

**MI Urban & Community Forestry Council**  
**- Minutes of -**  
**October 20, 2006**  
**City Hall - Boyne City**  
**319 Lake St.**

**Attendees:**

**Voting Members (Present):** Nancy Carpenter, Jeff Dunmire, Vic Foerster, Bill Lawrence, Dan Reed, Rebecca Salminen-Witt, Robert Taggart

**Voting Members (Absent):** Tom Abramson, Marshall Baeckeroot, Bob Bricault, Bert Cregg, Kathy Fisher, Robert Gentry, Rick Myrick, John Rowe

**DNR Representatives (Non-Voting):** Kevin Sayers

**Other Attendees:** Maureen McDonough (MSU)

**WELCOME/ROLL CALL:**

10:05 A.M.

- Chair Vic Forester called meeting to order and roll call. Noted only 7 voting members present. No quorum exists (8 needed).
- Vice-Chair Dan Reed welcomed the group to Boyne City

***Agenda:***

Additions to the agenda:

- Add USFS UCF program update after Midwest Center update
- **Rebecca S.W. motioned to accept agenda with addition. Dan Reed seconded.**

***Previous meeting minutes:***

- **Rebecca S.W. motioned to approve minutes of March 29, 2006. Dan Reed seconded.**

**OLD BUSINESS:**

***Chair, Vice Chair comments***

- Michael Cain (City Manager) greeted and welcomed everyone to city.
- Dan Reed – Welcome and gave overview of Boyne City program and discussed redevelopment of city's waterfront marina and Veterans/Sunset Park. City working on various ecological certifications in addition to Tree City USA.

***Corporate Donors/Sponsors***

- Vic F. provided group with sample letter that could be used to solicit donations from public, corporate sponsors or both.

- Group discussed whether council role should be in seeking funding or assisting existing partners in soliciting funding. Potential problem of competing with them for limited funds may develop.
- Nancy C. indicated that a solicitation license for anything over \$8,000 may be needed.
- Who would money be routed through?
- DNR has some capacity for accepting donations through existing account (State Forest Family Gift account). However, this is limited in terms of what the incoming money can be used for (typically not specific projects). Larger donations, such as DTE, have more flexibility, are more attractive (esp. if they're annual) but may impact department spending authority and must be worked out internally.
- **Robert Taggart motioned to draft letter on behalf of council/program, requesting discussion with Michigan utilities and co-ops re: opportunities for tree planting partnerships. Seconded by Rebecca S.W.**

Action Items:

1. Kevin – Find out what monetary threshold (ie. \$10K, \$30K, \$60K+ ???) DNR considers as large donation that would require special account (eg. DTE)?
2. Critical Issues committee should work on draft letter to send around to full council (via email) prior to next meeting.

***Supplemental Environmental Programs (SEP) for DEQ fines***

- Group discussed draft letter, provided by Ada T., that could be sent to DEQ to initiate discussions about SEPs and opportunities for collaboration between UCF and DEQ.
- Kevin provided definition and background information on SEPs .
- Group advised that letter would be ineffective and council should use Ada's personal contact with DEQ to set up face-to-face meeting. Vic. and Kevin should also participate
- Council/DNR should also work to meet with MDOT re: Transportation Enhancement grants and identifying other opportunities to collaborate on projects of shared interest.

Action Items:

1. Ada T. - Set up meeting with DEQ contact to discuss SEPs etc.

***Program Display/Brochure update***

- Kevin S. set up three program displays, handed out sample brochure and cost estimate sheet for group to review as existing and potential options. Discussion centered around who would use them, intended audience, how best to present messages, and identifying opportunities to use them.
- Group agreed there is a need for new DNR UCF 'program' and/or 'council' display(s) in addition to the topic oriented displays that currently exist.
- Any display/brochure developed needs to present a professional appearance and be effective in communicating messages. Forest Stewardship display example deemed to be ineffective at communicating key messages unless you're already aware of forest stewardship (i.e. bad example), although physical display construction was good.

- Dan R. provided group with Boyne City tree brochure. Group thought this was an excellent example that could be used to guide development of UCF brochure.
- Group liked suggestion that display could be designed as a pull-down screen(s) that are relatively inexpensive, easy to carry/set up and professional in appearance.

Action Items:

1. Kevin – Send Maureen M. electronic versions of both UCF display and brochure to revise.
2. Maureen M. – Make revisions and send back to Kevin for distribution to group for final comment comments
3. Kevin – Pending approval of group, submit both designs to internal DNR staff for cost estimates and final development/production as brochure and screen display.

**PUBLIC COMMENT:**

None

**NEW BUSINESS:**

***Member term expirations/reappointments***

- Group discussed membership term expirations and member attendance/participation.
- Member terms expiring– Marshall Baeckeroot, Bob Bricault, Kathy Fisher, Rick Myrick
- Members not seeking reappointment – Rick Myrick
- Members reappointed to new three year terms expiring after fall 2009 meeting: Bob Bricault and Kathy Fisher
- Member not indicating preference: Marshall Baeckeroot
- Vacancy creates need to refill ‘Conservation District’ category representative on council.
- Vic F. appointed ad hoc ‘Nominating’ committee to address filling vacancies on council.
- Robert T. will chair Nominating committee.
- Members missing two consecutive meetings shall be contacted about their continued interest in council and importance of participation.

Action Items:

1. Kevin – Send email to group soliciting volunteers to Nominating committee and requesting nominations for vacant Conservation District position be sent to Robert T.
2. Kevin - Contact Marshall B. re: interest in being reappointed to council
3. Robert T. – Receive nominations and present to committee for discussion with goal of electing member prior to or at next council meeting.
4. Kevin – Contact current members who have missed two consecutive meetings.

***USFS Midwest Center for UCF update***

- Maureen McDonnough provided group with update on USFS Midwest Center projects and activities. Several resource/education items have been developed recently and are/will be available on center website.

- Group informed that activities of other two USFS Tech Transfer centers (Northeast and South) have been consolidated into USFS Newtown Square, PA office and Midwest Center is only one left.
- Due to uncertainty of situation at Midwest Center, vacancies on the Tech Transfer Center Committee are not being filled at this point. Kevin requested that Maureen notify Robert Gentry of this.
- Midwest center coordinator (Jill Johnson) felt frustrated by recent award of 2006 NE area project grants (imbalance in selection process)
- Maureen requested the council send her suggestions for new technology transfer projects to pass along to Midwest Center. MI has been underrepresented with project requests in the past.

Action Items:

1. Maureen – Contact Robert Gentry to notify him of status of Midwest Tech Transfer Committee position he was interested in being considered for.

***USFS Midwest UCF update***

- Kevin provided group with USFS update from Lisa Burban (USFS).
- National UCF Director, Mark Buscanio, has resigned to take position as executive director with Casey Trees Foundation in Washington D.C.. Position to be filled but no timeline set.
- USFS EAB Forester, Katie Armstrong, has accepted a new position with USFS in Detroit. Vacancy is planned to be filled as term limited
- **NUCFAC grants will be selected by March 2007. NUCFAC council working on filling open council positions. Recently completed their 10 action plan**

***FY06 DNR UCF budget update/accomplishments***

- Kevin provided group with 2 page summary document for FY06 UCF budget and accomplishments
- Updated group on current status of all grants
- FY07 program allocation not received from USFS yet.
- Beginning second year of FY06 budget. ~\$85K in Community Forestry Grants pending award announcement. 07 Arbor Day mini grants available and DTE grants to be available in November.

***UCF program/council newsletter***

- Ada T. will be providing group with draft of UCF program newsletter to be distributed to UCF mail list and email list 1-2 times/year (Spring/Fall).
- Maureen suggested that expenses could be minimized greatly if newsletter was distributed electronically only
- Group discussed hardcopy/electronic distribution and agreed that first edition should be sent hard copy, subsequent editions should be electronic. First edition should have disclaimer and check-off box allowing those who wish to continue receiving hard copies to indicate preference.

Action Items:

1. Ada – Send draft newsletter to group with goal of first edition to be sent in spring
2. Ada – Include check-off box on first edition newsletter for recipients to continue receiving hard copy. Default action will be to receive electronic version

***Consulting urban forester list for MI***

- Kevin provided group with draft “Urban Forestry Consultants in Michigan” document for discussion. Intent is to provide as a resource on DNR website for public, updating as needed. No endorsement or criticism is implied. Additional consultants added upon request. All consultants will be surveyed annually.
- Document similar to what other states are using.
- Group supported the creation of such a resource and suggested its utility for MSU Extension and Arboricultural Society of Michigan (ASM).
- Kevin will confirm through DNR that this is an acceptable document for state to provide
- Need to include companion information on why/how to hire a consultant.

**LUNCH:**

- Compliments of City of Boyne City

***ROOT program***

- Group reviewed Restoration Of Our Trees (ROOT) documentation and discussed this new initiative to assist homeowners in the EAB quarantined area replace lost ash trees.
- Rebecca S.W. offered perspective as a participating local partner (Greening of Detroit).
- 200 trees/site will have limited impact but point as a pilot project is to start small and generate interest/sponsors and subsequently expand program.
- Question raised of whether revenue was being generated for anyone other than nursery, esp. after the initial year start-up costs? Wholesale tree cost estimated at ~\$25 and homeowners cost is nearly the same. Will DTE’s contribution only be the difference? Kevin will follow-up with Kerry Gray.

***Role of UCF grants and Visiting Urban Forester for EAB assistance***

- Vic F. led discussion regarding how the Visiting Urban Forester program could be modified to help communities develop EAB preparedness plans as part of consultant report. Kevin informed group that DNR/MDA is currently developing an EAB community preparedness document for distribution. Maureen reminded group of “When the Bug Comes To Town” document developed by Morton Arboretum.
- Group discussed the possibilities to assist communities with ash tree removals through current UCF grants program. Not a viable option given current budget capacity. Something to continue discussion with

***Tree City/Line USA Banquet***

- Group discussed current process for distributing Tree City/Line USA awards and possibility of holding a reception in Lansing during the spring (March-April).
  - Kevin provided group with examples of possible agenda/registration form and banquet flyer and other state award programs.
  - Five possible facilities were contacted and expense estimates were provided to group
  - Group was very supportive of this idea
  - Suggested date should be in late March and location in Lansing.
  - Suggestion to keep things simple for first time, such as an evening dinner/reception with one or two speakers.
  - Sponsors could be identified for meal.
  - Possible opportunity for setting up new council display (if ready in time).
- Public Relations committee should work on this.
- Those offering to assist with event planning: Nancy C., Dan R., Rebecca S.W., Kevin S.

Action Items:

1. Kevin - Contact other committee members to get their involvement
2. Committee - Identify possible dates/locations
3. Committee - Identify all costs (brochures, facilities, meals, etc.)
4. Committee - Develop working budget

***Committee Reports***

Critical Issues - None

Education - None

Research - None

Recognition - None

***Other Business*** - None

**NEXT MEETING**

- March 2007 in Lansing (MUCC)
- Suggestion that next meeting should coincide with possible Tree City banquet

**ADJOURN:**

Meeting adjourned at 2:35 p.m.

Submitted: Kevin Sayers