REGULAR BUSINESS MEETING AGENDA
TUESDAY, MARCH 6, 2018
12:00 P.M.

DATES SET:

TUESDAY, April 3, 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, 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.

PEORIA URBAN FORESTRY ADVISORY BOARD
AGENDAS AND MINUTES ISSUED BY:
SIE MAROON, CHAIRMAN via the
PUBLIC WORKS DEPARTMENT
3505 N. Dries Lane
(309) 494-8850
INTERNET ADDRESS: www.peoriagov.org

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
MARCH 6, 2018 @ 12:00 P.M.

ROLL CALL

ANNOUNCEMENTS, ETC.

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
1. REPORT BACK Regarding Treasury Funds.

NEW BUSINESS

NEXT MEETING

APRIL 3, 2018

ADJOURNMENT
MINUTES OF A REGULAR MEETING
OF THE CITY OF PEORIA
: PEORIA URBAN FORESTRY ADVISORY BOARD :

JANUARY 9, 2018

A Regular Meeting of the City of Peoria’s Urban Forestry Advisory Board convened at 12:00 p.m. on Tuesday, January 9, 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 Ella Maxwell, Board Member Michael Price, and Board Member Michael Wilkins – 5.

Members Absent: Board Member Amy McLaren and Board Member Joseph Keck - 2.

Others in attendance included Matt Freeman of the Peoria Park District, Public Works Program Supervisor Shawn Johnson, PeoriaCorps Crew Supervisor Darren Graves, and Administrative Secretary Ruth Blancaflor.

ANNOUNCEMENTS

- Mr. Maroon announced that Board Member Swigart had resigned from the Commission.
- Board Member Haupt provided one copy of the 2017 Impact Report from the University of Illinois Extension to the Board Secretary. He said more reports would be available tomorrow, at the Extension offices, and he would bring one for each Board Member at the next meeting.
- Mr. Johnson introduced PeoriaCorps Crew Supervisor Darren Graves, and he explained PeoriaCorps was a new program employing youths ages 18-24, who had shown an interest in Green Infrastructure and its maintenance. Every 6 months there is a new group of this staff, who work with area organizations to beautify Peoria.

MINUTES

Board Member Haupt moved to approve the Minutes of a Regular Meeting of the Peoria Urban Forestry Advisory Board on October 3, 2017, as printed; seconded by Board Member Maxwell.

Approved by viva voce vote.

PUBLIC COMMENT

No one came forward to address the Board.

ITEM NO. 1 DISCUSSION and FORMULATION of 2018 ACTION PLAN for the PEORIA URBAN FORESTRY ADVISORY BOARD. [Chapter 29 of the Code of the City of Peoria attached for reference.]
Mr. Maroon stated this item was Food for Thought for the Board to formulate a plan of action items.

There was a discussion regarding the Board’s role and fulfilling the Ordinance that was adopted by the City Council in creating the Board.

Board Member Wilkins expressed concern about the uncertainty of how to anticipate the Council’s needs from the Board.

Board Member Haupt said that the Board Members provided a certain level of expertise to the Council and provided a beneficial service to the city, as a whole, through all of the community bodies with which they interacted. He said they were the city advisors on the subject of Urban Arbo-culture.

Board Member Haupt suggested that the Board undertake the creation of a list of recommended and non-recommended trees for planting in Peoria. He said that step, and coordinating any other proposed issues with the Council and the local horticultural community, were fairly achievable goals.

Board Member Maxwell agreed, and she mentioned other areas where the Board could be of help to the City Council, and the community, such as the stormwater farm and the pursuance of grants.

There was a discussion regarding using the recommended list of trees to supplement the Complete Streets Policy that had been adopted by the City.

The Board concurred that it would be highly beneficial to have the Recommended and Non-Recommended Trees lists and set a goal of sending the document to the City Council for approval by Receive and File at its second meeting in April, 2018. They agreed this would be timely for Arbor Day, which is Friday, April 27th, 2018, and for the startup of infrastructure and development projects. It was noted that announcements and publicity of the lists should be a priority.

In discussion with Board Member Haupt regarding also referencing a prohibited plants and noxious weeds list, Board Member Maxwell stated they could pursue adoption of the list published by the State of Illinois. There were objections.

**ITEM NO. 2  DISCUSSION Regarding STRUCTURE OF THE BOARD with ELECTION OF CHAIRMAN.**

Mr. Maroon pointed out that the Board should elect a Chairman and Vice Chairman soon. He stated his role was to act as Staff Liaison, only. There were no objections.

There was a discussion regarding a Budget for the Board’s use and the appointment of a Board Treasurer. Board Member Wilkins questioned whether other City Boards had an appointed Treasurer.

Mr. Maroon said he would inquire as to whether or not the Board could have an account and raise funds for its activities.
Board Member Haupt stated they could write a grant application for educational materials and other items, if it was found they could manage a budget account. He said using grant funding simplified the matter greatly, when it wasn’t necessary to try to generate funding.

Board Member Price concurred, and he noted that Ameren had many grant programs, and he had seen many requests come through for tree planting.

**ITEM NO. 3  DISCUSSION and SCHEDULING of FREQUENCY OF MEETINGS of the PEORIA URBAN FORESTRY AND ADVISORY BOARD.** [Chapter 29 of the Code of the City of Peoria attached for reference.]

Mr. Maroon questioned whether the Board would like to continue holding monthly meetings or to go to a bi-monthly schedule.

Board Member Haupt suggested they continue holding the meetings monthly and that board members could attend electronically through a conference line when they couldn’t attend personally. In the alternative, he suggested they could hold face to face meetings quarterly, and for the other 8 months of the year, they could attend electronically by conference line.

Mr. Maroon stated he would ask the City Clerk if that was allowable.

Board Member Haupt moved to keep the schedule of monthly meetings of the Peoria Urban Forestry and Advisory Board and to add the Conference Call option to the monthly meetings; seconded by Board Member Wilkins.

Approved by viva voce vote.

**UNFINISHED BUSINESS**

**Promotional Materials for Public Events**

Board Member Wilkins requested that staff work on locating the Booth and the promotional items that previously had been used by the Peoria Urban Forestry and Advisory Board at local public events. He said the use of those materials provided an important avenue to provide forestry education for the public and contractors, and other community members.

Mr. Maroon stated he would look for those materials and place on the Agenda for discussion the Board’s participation at community events.

**NEW BUSINESS**

None.

**Next Meeting**

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

There being no further discussion, the Board meeting adjourned at 12:54 p.m.

Chairman, Sie P. Maroon

/rmb
DISCUSSION NOTES OF A REGULAR MEETING OF THE CITY OF PEORIA: PEORIA URBAN FORESTRY ADVISORY BOARD:

FEBRUARY 13, 2018

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.

MEETING MINUTES

Board Member Wilkins requested that his late arrival time be removed from the January 9, 2018 Minutes. Other than that, the Minutes look good as is.

No action taken.
PUBLIC COMMENT

No comment.

ITEM NO. 1  ELECTION OF OFFICERS.

As discussed last month, Mr. Maroon said to become fully engaged, this Commission needs to create Chairman, Vice Chairman, Secretary and possibly Treasurer positions, although his Administrative Assistant is available if needed. Mr. Maroon and Mr. Johnson would remain as City liaisons. No objections.

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 the parameters. She provided a 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 off-site location and landline phone number and an available time for a required test call to be submitted at least 48 hours in advance for proper equipment set-up, testing, etc. 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 out of town on business; 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 all City Commissions need to set policy based on actions [votes] taken during their respective meetings. Ms. Ball explained it’s the voting action of City Commissions that must be protected from any potential litigation.

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 felt that scenario would probably be acceptable, but there would still need to be a reasonable amount of notice for staff to prepare accordingly and a quorum physically present for any actions to take place.

Discussion was had regarding the size of membership, achieving quorum and At-Large members, the latter requiring input from the City Attorney. Ms. Ball suggested the Board Secretary send out a survey to current Board Members to re-assess the ideal meeting day, time and frequency. If current Board Members cannot commit to attending regularly, they need to resign. She also suggested the Board recruit new members as well. Mr. Maroon agreed to a reassessment, noting that a new member, Mike Freeman, is expected to be appointed this Spring.

Brief discussion if Zoom or Skype (audio and visual) meetings were allowed. Ms. Ball said no, not currently.

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

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

Limited discussion was had regarding recommended and non-recommended trees as well as encouraging local nurseries to only propagate certain varieties to avoid 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 regarding Treasury Funds

Mr. Maroon is still awaiting an answer regarding whether or not the Board is allowed to have an account and raise funds for its activities.

No action taken.
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.

____________________________
Chairman, Sie P. Maroon

/pp
DATE: 

TO: Beth Ball, MMC, City Clerk

FROM: (Council Member)

RE: City Council Electronic Attendance Request

Council Meeting Date Requested: 

Attendance Requested at Session's Closed Meeting: Yes No

I am unable to attend the aforementioned meeting(s) in person due to the following Statutory reason:

Personal Illness or Disability

Employment Purposes or the Business of the City

Family or Other Emergency

Offsite Location & Landline Phone Number: 

Time Available (Peoria Time) For Test Call: ______________: C.D.T.

Preferred Cell Phone Number: 

(Ordinance No. 16,142 Requires Council Members to Give 48 Hours Notice to the Clerk to Attend Electronically)
ELECTRONIC ATTENDANCE

After establishing a quorum is physically present, Mayor Ardis will read the following:

A notice was received by a member of the City Council in accordance with rules established in Ordinance No. 16,142 and the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by two-thirds of the members of the City Council physically present at the meeting. If no such motion is made and seconded, then the request by the member to attend electronically shall be deemed approved by the City Council and the presiding officer, and shall declare the requesting member present.
violation, the Chairman will interrupt the party, rule the party out of order, and if such commentary continues, the violating party will forfeit the privilege of addressing the City Council. Complaints regarding specific City employees can be submitted in writing to the Office of the City Manager and/or City Councilmember(s), and/or other relevant parties.

Under no circumstances will any portion of this Code be used to limit strong public debate on vital community issues or stifle the complete consideration of divergent ideas, no matter how unpopular those ideas may be. Rather, the purpose of this Code is to ensure civility in the conduct of the people's business.

31. POLICY SESSIONS. Policy Sessions of the City Council shall be conducted in the manner to encourage the discussions of issues by and between Members of the City Council and the Administration. Ordinances, Resolutions and Motions of the Council shall not be voted upon at Policy Sessions, except for a Motion to allow a member of the public to address the Council and except for a Motion to give direction to the Staff. Members of the public shall be permitted to address the Council at a Policy Session upon Motion made and seconded by a Councilmember and approved by a two-thirds vote of the Councilmembers present.

32. CANCELLATION OF MEETINGS. The City Council may cancel any regular meeting or special meeting. Any such meeting may be cancelled by the affirmative vote of a majority of Council members holding office. In addition to the above-described method of canceling a meeting, the City Manager or the Mayor may cancel any regular meeting or special meeting due to anticipated lack of a quorum, lack of agenda items, natural disasters or national disasters. A meeting may not be cancelled by the City Manager or Mayor for lack of agenda if a Council member has placed an agenda item with the Clerk by 10:00 a.m. on the Friday preceding the regular meeting. Neither the City Manager nor the Mayor shall have the authority to cancel a second consecutive meeting. A meeting may also be cancelled by a Notice of Cancellation signed by a majority of Council members holding office.

33. REPORTS BACK. A request for information from one councilmember shall not require that a Report Back be placed on a subsequent council agenda. By motion and vote of a majority, the Council may request a formal Report Back, which will then be placed on a subsequent City Council Agenda.

34. ELECTRONIC ATTENDANCE AT MEETINGS.

(a.) Rules Statement. Any member of the city Council may attend any open or closed meeting of the City Council via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws.

(b) Prerequisites. A member of the City Council may attend a meeting electronically if the member meets the following conditions:

(1) The member should notify the Clerk at least forty-eight (48) hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements will result in denial of a request for remote attendance.
(2) The member must assert one of the following three reasons why he/she is unable to physically attend the meeting.

(i) The member cannot attend because of personal illness or disability; or

(ii) The member cannot attend because of employment purposes or the business of the City; or

(iii) The member cannot attend because of a family or other emergency.

(c) Authorization to Participate.

(1) The Clerk, after receiving the electronic attendance request, shall inform the City Council of the request for electronic attendance.

(2) After establishing that there is a quorum physically present at the meeting where a member of the City Council desires to attend electronically, the presiding officer shall state that (i) a notice was received by a member of the City Council in accordance with these Rules, and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member’s electronic attendance is made, seconded, and approved by two-thirds of the members of the City Council physically present at the meeting. If no such motion is made and seconded or if any motion fails to achieve the required vote by the members of the City Council physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the City Council and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member’s electronic attendance may not be reconsidered.

(d) Adequate Equipment Required. The member participating electronically and other members of the City Council must be able to communicate effectively, and members of the audience must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the City Council shall provide equipment adequate to accomplish this objective at the meeting site.

(e) Minutes. Any member attending electronically shall be considered an off-site attendee and counted as present electronically for that meeting if the member is allowed to attend. The meeting minutes shall also reflect and state specifically whether each member is physically present or present by electronic means.

(f) Rights of Remote Member. A member permitted to attend electronically will be able to express his/her comments during the meeting and participate in the same capacity as those members physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The member attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his/her vote counted and recorded by
the Clerk and placed in the minutes for the corresponding meeting. A member attending electronically may leave a meeting and return as in the case of any member, provided the member attending electronically shall announce his/her leaving and returning.

(g) A member attending electronically shall cast his/her vote after the members physically present have voted electronically, but before the Chair announces the vote.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval according to law. This ordinance supersedes all prior Council rules ordinances, including but not limited to, Ordinance No. 10,867, as amended by Ordinance Nos. 14,315, 14,332, 14,356, and 14,485. Ordinance No. 10,867, as amended by Ordinance Nos. 14,315, 14,332, 14,356 and 14,485 are hereby repealed, and, in addition, Ordinance 15,026 is hereby repealed as are any other ordinances, resolutions or motions inconsistent with these rules.

PASSED BY THE CITY COUNCIL OF THE CITY OF PEORIA, ILLINOIS this 5th day of JUNE, 2007.

APPROVED:

Mayor

ATTEST:

City Clerk

EXAMINED AND APPROVED:

Corporation Counsel