

**Berkley Tree Board  
Meeting Minutes  
Monday, September 13, 2021**

**Present:** D. Hennen, D. Schueller, K. Karlis, L. Fritsch, T. Losey, B. Lathrop, S. Sekora, M. Grassa, M. Leneway, S. Bard

**Absent:** K. Criscenti

**Additional visitors:** None

**Meeting was called to order at 7:02 p.m.**

**Review and Approval of Meeting Minutes** – July 12, 2021 meeting minutes reviewed and approved. (Some revisions submitted by S. Bard)

**Review and Approval of Agenda** – K. Karlis presented agenda and members approved as proposed.

**Public Comments-** none

**Oxford Park Tree Update** – K. Karlis shared that Theresa McArleton met with her Staff to review the Tree Board’s recommendation for trees to be planted in Oxford Park. Most of the recommendations were accepted as proposed. But there were some concerns that a few of the larger tree species may encroach too much in the open spaces for activities or line of sight from the bleachers, so some of these trees may either be moved or smaller tree species may be substituted. The American Hornbeam will also have to be moved as the recommended location was too close to the restroom facility where a pavilion is planned. Theresa will work with Derrick and Shawn to begin purchase of the trees in the Fall and will keep the Tree Board updated. Derrick will advise the board of the final selections

**Volunteers to Assess Health of Recently Planted Street Trees** – D. Hennen suggested that it may be helpful for the Tree Board to assess the health of recently planted trees to assure sick or dying trees are identified while the trees are still under warranty so the proper steps can be taken with Marine City Nursery to replace them.

Last week, Derrick confirmed that Janis has already evaluated all of the trees this year and is providing the information to Marine City Nursery so they can replace any identified sick or dying trees per the warranty. Newly planted trees that are sick/dying and under warranty will be replaced in the same location as the previous tree. Marine City (Courtney) has said some trees may be looked at for a couple years to ensure survival, but if they don't survive they will honor the warranty. DPW tracks the information on street trees and work orders, etc.

However, with the number of trees to be planted this Fall doubling, the DPW may need our help next year.

**Update from DPW** – D. Schueller said DPW received about 400 written requests for street trees this year. We are full for this year and next year as DPW/budget can accommodate planting about 200 per year. We may be able to plant some additional (beyond the 200) this year from grant monies awarded. This may be a spring planting. Discussion about tree care responsibilities and possible commitment levels.

Sidewalk replacement program update: Hold on sidewalk program while the second party tree removal evaluation was being conducted. Now that this has been completed, and Hart is done with removals, we will see the sidewalk contractors return in a few weeks to complete the work. There were about 80 trees removed with 600 locations. Similar numbers to last year. D. Schueller will update us at the next meeting with the total number of public trees removed in the city.

Discussion of the grant money trees and how this will require extra work and tracking by DPW staff.

S. Bard suggested consideration of a future monetary donation for street trees to help incentivize residents to care for the trees properly. Discussion ensued. D. Hennen suggested telling residents the actual “cost” of the free trees (labor, etc). B. Penkala suggested the possibility of an application fee.

**Grant Information** – D. Schueller said we have received the Oak Stem 1:1 matching grant of approximately \$13,000-14,000. This is a new county grant aimed at stormwater prevention through tree planting. This may be a recurring grant. M. Grassa suggested we convey to residents the importance of trees in mitigating stormwater issues. K. Karlis mentioned we will include this information in our future community outreach efforts.

- **Tree Board Communication Plan** – K. Karlis provided an update on the Tree Board Communication plan. We are hoping to have a bi-monthly update with informational topics. T. Losey and D. Hennen will assist in these efforts moving forward.
  - K. Karlis shared the information published in the City’s September Newsletter regarding the money being received from the DTE Energy Foundation Grant. The city was awarded \$4000, the maximum amount which will allow for additional trees to be planted during our annual Fall Tree Planting Program.
  - T. Losey, who is managing our Tree Board Facebook Group, asked the members of the board to engage with the tree board facebook page regularly. This will help us be seen more frequently due to Facebook's algorithms.
  - K. Karlis shared an example used by Code Enforcement to notify residents of violation of Ordinance 130-41 (k). The board agreed that this seems sufficient as it is and no additional information is necessary.
  - K. Karlis shared the “Tree Maintenance Checklist” provided to residents receiving street trees during the Fall Tree Planting Program. Discussion about some additional items that should be

included or revised. D. Schueller said that he would make some adjustments based on that.

He will forward the updated document to K. Karlis for review prior to our next meeting,

- **Visioning Workshop Update** – K. Karlis shared the information received from Dan Hill for the Tree Board Workshop held August 16, facilitated by Dan and Torri Mathes. The Workshop was well attended by the Tree Board. The Board reviewed our mission and vision statements that resulted from the workshop. Kathy asked if the Tree Board had any feedback that they would like to share. T. Losey asked for answers about our questions surrounding the monies being collected by the building department for trees from the new builds and the availability of those funds for the Tree Board. Also wondered if we could find out from the building department if builders are submitting site plans prior to clearing the lots, or if the lots are cleared first and then a site plan is submitted. K. Karlis said she would be in contact with D. Hill with our questions and some concerns. S. Bard added that we should make sure our vision statement includes our goals to increase our urban canopy. Board agreed that outlining the importance of species diversity is also paramount.
- **Update on Tribute Trees** B. Penkala provided the board with an update on the tribute tree program. M. Lenaway and Maybelle Fraser have agreed to help him drive around and locate, identify and record about a dozen tribute trees in question. He asked for some suggestions to help locate the donors for clarification. Suggestions to identify yourself as a board volunteer and perhaps reach out through facebook. D. Schueller mentioned we need to solidify our plaques/records for tribute trees moving forward. D. Hennen suggested this may be something that the facilities manager position could handle. B. Penkala mentioned that upkeep for the tribute trees is the responsibility of the donor, not the city, and how there is often confusion surrounding that. He will address any issues such as stakes/tape etc when he does the tribute tree identification.
- **Future Meeting Minutes** – No one volunteered to do the minutes at the next meeting. K. Karlis said she would reach out to members via email to determine.

**Meeting adjourned at 8:03 p.m.**

**Next meeting is scheduled Nov. 8, 2021.**