



Tree Board of Peculiar

Meeting Agenda – March 24, 2014, 5:30 p.m.

City Hall Council Chambers – 250 S. Main Street

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Consideration of Agenda and Minutes
- 5) Old Business
 - A) Meeting Schedule
 - B) By Laws
 - C) Tree Planting Project
- 6) New Business
 - A) Arbor Day Event
- 7) Other Business
 - A) Peculiar Trees
 - B) Memorial Tree Program
 - C) Training (planting / pruning)
 - D) Member Recruitment
- 8) Adjournment



Tree Board of Peculiar

Meeting Minutes – December 17, 2013, 5:30 p.m.
City Hall Council Chambers – 250 S. Main Street

- 1) Call to Order
5:36pm by Parks Director Musteen
- 2) Pledge of Allegiance
- 3) Roll Call

Appointed Members Present	Staff Representation Present
Andrew Boston	Nathan Musteen
Brian Boyd	
- 4) Old Business – None
- 5) New Business
 - A) Meeting Schedule (monthly or quarterly) / day & time of the week
 - i) To meet Tree City USA standards, staff recommends an every other month meeting schedule and then move to a quarterly schedule once the initial projects are underway
 - ii) A meeting time of 5:30pm on the 3rd Tuesday of every other month, the next meeting being in February 2014
 - B) Review of Official Tree Board Duties
 - i) Park Director Musteen reviewed Tree Board By-Laws other towns of our size and population that have obtained the Tree City USA status and adapted them to draft the Peculiar Tree Board By-Laws that include the duties of the board as directed by the tree maintenance ordinance.
 - ii) No vote is necessary in order to allow other members not present to review the by-laws.
 - iii) A review of the By-Laws were read through and discussed. Director Musteen volunteered to do the minutes for each meeting as the meetings are recorded anyway. Director Musteen recommended that an appointed member of the board be the Tree Board President and not staff.
 - C) Tree Planting Project
 - i) Director Musteen passed out a tree planting project plan for this spring. 125 tree saplings have been ordered from the Missouri Department of Conservation. The map indicates the trail built from the charity run in November and the connectors via mowing to connect the entire trail system. Practice soccer fields and parking lot fencing is discussed as a temporary plan at 66 Acre Park.

Along Shari Drive, there is a portion designated for the tree planting project. The planting project is a 3 fold process. 1) it gives a project to include in our Tree City USA application. 2) we start a nursery of species that we can plant in that location knowing that they all will not survive and 3) we can transplant them as they grow into specifically marked locations for a future buffer zone between the park and Shari Drive.

The idea is that the project become something that trail and park users can enjoy and we can sign the project indicating the Peculiar Tree Board sponsored or planted this nursery. Member Boston indicated that he liked the location. Director Musteen said he chose the location based on the Park Master Plan from several years ago and this location would not affect the master plan. Member Boston asked about funding the project. Director Musteen talked about the tree and park beautification line item in the budget for such projects and the tree board.

Further details of tree planting specifications, security of the project, the trail and project details were discussed.



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The upcoming Arbor Day event at Shull Elementary was discussed and more details of how to enhance that event using tree saplings from the Missouri Department of Conservation.

D) Peculiar Trees

- i) Director Musteen introduced a program called “Peculiar Trees”. This is a program in which residents can submit a picture of a “Peculiar” tree along with some historical information. Residents submit their information to the Parks Department, the Tree Board reviews it and if selected, the tree owner receives a certificate from the Tree Board and a picture of their tree is posted on a specific webpage on the City website. There is potential to publish the story in the local newspapers much like Belton’s Champion Trees.
- ii) Director Musteen will begin looking for unique trees to begin posting, possibly the Mayor’s Christmas tree. Discussion ensued...

E) Discussion for upcoming topics & trainings

i) Tree City USA – 2014 Application

- (1) Director Musteen reminded members that we have been discussing the Tree City USA for the past year. We have all standards in place, but we need to have some time and scheduled meetings in place prior to applying this fall. We passed the tree maintenance code last July. We have \$2500 budgeted in the Park Fund for the Community Forestry program/budget along with any additional tree work and a portion of Director Musteen’s salary as an arborist. We did an Arbor Day observance event last year and plan to do another similar event. Discussion continued on the Arbor Day event.

ii) Memorial Tree Program

- (1) Director Musteen presented the idea of a Memorial Tree Program and that this is a program in which he has been tasked as one of his yearly goals by the Mayor. Members discussed the details of a similar program he began in Raymore.
- (2) Programs specifics such as locations, parks, sizes and guarantees were discussed.
- (3) Director Musteen will bring this idea to a future meeting for further discussion.

6) Other Business

Director Musteen mentioned that the Mayor would be interested in selecting an official City Tree. This would be something to discuss at a future meeting. Members discussed the idea of selecting an “odd” species. Director Musteen mentioned that we would bring recommendations to the Board of Alderman for an official vote.

Another idea for a future event would be some training on pruning and tree care. Director Musteen mentioned the idea of bringing in a tree professional who trains tree boards. This type of training is purchased but worth the money.

Director Musteen said that he would send out a packet before the next meeting reminding members to review the by-laws. The “Peculiar Trees” program would be implemented and for members to send any ideas or pictures if they have any.

7) Adjournment –

- A) A motion by Director Musteen to adjourn was seconded by Member Boston.
- B) Voice vote by all in attendance was unanimous.
- C) Meeting was officially adjourned at 6:13pm



Peculiar Tree Board

MEMORANDUM

To: Tree Board
From: Nathan Musteen
Date: March 24, 2014
Agenda Item: 5-B
Subject: By-Laws

BACKGROUND

In December of 2013, the Tree Board reviewed a document with proposed By-Laws. It was stated that we would review these by-laws and bring back to the next meeting when all members are present.

In Chapter 126: Tree Maintenance Code, it is not required that the Tree Board establish By-Laws in which to govern itself. However, in efforts to effectively operate and conduct business, staff feels that a basic document will increase efficiency and bring professionalism to the board.

- Step 1) Tree Board reviews the By-Laws in March
 - Step 2) Staff has City Legal review for compliance with the Municipal Code
 - Step 3) Present to the Board of Alderman for review and discussion
-

ACTION ITEM

Review and make any changes discussed.



Tree Board By-Laws

Article I – Members/Officers

A) Members

1. The Peculiar Tree Board exists under the jurisdiction of the Peculiar Park Board and shall be a sub-committee of said board.
2. The Tree Board shall consist of three (3) or more individuals serving on the Park Board (whose members are appointed by the Mayor)
3. The Tree Board shall consist of two (2) at-large members appointed by the Mayor.
4. The City shall have no more than two (2) representatives, (the City Arborist and the Parks & Recreation Director or his/her designee), serving on the Tree Board.
5. The Tree Board shall be limited to no more than five (5) total members and two (2) City Staff Representatives as defined above.
6. Term Limits for the “At Large” seats appointed by the Mayor shall be three (3) years from the time of appointment. Term Limits for the appointed members of the Park Board shall fall within the limits of their Park Board appointments as established by the Mayor.

B) Officers

1. The Tree Board shall organize and elect its own officers; Chairman and Secretary
2. The chairman shall preside at all meetings of the City Tree Board and shall decide all points of order or procedures; and shall also certify plans and transmit reports and recommendations of the Tree Board on to the Mayor and/or the Peculiar Board of Alderman.
3. The secretary shall assume the duties when the chairman is absent. If all officers are absent, the City Arborist shall assume duties as necessary.

Article II - Meetings

1. The meetings of the Peculiar Tree Board will be held as necessary and scheduled by the Tree Board.
2. Special meetings may be requested by the Mayor and Board of Alderman or the Peculiar Park Board as necessary to consider, investigate, make findings of, report and recommend any special matter of question within the scope of its work.
3. A majority of the members shall constitute a quorum for the transaction of business.
4. All plans, reports, ordinances, regulations, variances, waivers and recommendations of the Tree Board must be approved by a majority of the members.
5. Every Tree Board Member present, when a motion or question is put to vote, shall vote either “yes” or “no”, except that a member may abstain from voting if he or she has not participated in the preceding discussion of

the item(s) in question and if that Member briefly states the reason for the abstention prior to the discussion. However, an abstention will be counted as a non-vote.

Article III – Duties and Responsibilities

1. To beautify the appearance of the City of Peculiar by promoting and encouraging the responsible planting, care, replacement, and maintenance of trees in the City
2. To study, investigate and counsel the Board of Alderman regarding the care, preservation, pruning, planting, replanting, removal or disposition of trees.
3. To provide educational materials and programs to the public concerning the advantages of trees and the planting and maintenance of all trees within the community.
4. To provide a written Tree Management Plan and to update such plan as needed. The Tree Management Plan shall include goals for City arboriculture efforts and information on tree trimming requirements, i.e., clearance distances.
5. To assist in the supervision of a Memorial Tree Program including the selection, purchase, placement, and maintenance of trees suitable for planting in Peculiar’s public parks and/or arboretum. Monetary gifts or donations to participate in the Memorial Tree program shall be received by the City Finance Department and shall be placed in an appropriate fund within the Parks & Recreation Department budget for the purposes of the City Tree Board activities.
6. To assist the City in preparing the annual Arbor Day proclamation and observance.
7. To assist the City in becoming certified as a Tree City USA.

Article IV – Attendance / Removal and/or Replacement

A) Attendance

1. Members of the Tree Board may not miss more than twenty-five percent (25%) of all regularly scheduled meetings in any twelve (12) month period, nor more than three (3) consecutive regularly scheduled meetings, except in the case of an emergency.
2. If a Member expects to be absent for more than three (3) consecutive meetings, or if a Member has an emergency situation which prevents attendance at the scheduled meetings in accordance with this Section, the said Member may advise the Chairman of the Tree Board of his or her absence and the reason therefore, and request a waiver of the attendance policy.

B) Removal and/or Replacement

1. If a Member does not request a waiver of the attendance policy and fails to meet the attendance requirement of this Section, then his or her appointment shall be terminated and his or her seat on the Tree Board declared vacant. The Chairman or Secretary of the Tree Board shall certify to the Mayor that the member has missed the requisite number of meetings and that his or her seat on the Tree Board should be vacated. The Mayor shall notify the Board of Alderman, and the person whose seat is being vacated, that the Tree Board has declared the seat vacated.
2. The Mayor may appoint a new Tree Board Member to any vacant seat with approval of the Board of Alderman. The new Member will be appointed to serve the unexpired term of the person whose seat is being vacated.
3. The Mayor may, with consent of the Board of Aldermen, remove a member of the Board for misconduct, neglect of duty, or failure to fulfill the duties identified in Article III above.



Peculiar Tree Board

MEMORANDUM

To: Tree Board
From: Nathan Musteen
Date: March 24, 2014
Agenda Item: 5-B
Subject: Officer Elections & By-Laws

BACKGROUND

Tree Planting Project - 66 Acre Park

We ordered: 25 Bald Cypress
25 Northern Red Oak (these arrived last week)
25 Pitch Loblolly Pine
25 River Birch

The original plan was to develop a nursery at 66 Acre Park (see attached map)

Other alternatives

1. Give each kid a free tree at the Arbor Day Event
2. Plant at City Lake to avoid the Tractor Pull and Vandals from Shari Drive (for now)
3. Stay with plan and fence around the trees during the Tractor Pull

Planting Project at Raisbeck Park / Waste Water Treatment Plant

Staff would like to plant some larger 1 to 2 inch pines, spruce and/or bald cypress trees along the fence of the WWTP that borders Raisbeck Park. Using some dirt located near the salt shed, a couple of smaller landscaping berms would be built and these trees would be planted accomplishing a couple of long term goals:

1. They would be a buffer zone to make Raisbeck Park more aesthetically pleasing along the proposed walking trail
2. Natural filter for odors
3. Better security for the WWTP
4. Another project that the Tree Board can do
5. Additional tree species for the Tree Arboretum plan

ACTION ITEM

- Review and make any changes discussed for the 66 Acre Planting
- Discuss the Raisbeck Project



66 Acre Park: Practice Soccer Complex, 2 Mile Loop Walking/Running Trail, Location of the Annual Tractor Pull

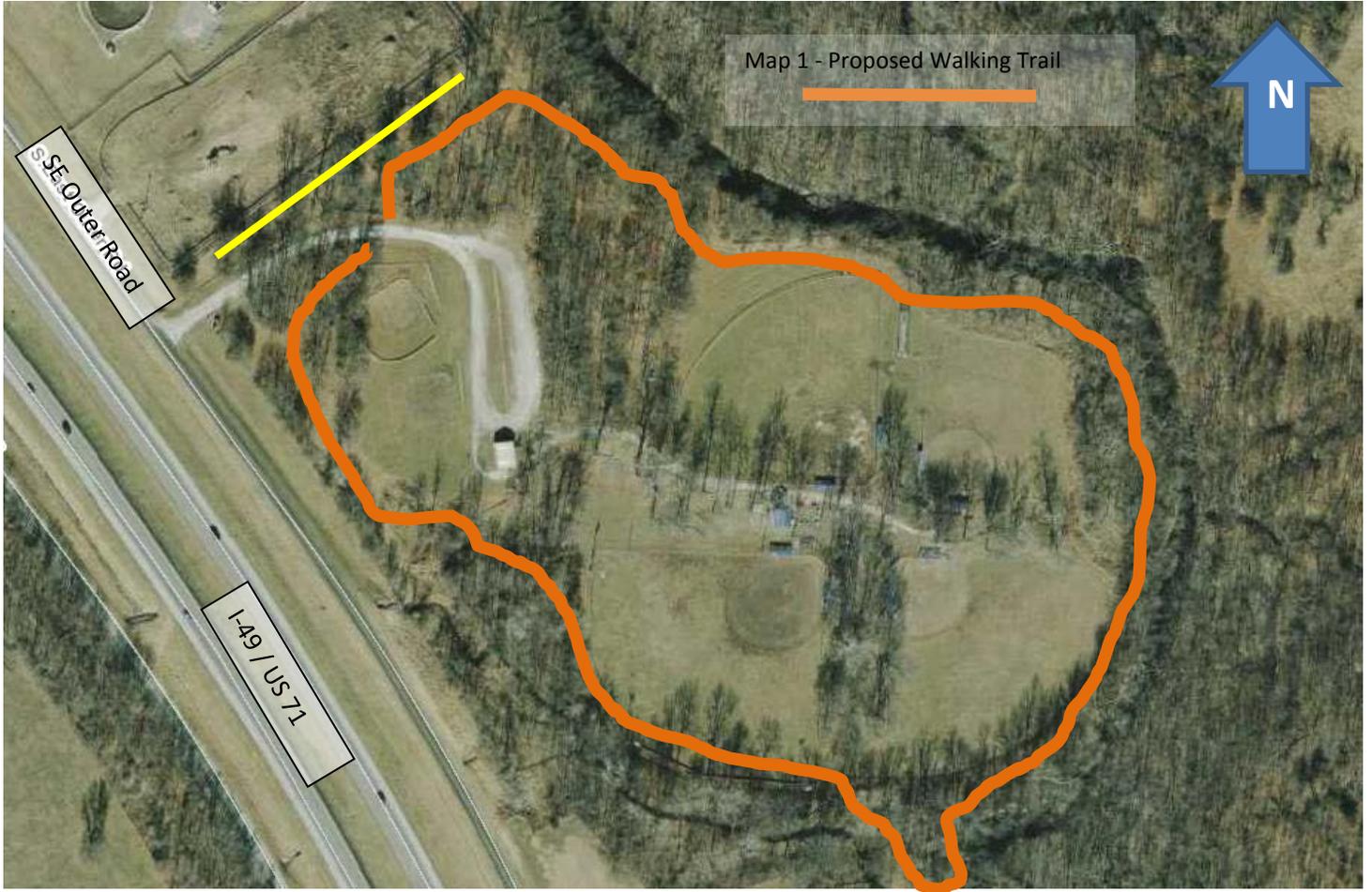
-  Trail Path
-  Trail Head – Pedestrian/Bike Trail Entrances
-  Grass Parking areas
-  Port-o-Pot Locations



Tree Planting Project

Raisbeck Park
23205 SE Outer Road
Peculiar, MO 64078

-  Planting Project
-  Proposed Trail



Something similar to this:





Peculiar Tree Board

MEMORANDUM

To: Tree Board
From: Nathan Musteen
Date: March 24, 2014
Agenda Item: 6
Subject: Arbor Day Observation

BACKGROUND

An annual Arbor Day Observation and Proclamation is necessary to meet 1 of the 4 standards of Tree City USA.

A. **An Arbor Day Observance and Proclamation**

This is the least challenging and probably the most enjoyable standard to accomplish. An Arbor Day celebration can be simple and brief or an all-day or all-week observation. It can be a simple tree planting event or an award ceremony that honors leading tree planters. For children, Arbor Day may be their only exposure to the green world or a springboard to discussions about the complex issue of environmental quality.

The benefits of Arbor Day go far beyond the shade and beauty of new trees for the next generation. Arbor Day is a golden opportunity for publicity and to educate homeowners about proper tree care.

Staff held the first Arbor Day event last year (see attached materials)

ACTION ITEM

- Review and discuss upcoming event.

CITY OF PECULIAR, MISSOURI

ARBOR DAY

April 22, 2013



Redbud



Donated to
Shull Elementary
by

Peculiar Parks & Recreation
and the
Peculiar Park Board





Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

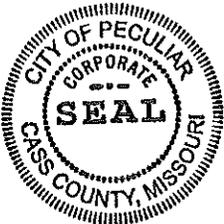
Now, Therefore, I, Ernest Jungmeyer, Mayor of the City of Peculiar, Missouri, do hereby proclaim April 22, 2013 as

Arbor Day

In the City of Peculiar, Missouri and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 16th day of April, 2013 Mayor Ernest Jungmeyer



Standard Tree Planting Detail



Selecting trees

Consider the limitations of the planting site, the purpose for the tree, and each tree's unique growing requirements before selecting the type of tree to be purchased. Before purchasing, check to be sure that the new tree does not have a great deal of soil added over the root flare. The root flare is the point where the top major roots extend out from the tree trunk. Unfortunately many new trees have the root flare buried under several inches of soil. This is to be avoided if possible.

Determine the proper planting depth

Trees should be planted with their top major roots even with the soil line (see figure 1). Trees planted at the wrong depth do not develop well and may have shortened life spans. Excess soil should be removed before planting.

For balled and burlap-wrapped trees, gently poke a stiff wire through the burlap next to the tree trunk until you hit a root. Note the distance between the top of the root ball to the first root. Check in two or more locations around the trunk to make sure you've located the top major roots. Leave the burlap in place to do this to make moving the tree easier. The distance from the top-most buried root to the bottom of the ball is the correct depth to dig your hole. Carefully remove the excess soil from the top of the root ball once it is in the planting hole. Container trees should have the soil carefully removed from the top, exposing the root flare, and then planted.

The planting hole

Dig a pit at least twice the diameter of the root ball and deep enough to place the root flare even with or up to one inch higher than the soil line. Handle the tree by the root ball, not by the trunk. Be sure the root ball or container soil rests on solid ground to prevent settling.

Carefully cut the twine wrapped around the stem at the top of the root ball. Be sure to remove the following:

1. All excess soil on top of the ball, just exposing the root flare (see figure 2)
2. Burlap from the top half of the root ball to prevent wicking of moisture from the soil
3. Any container holding the root system
4. The wire basket from around the root ball
5. All tags, labels and strings

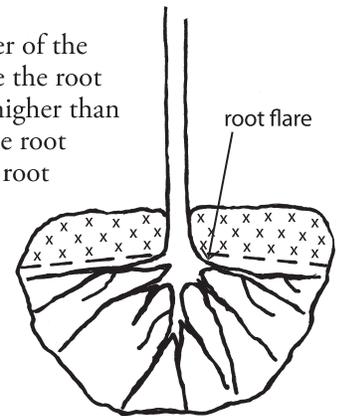


Figure 2

Backfill soil

Make sure the tree is straight before backfilling. Use the same soil that came out of the pit. Finely chop the soil and remove any stones or debris. Avoid potting soil, peat moss or other amendments. Fill the hole halfway, watering thoroughly as you go, then finish backfilling. Work the soil around the ball gently so that no air pockets are left. Firm the soil so the tree is vertical and adequately supported, but do not pack the soil.

Water

Saturate the entire backfilled soil with water. A slow gentle soaking is best. Add more soil if needed to compensate for settling.

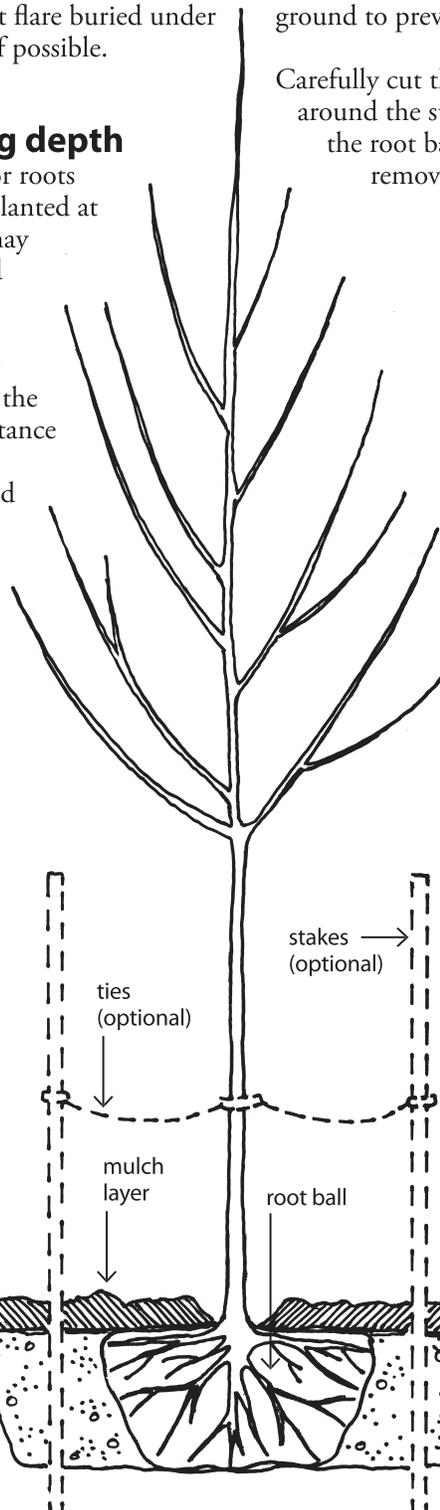


Figure 1
Planting in uncompact soils

Mulch

Cover smoothed soil with 3 inches of wood or bark chips. Shape the mulch into a doughnut 2 to 3 feet wide, leaving a small gap near the trunk. Do not mound mulch onto the trunk of the tree. Mounding encourages root girdling, which can weaken and kill trees. Black plastic, grass clippings or sawdust should not be used as mulch. Keep mulch weeded. Replace as needed.

Pruning

Remove only broken or badly deformed branches the first year. Begin a regular pruning program the second or third year after planting.

The following procedures are optional

Stakes

Stakes may be used to prevent shifting of the root ball or to protect the stem from mowing equipment. If needed, the tree should be guyed strongly enough to provide support, but flexibly enough to allow 6 to 8 inches of sway. Drive one or more stakes near the tree but not through the roots.

The best guying materials are wide and flexible, such as plastic horticultural tape or canvas webbing. If guy wires are used, place them through tubing or hose sections to prevent damage to the bark. All guys/ties should be placed low on the trunk. Remove guys/ties as soon as the tree can stand alone—about 3 months, but no longer than a year after planting.

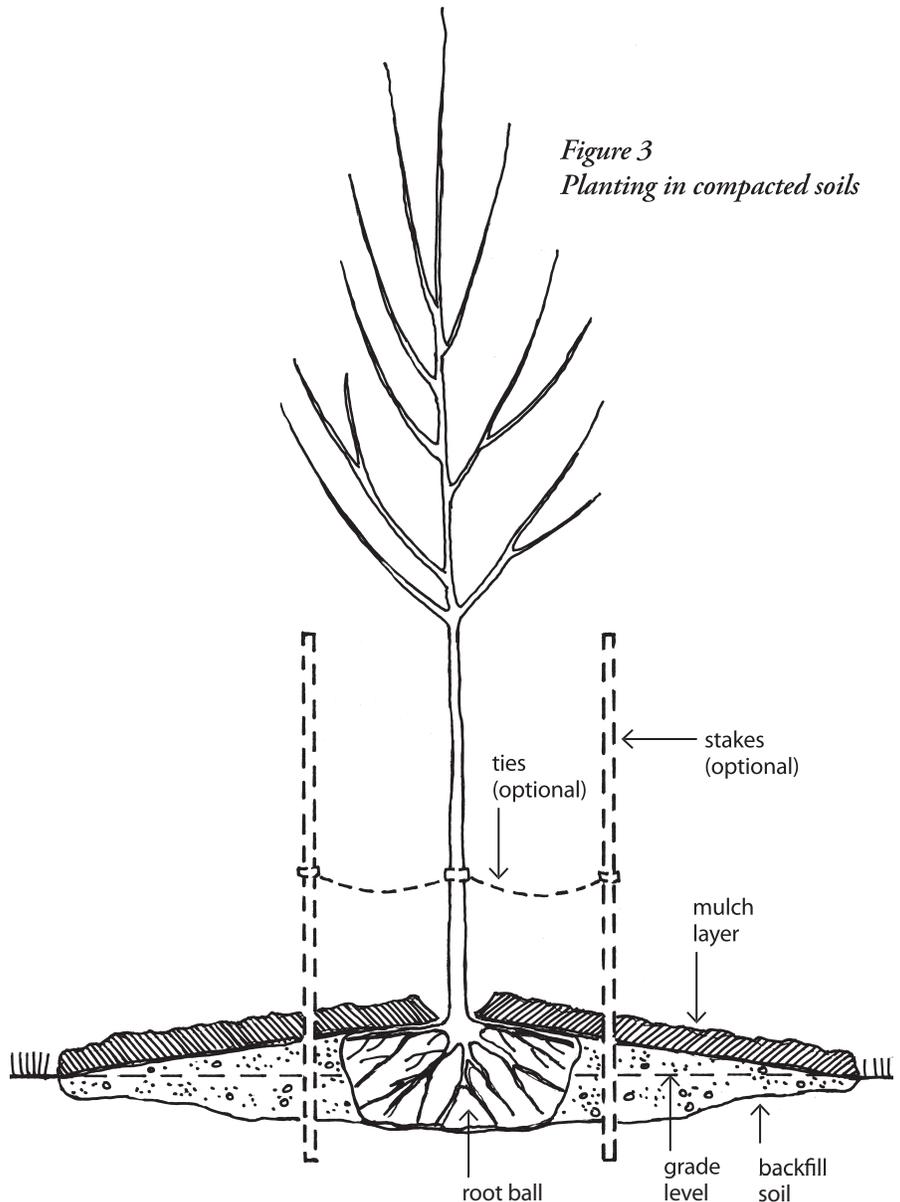
Trunk wrap

Research indicates that trunk wraps provide little, if any benefit to trees. In fact, they can encourage damaging insects or disease-causing fungi. Avoid using trunk wraps unless specifically recommended.

Planting in compacted soils

To test for compacted soil, do a simple percolation test. Dig a hole 12 inches to 18 inches deep and fill it with water. If any water is still in the hole 12 to 18 hours later, then you have compacted or heavy clay soils.

Roots need oxygen, so dig a wide, shallow hole three to four times the width of the root ball or container and only half as deep. Mound backfill soil slightly to the top of the root flare, covering the entire excavation. This creates a raised planting bed, which will improve the tree's performance (see figure 3). Soils that hold excessive moisture may need a subsurface drain tube installed below the root ball.



*Figure 3
Planting in compacted soils*



Missouri Department of Conservation
P.O. Box 180
Jefferson City, MO 65102
www.missouriconservation.org

its success and hang around for a long time.

Submitted photo

Local students celebrate Arbor Day

MELISSA HOWARD
JOURNAL REPORTER

Second graders at Shull Elementary got a fun lesson in tree planting on Monday in celebration of Arbor Day.

Nathan Musteen, Peculiar's Parks and Recreation Director and City Arborist, came to the elementary school with a small tree and all the necessary supplies for planting it. He also brought with him a wealth of knowledge about trees and tree planting, which he shared in kid-friendly format while inviting them to participate.

Three students helped Musteen dig a hole for the tree. The rest of the second graders watched, answered questions, and asked some of their own.

The tree Musteen brought was a redbud tree, just like one that the children and their parents would be able to find at a gardening center. He did this intentionally, so that the students would easily be able to put into practice the things he taught them. The Eastern Red Bud was donated by the Peculiar Park Board.

The children learned a saying—"If you plant it high, it won't die. If you plant it low, it won't grow." They helped Musteen determine how deep the hole should be, and whether the tree was sitting



Journal Photo | MELISSA HOWARD

Second graders at Shull Elementary celebrate Arbor Day by planting a tree in front of the school, with the help of Parks and Recreation Director Nathan Musteen.

straight.

They watched as Musteen and his three helpers surrounded the tree with dirt, and then with mulch.

Musteen asked what goes around a castle, and the students enthusiastically answered, "A moat!" They observed Musteen surround the tree with a moat of its own, after creating a volcano-like pile of dirt and mulch around the base of the tree. All the while, Musteen gave practical and helpful tips for the kids to understand and remember.

Musteen charged the kids with

a new responsibility, explaining that they are to watch out for their new tree--just like the Dr. Seuss character, the Lorax, sought to protect the trees.



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