NOTICE OF CANCELATION AND RESCHEDULING

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE PEORIA URBAN FORESTRY ADVISORY BOARD SCHEDULED TO BE HELD ON TUESDAY, APRIL 3, 2018, AT 12:00 P.M. HAS BEEN CANCELLED AND SAID MEETING HAS BEEN RESCHEDULED FOR TUESDAY, APRIL 10, 2018, AT 12:00 P.M. AT CONFERENCE ROOM 113, 3505 N. DRIES LANE, PEORIA ILLINOIS. A NOTICE AND AGENDA IS ATTACHED HEREWITH.

Sie Maroon
Assistant Public Works Director
Superintendent of Operations

DATE POSTED: March 26, 2018
POST UNTIL: April 11, 2018
REGULAR BUSINESS MEETING AGENDA
TUESDAY, APRIL 10, 2018
12:00 P.M.

DATES SET:

TUESDAY, May 1, 2018 @ 12:00 p.m.
REGULAR COMMITTEE MEETING – To be held at the Lester D. Bergsten Operations & Maintenance Building, Conference Room #113, 3505 N. Dries Lane, Peoria, Illinois 61604.

TUESDAY, June 5, 2018 @ 12:00 p.m.
REGULAR COMMITTEE MEETING – To be held at the Lester D. Bergsten Operations & Maintenance Building, Conference Room #113, 3505 N. Dries Lane, Peoria, Illinois 61604.

To access electronic Agenda & Minutes (only):
1. www.peoriagov.org
2. Click "Boards/Commissions" tab @ the top
3. Choose Peoria Urban Forestry Advisory Board
4. Scroll to the bottom of the screen. Under "Agenda & Minutes" will be a list of the .pdf postings.
5. Select desired document and double click to open.

*CITIZENS WISHING TO ADDRESS AN ITEM NOT ON THE AGENDA SHOULD CONTACT A COMMITTEE MEMBER PRIOR TO THE MEETING. ALL OTHER PUBLIC INPUT WILL BE HEARD UNDER PUBLIC COMMENT AT THE BEGINNING OF THE COMMITTEE MEETING.

NOTE: THE ORDER IN WHICH AGENDA ITEMS ARE CONSIDERED MAY BE MOVED FORWARD OR DELAYED BY AT LEAST 2/3 VOTE OF THE COMMITTEE MEMBERS PRESENT.

THE PEORIA URBAN FORESTRY ADVISORY BOARD MEETS IN REGULAR BUSINESS SESSIONS THE FIRST TUESDAY OF THE MONTH (JANUARY THROUGH DECEMBER) AT 12:00 P.M. AT LESTER D. BERGSTEN OPERATIONS & MAINTENANCE FACILITY CONFERENCE ROOM, 3505 N. DRIES LANE, PEORIA, ILLINOIS.

*NOTICES OF ANY SPECIAL MEETING ARE POSTED AT LEAST 48 HOURS PRIOR.
PEORIA URBAN FORESTRY ADVISORY BOARD
REGULAR MEETING

DRIES LANE FACILITY CONFERENCE ROOM
APRIL 10, 2018 @ 12:00 P.M.

ROLL CALL

ANNOUNCEMENTS, ETC.

New Member
Arbor Day

MINUTES

CITIZENS' OPPORTUNITY TO ADDRESS THE BOARD

AGENDA ITEMS:

ITEM NO. 1 ELECTION OF OFFICERS.

ITEM NO. 2 PRELIMINARY DISCUSSION Regarding FORMULATION OF A POLICY FOR ELECTRONIC ATTENDANCE BY BOARD MEMBERS.

ITEM NO. 3 DISCUSSION Regarding RECOMMENDED and NON-RECOMMENDED TREE PLANTING LISTS and REVIEW of the STATE OF ILLINOIS NOXIOUS WEEDS LIST for ADOPTION.

UNFINISHED BUSINESS

NEW BUSINESS

NEXT MEETING

MAY 1, 2018

ADJOURNMENT
A Regular Meeting of the City of Peoria’s Urban Forestry Advisory Board convened at 12:00 p.m. on Tuesday, February 13, 2018, at the Lester D. Bergsten Operations & Maintenance Facility located at 3505 N. Dries Lane, Conference Room 113, Peoria, Illinois.

ROLL CALL

Roll Call showed the following Urban Forestry Advisory Board Members in attendance:

**Members Present:** Chairman Sie Maroon, Board Member Jason Haupt, Board Member Michael Price and Board Member Michael Wilkins – 4.

**Members Absent:** Board Member Ella Maxwell, Board Member Amy McLaren and Board Member Joseph Keck - 3.

Others in attendance included Beth Ball Peoria City Clerk, Public Works Program Supervisor Shawn Johnson, PeoriaCorps Crew Supervisor Darren Graves, and Administrative Secretary Patti Pitcher.

ANNOUNCEMENTS

- Mr. Maroon introduced Patti Pitcher, a returning Public Works employee, as the Administrative Secretary for today’s meeting.
- Mr. Maroon noted there is no Quorum present, therefore today’s meeting will consist of discussion only, no action.
- Mr. Maroon stated the flower plantings at War Memorial Drive and Knoxville will be reinstated April 2018 with volunteer help. Polly Wagner is taking the lead in order to qualify for her Master Gardener classification. PeoriaCorps and ReMax Real Estate will assist; the City will purchase the plants. Volunteers will be needed for ongoing maintenance. Both the North Florence and The Knolls neighborhood associations may be interested. Board Member Haupt suggested incorporating native plants to create perennial pollinator pockets to reduce maintenance requirements among other benefits, plus giving PeoriaCorps hands-on experience. Further discussion was had regarding restriction or dominance of native plantings for visual appeal. Mr. Maroon will give Ms. Wagner Board Member Haupt’s contact information for coordination of this project.

DISCUSSION NOTES

Board Member Wilkins requested that his late arrival time be removed from the January 9, 2018 Minutes.

No action taken.

PUBLIC COMMENT

No comment.
ITEM NO. 1  ELECTION OF OFFICERS.

Mr. Maroon suggested giving some thought to creating Chairman, Vice Chairman and Treasurer positions, possibly also a Secretary position. Mr. Maroon and Mr. Johnson would remain as City liaisons. There were no objections.

No action taken.

Also, Mr. Maroon has not received an answer regarding whether or not the Board is allowed to have an account and raise funds for its activities, noting the suggested Treasurer position would be contingent upon this finding.

No action taken.

ITEM NO. 2  DISCUSSION Regarding FORMULATION OF A POLICY FOR ELECTRONIC ATTENDANCE BY BOARD MEMBERS – City Clerk Beth Ball.

Mr. Maroon explained this issue came up last month so today we have a guest speaker, City Clerk Beth Ball, to address this matter. She provided one copy of the Electronic Attendance Request Form, a copy of the announcement Mayor Ardis reads for each request at the respective City Council meeting as well as Section 34 of Ordinance No. 16,142 regarding electronic attendance by Board members.

Ms. Ball explained how City Council manages this issue, noting there are some areas of flexibility in establishing an Electronic Attendance policy for the Peoria Urban Forestry Advisory Board, but other areas must be strictly enforced.

A request form is completed by the respective Board member requesting electronic attendance for a specific meeting date, the reason why, an offsite location and landline phone number and an available time for a required test call to be submitted at least 48 hours in advance to allow for equipment set-up, testing, etc. [One copy given to Board Secretary.] This Committee, however, may opt for an email notice or for a 24-hour advance notice, but last-minute notifications are strongly discouraged in all fairness to other Board members and to staff.

There are only three acceptable reasons for attending electronically and there is no flexibility with these: (1) Personal illness or disability; (2) Employment purposes or the Business of the City; or (3) Family or Other Emergency.

For City Council meetings, landlines are required due to the tendency of cell phone calls frequently getting dropped, causing delays in the meeting proceedings. This Committee could allow cell phones, if desired.

At meeting time, the Chairman would make an announcement regarding those utilizing electronic attendance. [Copy provided.] This must be voted upon by those physically present. Likewise, minutes need to reflect members physically present and members attending electronically. The latter may participate in discussions but must verbally vote last after those physically present vote on matters.
Your Committee can set a similar policy to the City Council's or change it, within reason. For example, you could opt to suspend rules if a Board member comes down with the flu an hour before the scheduled meeting. A vote would be needed at the beginning of the meeting if said Board member would be allowed to attend electronically. When you determine the specifics for your Committee, you would then present it for vote and if it passes, it would then become policy.

A quorum must be physically present before allowing a Board member's electronic attendance.

The City attorney has stated City Commissions need to set policy due to possible litigation based on actions [votes] taken during meetings. Board Member Wilkins asked if this Committee could write its Bylaws stating that those attending electronically are only permitted to participate in discussion but must be physically present to vote on issues. Ms. Ball said that would probably be acceptable, but there would still need to be a reasonable amount of notice for staff to prepare regardless and a quorum physically present for any actions to take place.

Discussion was had about achieving quorum. Ms. Ball suggested the Board Secretary send out a survey to current Board Members re-assess the ideal meeting day, time and frequency. If current Board Members are unable to routinely attend, they need to resign and suggested the Board recruit new members as well.

Brief discussion if Zoom or Skype (audio and visual) meetings were allowed. Ms Ball said not currently.

[Mr. Maroon had another meeting to attend and left at 12:50p.m., leaving Mr. Johnson to lead.]

ITEM NO. 3 DISCUSSION Regarding RECOMMENDED and NON-RECOMMENDED TREE PLANTING LISTS and REVIEW of the STATE OF ILLINOIS NOXIOUS WEEDS LIST for ADOPTION.

Discussion was had regarding recommended and non-recommended trees as well as encouraging local nurseries to propagate certain varieties and not others because we’re inadvertently creating a monoculture.

No action taken.

UNFINISHED BUSINESS

Promotional Materials for Public Events

Mr. Johnson reported he’s unable to locate the tri-fold board used by the Peoria Urban Forestry and Advisory Board at local public events but still needs to look upstairs.

Report back re: treasury funds.

NEW BUSINESS

None.
Next Meeting

The next regularly scheduled Urban Forestry Advisory Board meeting will be held on **Tuesday, March 6, 2018 at noon.**

Adjournment

There being no further discussion, the Board meeting adjourned at 1:05 p.m.

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Chairman, Sie P. Maroon

/pmp