



**Urban Forestry Commission Meeting  
Monday, September 23, 2024 – 5:30 PM  
Cravath Lakefront Room  
312 W. Whitewater Street  
Whitewater, WI 53190  
Hybrid Meeting**

### **Meeting Minutes**

#### **Call to Order and Roll Call**

Present: Bill Chandler, Nick Alt, Brienne Brown, Carol McCormick, Josh Kapfer, Kerry Katovich

Absent: Ryan Tevis, Sherry Stanek

Staff: Andrew Beckman, Kevin Boehm

Guests: None

Meeting called to order at 4:34 by Alt

#### **Authorization to hold Urban Forestry Meeting due to lack of publication on City website.**

Moved by McCormick, Seconded by Katovich. Ayes: Chandler, Alt, McCormick, Katovich, Kapfer.

#### **Approval of Agenda**

Moved to approve by McCormick, Seconded by Kapfer. Ayes: Chandler, Alt, McCormick, Kapfer, Katovich. Nays: None.

#### **Consent Agenda**

##### **1. Approval of Minutes from August 26, 2024**

Motioned by McCormick, seconded by Chandler to approve. Ayes: Chandler, Kapfer, Alt, McCormick. Abstain: Katovich Nays: None

#### **Hearing of Citizen Comments**

None

#### **Open Meeting Laws Training**

Members watched the training video as a group.

#### **Election of New Treasurer**

- 2.** Motioned by McCormick, seconded by Chandler to table the discussion of treasurer until the October meeting. Ayes: Alt, Kapfer, Katovich, Chandler, McCormick. Nays: None.

**3. Discussion and possible action segregated funds between City and Urban Forestry Commission.**

Motioned by McCormick seconded by Kapfer to table this discussion until the October meeting. Ayes: Chandler, Katovich, Kapfer, McCormick, Alt. Nays: None.

**Staff Report**

**1. Report on 2024 Construction Trees.**

Beckman ordered 25 trees from Johnson Nursery for tree replacement of trees removed during road construction in 2024.

**2. Report on spring planting order.**

Beckman will present the purchase order at the October meeting.

**Tree City**

**5. Discussion and possible action on approving City recommended tree list.**

Beckman presented an updated list of trees approved by the City Forester. Motioned by Chandler, seconded by McCormick to approve the list as presented. Ayes: McCormick, Alt, Kapfer, Katovich, Chandler. Nays: None

**6. Discussion regarding the upkeep of the Arboretum.**

Alt provided a list of tasks for upkeep of the packet. Discussion was had on the items a, b, and c, from the list below. Alt provided a print out that listed upkeep items and further discussion was had on items to be added or removed. (Attached below). Motioned by McCormick and seconded by Katovich to approve the Arboretum Upkeep list as it is presented with the option to change as the Arboretum changes in the future. Ayes: Kapfer, Katovich, Alt, McCormick Chandler. Nays: None

**a. Descriptions of the tasks that need to be completed**

**b. What part of this is to be cared for by the city.**

**c. What part is to be cared for by a group of volunteers created for this purpose.**

**d. How is funding going to be secured on a continual basis for the future?**

Motioned by McCormick and seconded by Kapfer to table until October meeting. Ayes: Katovich, Alt, Chandler, McCormick, Kapfer. Nays: None

**Future Agenda Items**

**a.** Update the tree, plants, shrubs, grasses for landscaping plans

**b.** Brochure about tree planting in the city

**c.** Century Tree use of wood having a special meeting with the Landmarks Commission.

**d.** Discussion on amount to spend on the tree sale.

**e.** Update on Purple Martin House solicitation.

**Adjournment**

**f.** Moved to adjourn by McCormick, seconded by Chandler. Adjourned at 6:38 PM.

Respectfully Submitted,

## Arboretum Upkeep

What is to be completed by the city:

- Large limb pruning
- Treat weeds, invasive species with chemicals
- Supply mulch
- Remove dead or fallen trees
- Remove stumps

What is to be completed by volunteers:

- Remove weeds from mulch areas
- Replace dead shrubs and trees
- Structural pruning of trees and shrubs
- Add mulch
- Plan new plantings and beds
- Plant flower beds
- Water new plants and trees
- Develop signage mounts for identification purposes and maintain signage

Ideas for funding on a continual basis for the future:

- Grants
- Donations
- Endowments
- Donations towards specific projects
- Funding portal with marketing for the cause.