City. There is a list of licensed tree contractors on the city website. There is a link on our website under the Forestry Department for the licensed tree contractors ([Tree-Service-Companies-Licensed-to-Work-in-Oakdale-PDF](#))

Dallas inquired about the window of opportunity to have that done. Loren stated you should have it done now as your tree may already be too far gone to be treated. The amount of activity of in the city is increasing rapidly and we have emerald ash borer throughout the whole city, if you see a tree in your yard that is declining rapidly, most likely Emerald Ash Borer is the reason why. Deciduous tree, conifers are a different story but if it's a deciduous tree there's a good chance it is emerald ash borer that's making it in decline. Loren offered to be called if someone has a concern about their tree and he would be happy to come out to look at it.

Stan commented that he is really starting to see the Emerald Ash Borer hit this summer compared to other summers. There is a company on Helmo that was several trees on their campus that are dead. It is just a shame.

X. NEW BUSINESS

- a. 2022 Fall Buckthorn removal scheduling and site location discussion



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Loren stated he is open to going back to where buckthorn was previously removed to remove the regrowth but stated he would like to work on seed sources which is the big mature buckthorn located at the north end of the park. Loren referred to a presentation slide with an area highlighted stated the area is a bit inaccessible and people don't go there but it is a seed source for the rest of the park so he would like to go there to start working. There were two other areas highlighted on the slide that are on Hadley Ave. This area has some really nice Oak Trees that Loren would like to save and removing the buckthorn will help. Loren had contacted the homeowner who's is property would be the access point to discuss and the homeowner said he would be happy to have them out. Rain Tree is the townhome situated north of there. Loren hadn't yet contacted them but there is plenty of access through there as well and he doesn't think it will be an issue once he contacts them to walk through their property. Loren stated they would park at the Discovery Center and walk to the locations.

Loren proposed October 15th as they typically do this in the middle of October but was open to the board members suggestions. Loren added that he will not be able to talk to the schools for recruiting volunteers until school is back in session, Stan stated he thinks October 15th is good and asked Loren to check with the schools when able to confirm there isn't a conflict with this date. Cathie noted MEA is October 22nd so that weekend is out for consideration.

b. 2023 Spring planting site location discussion

Loren doesn't have anything that *has* to get done. There are a couple of areas in Oakdale Park that are pretty bare. There is a memorial Oak tree that was moved from the Veteran's memorial. It is a raised rock bed that's mulched, has an oak tree with nothing underneath it. Loren is thinking they could make a nice native planting under that. There is another raised rock garden planting by there as well that is a little thin. Loren thinks they could redo that into some kind of native planting but is open to suggestions to where it goes. Loren added he would like to redo something rather than adding something because we just don't have the staff to maintain everything. Loren would like to incorporate native plantings as they are better for the environment and also require less maintenance.

XI. OTHER – COMMUNICATIONS & MISCELLANEOUS ITEMS

a. New applicant update

Loren stated Mike Bender has put in his application for potential tree board membership and is present for today's meeting. Loren will be interviewing him to make sure that he is eligible before presenting to City Council. Loren said that Mike seems to be more than qualified and thinks he will be a good addition.



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XII. NEXT MEETING AGENDA ITEMS

Loren doesn't have anything in mind at this time for the next meeting agenda. He stated if the board doesn't have anything they would like on the agenda, the topics will come from him. Dallas said they'd probably get clearer on the fall buckthorn removal by then. Loren made note to add it to the next meeting's agenda.

XIII. ADJOURNMENT

A MOTION WAS MADE BY STAN KARWASKI AND SECONDED BY CATHIE SCHREIFELS TO ADJOURN THE REGULAR MEETING OF THE TREE BOARD AT 5:46 P.M.

5 Ayes

0 Abstain

0 Nays

Respectfully submitted,

Lisa Ritchie, Recorder of the meeting minutes

Link to YouTube recording of the **June 21, 2022** Tree Board Meeting:

[Oakdale Tree Board Meeting - June 21, 2022 - YouTube](#)