

MINUTES OF THE SUNSET HILLS

URBAN FORESTRY COMMISSION

WEDNESDAY, MARCH 2, 2016

The City of Sunset Hills Urban Forestry Commission met at the Community Center, 3915 S. Lindbergh Blvd., in said City on Wednesday, March 2, 2016. The meeting convened at 7:05 p.m.

ROLL CALL

Present:	Joel Malke	-Chairman
	Blake Harris	-Member
	Donna Ernst	-Member
	Brad Saylor	-Technical Support
	Gerald Brown	-Director of Parks and Recreation

Absent:	Claudia Svoboda	-Member
	Scott McKye	-Member

APPROVAL OF MINUTES

Copies of the Minutes of the October 5, 2015 meeting were distributed to the members for their review. Alderman Ernst made a motion to accept the Minutes as submitted. Mr. Harris seconded the motion, and it was unanimously approved.

NEW BUSINESS

Change Software system from Tree Keeper to GIS Software

Mr. Brown proposed changing from using Tree Keeper Software to an existing system we currently utilize for the Public Works Department for streets, signs, etc. Mr. Brown explained that they have started to input information on playground sites and thought it would be a perfect system for our tree inventory. The price is free compared to the \$4,000 we spend annually on the tree keeper software and it is more user- friendly and readily available for more departments to retrieve the information. Mr. Brown showed a few reports/maps that the system can do and recommend that we start to utilize this software in the future. Mr. Harris made a motion to start to move data to GIS software and to provide a report in the next six months how things are going. Mr. Malke seconded; unanimously approved.

Possibility of creating a Urban Forestry Position for 2017

Mr. Brown submitted a job description and defined the position for possibly funding in 2017 – Urban Forestry Position. The employee would answer to the superintendent of parks and also have other responsibilities within the park system. Alderman Ernst reported that there are a few dead trees at the end of Mentz Hill and asked if this would be the point of contact for issues such as this. Mr. Brown reported that these issues should be reported to Mr. Reed with the Public Works Department and that Mr. Reed would utilize the staff if needed.

Flood Damage to trees

Mr. Saylor gave a report of the trees damaged from the flood along the Meramec River. Mr. Saylor reported that we lost approximately 25 -30 trees and will also have to do some work on approximately 25 -30 trees. He suggested replanting in a few areas to help bring back variety of specie for future years

NON-AGENDA ITEMS

Mr. Brown reported that the City received the honor of Tree City USA and will receive its 3rd year in a row Growth award.

NEXT MEETING

The next meeting - TBD

ADJOURNMENT

Mr. Harris made a motion to adjourn at 7:50 pm. Alderman Ernst seconded the motion, and it was unanimously approved.

Recording Secretary

Gerald Brown

CITY OF SUNSET HILLS, MISSOURI

POSITION TITLE: Urban Forestry Supervisor
DEPARTMENT: Parks and Recreation
SUPERVISOR: Superintendent of Parks

Principle Duties and Responsibilities

The Urban Forestry Supervisor reports to the Superintendent of Parks and is a working supervisor responsible for the tree maintenance functions within the City's parks, recreation facilities and beautification areas.

- ◆ *Supervises the city's street tree and park tree inventory's.*
- ◆ *Supervises and coordinates tree inspection activities and contracted forestry work (planting, safety, trimming, removal and replacements), prepares bid distribution to contractors for proposals, reviews bids/proposals and makes suggestion to supervisor for approval.*
- ◆ *Supervise and coordinates the removal of non-natives throughout the park systems.*
- ◆ *Coordinates with the Public Works department for street trees.*
- ◆ *Maintains the software system for evaluation of trees (tree keeper/GIS)*
- ◆ *Plans, organizes, implements and maintains various types of landscapes within the City. Areas include but are not limited to traditional perennial and annual plantings, large native grass lands, wildflower areas and wetland locations;*
- ◆ *Oversees and operates moderately heavy landscape equipment including tractors, earth tillers, landscape rakes and blades, augers and skid loaders;*
- ◆ *Oversees and performs a wide range of duties such as the plantings of trees, shrubs, and ground covers;*
- ◆ *Assists in the oversight, hiring and training of maintenance staff;*
- ◆ *Assists in the preparation and administration of the annual operating budget;*
- ◆ *Assists in the establishment and evaluation of long-range goals, objectives, regulations, and procedures;*
- ◆ *Meets with the Urban Forestry Commission 4-8 times a year, responsible for agenda and minutes.*
- ◆ *Coordinates safety seminars on proper tree removal/plantings, etc.*
- ◆ *Assist the Parks & Recreation Department maintenance staff twice a week with other responsibilities of the city.*
- ◆ *Assists other divisions and departments during emergencies and is on-call to respond;*
- ◆ *Performs other duties as assigned.*