



AGENDA

Tree Board

REGULAR MEETING
June 2, 2020, 5:30 PM
City Hall – Hadley Room

1. CALL TO ORDER
2. ROLL CALL/PLEDGE OF ALLEGIANCE
3. ELECTION OF CHAIR AND VICE-CHAIR
4. APPROVAL OF MINUTES: Regular Meeting September 3, 2019
5. OPEN FORUM
6. INFORMATIONAL ITEMS
7. OLD BUSINESS
 - a. Discussion Notes from No Quorum Meeting of January 14, 2020
 - b. Tree Board By-laws and Misc. Documents (Vote needed to approve By-Laws)
 - c. Timecard – Payment Opt Out Option: Members may opt out of compensation by voiding the quarterly paycheck and returning it to the staff liaison or to City Hall.
8. NEW BUSINESS
 - a. Spring Planting/Fencing - Oakdale Bark Park (2020 Event Canceled)
 - b. Buckthorn Removal Event (2020 Event Canceled)
 - c. Arbor Day Tree Giveaway 2021: Pre-register/lottery option for tree giveaway
 - d. Selection of Master Gardener Volunteer Lead
 - e. Potential Project(s) for Fall
 - f. Set Meeting Schedule
9. COMMUNICATIONS AND MISCELLANEOUS ITEMS
10. NEXT MEETING AGENDA ITEMS
11. ADJOURNMENT

NOTICE TO THE PUBLIC

The City of Oakdale has declared a Local Emergency in response to the COVID-19 outbreak, and following the determination by the mayor that in-person meetings of all boards and commissions of the City conducted under Minnesota Statute 13D.02 are not prudent because of the Local Emergency, the City Council has directed that regular, special, and emergency meetings of all boards and commissions of the City may be conducted by telephone or other electronic means until such time as in-person meetings can resume in a practical and prudent manner. As such, some or all members of the Oakdale Tree Board will participate in the June 2, 2020, meeting by electronic device or telephone rather than by being personally present at the Tree Board's regular meeting location at 1584 Hadley Avenue. Votes will be done by roll call. Members of the public can monitor the audio and submit questions or comments for the June 2, 2020 meeting at:

<https://us02web.zoom.us/j/87046422965?pwd=cHFwem5SZHBCU1F0Tm8xWG9NRnJqQT09>

Meeting ID: 870 4642 2965

Password: 087761



PROCESS

Election of Board Chair

Step 1. Nominate candidates for the Chair position. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Board Member _____ for the position of Chair"

Step 2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a second.

"Motion to close nominations for the position of Chair"

Step 3. Election using the ballot provided. Board members write in their choice from those nominated and pass the ballots to staff for tabulating.

Step 4. Staff will announce results.

Step 5. Election of Chair requires a motion and a second.

"Motion to elect Board Member _____ for the position of Chair of the (Board Name) for a period of one (1) calendar year".

Election of Board Vice-chair

Step 1. Nominate candidates for the Vice-chair position. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Board Member _____ for the position of Vice-chair"

Step 2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a second.

"Motion to close nominations for the position of Vice-chair"

Step 3. Election using the ballot provided. Board Members write in their choice from those nominated and pass the ballots to staff for tabulating.

Step 4. Staff will announce results.

Step 5. Election of Vice-chair requires a motion and a second.

*"Motion to elect Board Member _____ for the position of Vice-chair
of the (Board Name) for a period of one (1) calendar year".*

Assumption of the roles of Chair and Vice-chair may commence immediately following the vote.

BALLOT



Election of Tree Board Chair

Please write in your choice for Chair from those nominated tonight:

Chair: _____

Pass your ballot to staff when completed; votes will be tallied and announced immediately following the vote.

BALLOT



Election of Tree Board Vice-Chair

Please write in your choice for Vice-chair from those nominated tonight:

Vice-chair: _____

Pass your ballot to staff when completed; votes will be tallied and announced immediately following the vote.

**BYLAWS
OAKDALE TREE BOARD**

PREAMBLE. It is the intent of these bylaws to constitute advisory guidelines for the internal management of Tree Board meetings and procedures. Failure of the Tree Board, the city staff, or any other person to abide by any provision of these bylaws shall not have an adverse effect upon any action taken by the Board, the City Council, or the Tree Board support staff pursuant to recommendations made by the Board.

Article I Origin and Powers; Functions

1.1 Origin and Powers. The city authorized a Tree Board by the provisions of Chapter 22, Article 7, of the Oakdale Code of Ordinances. The city established a Tree Board in 1995 in association with the city's participation in the Tree City USA program.

1.2. Function. The Tree Board shall act in an advisory capacity to the City Council in all matters pertaining to trees as described in Section 22-26 of the Oakdale Code of Ordinances.

Article II Composition of Board; Appointments; Quorum; Terms

2.1 Composition of Board; Appointment to Board. The Tree Board shall consist of up to fifteen (15) regular members, appointed by the City Council and representing one member each of the city's commissions Economic Development, Environmental Management, Parks and Recreation, and Planning, and citizens at large.

2.2 Quorum, A majority of all of the members shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of the meeting, no board or commission business may be transacted except a motion to adjourn or recess.

2.3 Terms. Members of the Tree Board shall be appointed by the City Council. Terms begin as so designated by the City Council.

Article III Organization of Board

3.1 Organization of the Board. The Tree Board shall elect from its membership, a Chairperson and Vice-Chairperson annually at its first meeting of the year following the nomination and balloting process as detailed in Attachment A.

3.2 Presiding Officer. The Chairperson shall preside at all Board meetings and be recognized as the head of the Board for all ceremonial purposes. The Chairperson has no regular administrative or executive duties. In case of the Chairperson's absence or temporary disability, the Vice-Chairperson shall act as Chairperson during the continuance of the absence.

In case of the absence or temporary disability of the Chairperson and Vice-Chairperson, the Acting Chairperson shall act as Chairperson during the continuance of the absences or disabilities. Chairpersons may serve in that capacity for only one of the city's advisory bodies at a time.

3.3 Special Election. In the event that the Chairperson is not able to serve out their term due to their resignation or other circumstances, the Vice-Chairperson shall serve as Acting Chairperson until such time as a special election is held to elect a new Chairperson.

The special election for Chairperson shall take place at the Board's next regularly scheduled meeting after the vacancy follows the nomination and balloting process for Chairperson as detailed in Attachment A.

In the event that the Vice-Chairperson is elected as the new Chairperson, a special election for Vice-Chairperson shall take place following the nomination and balloting process for Vice-Chairperson as detailed in Attachment A.

Article IV Board Meetings

4.1 Meeting Location. All regular meetings of the Tree Board shall be held at Oakdale City Hall, 1584 Hadley Avenue North. The Chair may, with proper notice, announce a change in the location for any meeting.

4.2 Meeting Time. The regular meetings of the Tree Board shall be held at 5:30 PM on the second Tuesday in January and March and on the first Tuesday in June and September of each year. The Chair may, with proper notice, announce a change in the time or date for any meeting or cancellation of a meeting.

4.3 Meetings Open to the Public. All meetings of the Tree Board and of committees thereof shall be open to the public, except as provided for in the state open meeting statutes.

4.4 Meeting Agenda. The Tree Board support staff shall arrange a list of such matters according to the order of business and prepare an agenda for the Board. A copy of the agenda and supporting materials shall be prepared for Board Members and city staff preceding a board meeting. The Board shall have the option of adding or deleting any item(s) from the agenda or deferring an item(s) on the agenda to a subsequent Board meeting. No binding or final action may be taken on any matter not on the written agenda except by unanimous vote of the members in attendance or two-thirds vote of the entire membership.

4.5 Order of Business. The business of all regular meetings of the Tree Board shall typically be transacted as follows and the Presiding Officer may, during a Board meeting, re-arrange items on the agenda to conduct the business before the Board more expeditiously.

1. Call to Order/Roll Call/Pledge of Allegiance
2. Approval of minutes of the previous meeting
3. Consent
4. Management Reports
5. All other items
6. Adjournment

4.6 Special Meetings. A special meeting may be called by the Presiding Officer. Written notice shall be prepared by Board's support staff and contain the following information: time, place, and purpose of special meeting. The notice shall be provided to each Board Member and posted at City Hall at least three (3) days prior to the meeting.

4.7 Study Sessions. The presiding officer may designate informal study sessions where no official action is taken. Posted notice shall be made of such sessions. The Board will promote the use of subcommittees within the Board to assist in the accomplishment of goals. The Board may request that the City Council appoint other members of the community to ad hoc Board Committees, which may be created by the Board for specific purpose and duration. At least one (1) voting member of the Board also shall be appointed to each such committee. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before the Board takes action. The Board Chair may present the recommendations of the committee during the discussion of the item of business.

4.8 Conflict of Interest. Prior to any formal action, each Board Member should consider whether a conflict of interest exists. When a conflict exists, the Board Member should declare it and recuse themselves during the discussion and voting on the matter.

Article V Meeting Procedures

5.1 Rules of Order. Rules of order not specified by statute, ordinance, or resolution shall be governed by Robert's Rules of Order. The Tree Board support staff or designee shall serve as parliamentarian and shall advise the Presiding Officer as to correct rules of procedure or questions of specific rule application.

5.2 Presiding Officer. The Chair shall preside at all meetings of the Tree Board, and be recognized as the head of the Board for all ceremonial purposes. The Chair has no regular administrative or executive duties. In case of the Chair's absence or temporary disability, the Vice-chair shall act as Chair during the continuance of the absence. In case of the absence or temporary disability of the Chair and Vice-chair, an Acting Chair selected by members of the Tree Board shall act as Chair during the continuance of the absences or disabilities.

5.3 Voting. The votes during all meetings of the Board shall be transacted as follows:

- (a) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Board Member, Board support staff shall take a roll call vote. The Presiding Officer shall determine the order of the roll call vote.
- (b) In case of a tie in votes on any proposal, the proposal shall be considered lost.
- (c) Every member who was in the meeting chambers when the question was put shall give their vote unless the Board, for special reasons, shall excuse the member by motion or unless the Board Member is excused in accordance with the Fairness Doctrine. If any Board Member declines to vote "aye" or "nay", their vote shall be counted as an "aye" vote.

Article VI Board Expenditures

6.1 Compensation of Board Members. The members of the Tree Board shall be paid for each meeting attended at an amount determined by City Council resolution. Such remuneration shall be paid by the city on a quarterly basis; it shall be the duty of the Tree Board staff liaison/recording secretary to prepare a record of attendance to present to the Finance Division.

6.2 Board Expenditures. The expenditures of the Tree Board shall be within the limitations set forth by the City Council and all expenditures must be in compliance with normal purchasing procedures approved by the city administrative staff.

Article VII Board Liaison

7.1 Tree Board Liaison. The city shall provide a staff liaison to act as the Tree Board support staff. This liaison or their designee shall attend all meetings of the Board unless excused by the Presiding Officer or City Council. The Board support staff may take part in the Board's discussion on all matters on the agenda, and otherwise concerning the welfare of the city. In the event that the Board support staff is unable to attend a Board meeting, the Board support staff shall appoint another qualified staff member to attend the meeting on behalf of city management. Board support staff shall record Board meetings and arrange for the preparation of meeting minutes and perform other duties as may be required.

Standard Operating Policy City of Oakdale

Policy Number: MIS-013

Pages: 4

Subject: Boards and Commissions Appointment and Reappointment Process

Date Approved: 2017 **Amended:** 2019

1.0 Generally

- 1.1 The City of Oakdale shall create and support organizations that enhance community engagement in the city's decision-making process.
- 1.2 The City of Oakdale recognizes the value of public process. Such public process can be achieved by citizen-based representation on boards and commissions. The City Council shall come to rely on the advice of its boards and commissions in making its decisions.
- 1.3 The City of Oakdale's boards and commissions shall be voluntary advisory bodies to the City Council, charged with the responsibility of researching, reviewing, and making recommendations on issues.
- 1.4 The responsibilities of citizen advisory board and commission members include but are not limited to the study of critical issues, taking public testimony, performing independent research, and reviewing staff reports and recommendations. These prepare the advisory body to discuss, analyze, formulate, and forward well-developed, thoughtful recommendations to the legislative body.

2.0 Establishment

- 2.1 Pursuant to M.S. § 412.111 and other statutes as are specifically cited, the City Council establishes the following boards and commissions:
- 2.2 **Environmental Management Commission.** Pursuant to Chapter 6 of the Oakdale Code of Ordinances, the Environmental Management Commission is established. The city council hereby declares, as a matter of public policy, that the environmental policies, education, and quality of the environment is a public necessity and is required in the interest of the people. Except as otherwise provided, the Environmental Management Commission shall be advisory directly to the City Council.
- 2.3 **Economic Development Commission.** Pursuant to Chapter 8 of the Oakdale Code of Ordinances, the Economic Development Commission is established. The City Council hereby declares, as a matter of public policy, that the promotion, improvement, and support of economic development strengthens the financial base and growth of the community. Except as otherwise provided, the Economic Development Commission shall be advisory directly to the City Council.
- 2.4 **Parks and Recreation Commission.** Pursuant to Chapter 15 of the Oakdale Code of Ordinances, the Parks and Recreation Commission is established. The City Council hereby declares, as a matter of public policy, that the planning and development of parks, trails, open space, and recreational facilities benefits the entire community. Except as otherwise provided, the Parks and Recreation Commission shall be advisory directly to the City Council.
- 2.5 **Planning Commission.** Pursuant to Chapter 16 of the Oakdale Code of Ordinances, the Planning Commission is established. The City Council hereby declares, as a matter of public policy, that the planning, development, and redevelopment of the community benefits the entire community.

Except as otherwise provided, the Planning Commission shall be advisory directly to the City Council.

2.6 **Tree Board.** Pursuant to Chapter 22 of the Oakdale Code of Ordinances, the Tree Board is established. The city council hereby declares, as a matter of public policy, that the planting, maintenance, and preservation of trees benefits the entire community. Except as otherwise provided, the Tree Board shall be advisory directly to the City Council.

3.0 Terms

3.1 With the exception of the Tree Board, terms shall be three years in length and run from July 1 through June 30, with varying expiration years.

4.0 Residency Requirements

4.1 A requirement of residency for commissions is listed below:

Economic Development Commission	To the extent possible, persons appointed to serve on the commission shall hold residence within the corporate limits of Oakdale.
Environmental Management Commission Parks and Recreation Commission Planning Commission	No person appointed to represent the residents shall continue to serve on the commission once that member has taken residence outside of the corporate limits of Oakdale. A letter of resignation shall be submitted to the City Council in this instance.
Tree Board	To the extent possible, persons appointed to serve on the board shall hold residence within the corporate limits of Oakdale.

5.0 Ineligibility

5.1 Anyone holding office on the Oakdale City Council shall not be eligible to serve in a voting position on any city board or commission.

5.2 Anyone holding a voting position on one of the city's advisory commissions may be eligible to be appointed to hold a voting position on the Oakdale Tree Board; no more than one commissioner from any one commission may be appointed to the Tree Board.

5.3 Anyone employed by the City of Oakdale shall not be eligible to serve in a voting position on any city board or commission.

6.0 Application Process

6.1 All persons interested in being appointed to an Oakdale advisory board or commission shall complete an application provided by the City of Oakdale.

6.2 When no vacancies exist on the board or commission for which the applicant applied, the City Clerk shall send written correspondence advising the applicant that there are presently no vacancies and that their application would be kept on file for a maximum of twelve months.

- 6.3 Copies of all submitted applications shall be provided to the respective staff liaisons; all original applications shall be kept on file in the City Clerk's office.
- 6.4 Upon reviewing the application, the respective staff liaison shall determine whether the applicant meets the preliminary criteria for the respective board or commission.
- 6.5 Applicants not meeting the preliminary criteria shall receive written correspondence from the City Clerk advising them that they shall not proceed further in the interview process.
- 6.6 For those applicants that meet the preliminary criteria, the staff liaison shall schedule an interview with the applicant. The interview shall be conducted by a staff committee that may be comprised of the staff liaison, department head, and any additional staff members as so desired by the respective department head.
- 6.7 If the results of the staff interview determine that the applicant will not proceed further in the interview process, the applicant shall receive written correspondence from the respective staff member advising them that they shall not proceed further in the process.
- 6.8 The staff liaison shall compile a series of questions, to be used for each interview, that are designed to help identify applicants who will be a good fit on the board or commission.
- 6.9 If the results of the staff interview determine that the applicant is to proceed further in the interview process, the respective staff member shall submit a request to the City Clerk to set a date and time for the City Council to interview the applicant. The interview shall be set for a minimum of 15 minutes. If so desired by the respective department head, the board or commission chairperson may be invited to attend the interview.
- 6.10 Applicants selected for appointment by the City Council shall be those persons who, in the judgment of the city council, are representative of the community and are qualified by training, experience, and interest, useful for the fulfillment of the board or commission's responsibility. Appointments to commissions shall be made by the City Council at their regular meeting. Verbal notification of appointments shall be made by the City Clerk on the following business day. In addition, the City Administrator shall send the appointee written correspondence confirming the appointment.

7.0 Reappointments of Seated Commissioners

- 7.1 Section 7 exempts the Tree Board.
- 7.2 Sixty days prior to the June 30 expiration of the terms of seated commissioners, the respective staff member shall contact said commissioners to inquire of their intent to seek reappointment.
- 7.3 All commissioners interested in being reappointed to a commission shall complete an application provided by the City of Oakdale.
- 7.4 The respective staff member shall provide a list to the city clerk of persons seeking reappointment. The city clerk shall set up 10-minute interviews with the City Council at a work session and provide scheduling confirmation to the applicant.

8.0 Vacancies

- 8.1 A vacancy shall immediately be declared when a member no longer meets the requirements to serve on a city board or commission, or when it is recommended to the City Council by the Board or

Commission Chair and the Council Liaison for the Board or Commission that removal of an individual from a board or commission would be in the best interest of the city, and the resignation of the member is accepted by a majority vote of the city council.

9.0 Attendance

9.1 Attendance at board and commission meetings is critical to their effectiveness. Should issues with attendance arise, the Chairperson shall discuss the matter with the Council Liaison and if warranted, it may be necessary for the chairperson to forward a recommendation to the City Council for a member of a board or commission to be removed. Removal of a board or commission member is by a majority vote of the City Council.

10.0 Recognition for Service

10.1 All persons serving on the city's boards and commissions shall be invited to attend, with a guest, an annual commission appreciation event held in December and hosted by the City of Oakdale.

10.2 Retiring members of the city's board and commissions shall be presented with a certificate by the City Council in recognition of their service.

11.0 Open Meeting Law

11.1 All meetings of the city's boards and commissions shall be held in compliance with the Open Meeting Law, MS Chapter 13D as it may be amended from time to time.

11.2 All boards and commissions shall conduct their meetings in public and in general compliance with Roberts Rules of Order. Written minutes shall be taken and forwarded to the City Council following approval by the respective board or commission,

address of the applicant, the number of vehicles, together with a description and license number of each vehicle and type of equipment that will be used in providing this service.

- (c) **Fee.** The annual fee for the license shall be set by City Council resolution.
- (d) **Proof of Insurance.** All applicants for a license must file with the city proof of a public liability insurance policy covering all operations of the applicant under this article, during the full term of the license for the sum of \$300,000 combined single limit coverage. The city shall be named as an additional insured. Such policy shall provide that it may not be cancelled by the insurer except after 30 days written notice to the city, and if such insurance is cancelled and the licensee fails to replace it within another policy that conforms to the provisions of this article, the license shall be automatically suspended until the liability insurance is replaced. All applicants for a license must file with the city a certificate of workers' compensation insurance if such insurance is required by state law.
- (e) **Chemical Treatment Requirements.** Applicants who propose to use chemical substances in any activity related to treatment or disease control of trees shall file with the city proof that the applicant or the employee of the applicant administering such treatment has been licensed by the Minnesota Department of Agriculture as a Commercial Pesticide Applicator for the current year of operation.
- (d) **License Revocation.** Failure to comply with any provision of this article may result in the revocation of the license by the City Council, following a public hearing. Written notice of the public hearing shall be mailed at least 10 days prior to the hearing to the current holder of the license. Such notice should outline the violation(s) considered by the city to be grounds for revocation and inform the license holder of the opportunity to be heard at the public hearing.
- (e) **Penalty.** In addition to the revocation or suspension of the license, any person violating any of the provisions of this Section shall be guilty of a misdemeanor.

ARTICLE VII. TREE BOARD

Sec. 22-25. Board Established. A Tree Board for the City of Oakdale was established in 1995 in association with the city's participation in the Tree City USA program. The board serves as an advisory board for the City Council. All conclusions reached by the board shall serve as recommendations and powers of execution shall be vested in the City Council. The Tree Board shall adopt its own rules of order and bylaws for the purpose of governmental procedure.

Sec. 22-26. Functions and Duties of Board. The Tree Board shall act in an advisory capacity in all matters pertaining to trees. Specific responsibilities of the Board shall be:

- (a) **City Tree Program:** Annual program/report that may include taking inventory of trees, species, locations, and condition; annual work plan for tree maintenance, care, removal, and development; a plan for new plantings; priorities relating to trees; and any other activities to promote, maintain, or develop trees in the city.
- (b) **Tree Preservation:** Develop policy recommendations for amendments to the city's tree preservation ordinance, Article III of this Chapter.
- (c) **Other:** develop tree program in conjunction with the annual Arbor Day celebration; maintain diseased tree and public tree care policies; implement community forestry program; submit Tree City USA recertification applications; and work on other programs as assigned by the City Council.

Sec. 22-27. Composition of Board. The Tree Board shall consist of up to fifteen (15) regular members, appointed by the City Council and representing one member each of the city's commissions Economic Development, Environmental Management, Parks and Recreation, and Planning and citizens at large. Terms begin as so determined by the City Council. A majority of all of the members shall constitute a quorum for any regular or special meeting. If a quorum is not established or maintained during the course of the meeting, no board or commission business may be transacted except a motion to adjourn or recess. Members of the Tree Board shall be appointed by the City Council.

Sec. 22-28. Organization of Board. The Tree Board shall elect from its membership, a Chairperson and Vice-Chairperson annually at its first meeting of the year.

Sec. 22-29. Board Meetings and Records. The Tree Board shall hold regular meetings as established in the bylaws. These meetings shall be open to the public. The Tree Board shall submit approved copies of its meeting minutes to the City Council and shall submit periodic reports when requested by the City Council.

Sec. 22-30. Removal of Board Members. Board members may be removed, at will, by action supported by a majority of the City Council.

Sec. 22-31. Residency Requirement. To the extent possible, persons appointed to serve on the board shall hold residence within the corporate limits of Oakdale. (Ord. No. 852, 10/08/2019).