



**Urban Forestry Commission Meeting**  
**Monday, October 10, 2024 – 4:30 PM**  
**Cravath Lakefront Room**  
**312 W. Whitewater Street**  
**Whitewater, WI 53190**  
Hybrid Meeting

**Meeting Minutes**

**1. Call to Order and Roll Call**

Present: Bill Chandler, Josh Kapfer, Kerry Katovich, Sherry Stanek, Carol McCormick, Brienne Brown

Absent: Ryan Tevis, Nick Alt

Staff: Brian Neumeister, Kevin Boehm

Guests: None

Meeting called to order at 4:30 by Chandler

**2. Approval of Agenda**

Motioned for approval by Brown. Seconded by McCormick. Ayes: Chandler, Kapfer, Katovich, Stanek, McCormick, Brown. Nays: None

**3. Approval of Minutes from March 25, 2024**

Motioned for approval by Brown. Seconded by Stanek. Ayes: Chandler, Kapfer, Katovich, Stanek, McCormick. Nays: None

**4. Hearing of Citizen Comments**

No Comments

**5. Election of New Treasurer**

Motioned by McCormick to appoint Stanek as treasurer. Seconded by Brown. Ayes: Kapfer, Katovich, McCormick, Brown, Chandler. Nays: None.

**6. Treasurers Report**

- a. **Treasurers report.** No report was given. Stanek will provide a report at the next meeting after reviewing the account information provided to her at this meeting.
- b. **Discussion and possible action on segregated funds between City and Urban Forestry Commission.** Discussion was had on how the city would like the banking to be done. If it is going to be linked to the City as it currently is, it will have to be subject to annual auditing. It can be overseen by the city, the money cannot be spent without the approval of the commission and would only be spent on items that fall under the

purview of the commission. Trees, Purple Martin, Starin Park Arboretum, etc. It was unanimously decided to table to the next meeting after Stanek has had time to interact with the City Finance Department to gather more information.

#### 7. Staff Report

1. Update on spring 2025 Tree Order. Neumeister provided the purchase order to the commission for the trees that were ordered for the city spring tree planting in 2025. Streets and Parks staff have been working on tree removals and pruning throughout the city.

#### 8. Considerations/Discussions/Reports

- a. **Discussion and recommendations to Finance Committee on the Proposed Framework for Improving Public Participation.** Boehm gave a brief overview of the proposals from the Finance Committees recommendations on public participation at council, committee and commission meetings. Discussion was had that this commission has no opinion either way on the recommendations brought forward.
- b. **Discussion regarding small shrubs for landscape guidelines.** Discussion was had on why this list is important, no decision was made.

#### 9. Tree City

- a. **How is funding going to be secured on a continual basis for the future?** Motioned to be tabled until Alt is present by McCormick, Seconded by Chandler. Ayes: Chandler, Kapfer, Stanek, Katovich, McCormick, Brown. Nays: None.
- b. **Discussion and possible action regarding amount to spend on 2025 Tree Sale.** Motioned to table until Alt is present by Stanek. Seconded by Katovich. Ayes: McCormick, Brown, Stanek, Katovich, Kapfer, Chandler. Nays: None

#### 10. Bird City

- a. **Update on Purple Martin House solicitation.** Discussion was held and it was decided to wait until the need increases.

#### 11. Future Agenda Items

- a. None

#### 12. Adjournment

- a. Motioned by McCormick to adjourn at 5:11 PM. Seconded by Brown. Ayes: Chandler, Brown, Kapfer, Katovich, Staneck. Nays: None

Respectfully Submitted,

*Kevin Boehm*  
Kevin Boehm