

Dean Fund Committee Meeting
April 12, 2011
Wheeler Center
4251 Stone School Rd., Ann Arbor
MINUTES

Members Present: Warren Attarian, John Bassett, Merrill Dudley, Al Gallup, Jane Imonen, Bonnie Ion, John Remsberg

Staff Present: Kerry Gray and Kay Sicheneder

John Bassett called the meeting to order at 9:03 a.m.

Kerry Gray announced that she will be going on maternity leave in July. She will miss the July (probably), August, September and October Dean Fund Committee meetings. **Kay Sicheneder** will provide support to the Dean Fund Committee in **Ms. Gray's** absence.

Action Items #1 and 2: Approve February Agenda and January Meeting minutes.

Bonnie Ion requested an addition to the Agenda, update on Don Gray. **Ms. Ion motioned** to accept the agenda as amended. **Mr. Bassett seconded.** Committee unanimously approved.

Mr. Bassett motioned to accept the February meeting minutes. **Ms. Ion seconded.** Committee unanimously approved.

Information Item #1: Budget

Ms. Gray provided the recent budget report and a summary of the financial information. She reported that the budget still does not include the \$4500 equipment charges from last fall (staff working on getting the equipment charged to the Dean Fund).

Ms. Sicheneder stated that she is unsure if she will spend the entire Dean Fund budget for FY11. City crews have completed trimming and removals on Martin Place and are beginning Brooklyn. If they have time and funds remaining they will begin work on Granger.

Ms. Sicheneder provided a staff update - -Bruce is retiring at the end of April/early May which will leave her with 7 forestry staff. There are no plans to replace the retiring staff , Forestry will be doing more contracting of its work.

Dean Fund Committee signs have been put up on Brooklyn, Martin Place and at Vet's Park. They will be on existing sign posts.

Information Item #3: Possible Dean Fund Tour

Committee discussed the option of doing a tour for the May 10 meeting. They would like to visit the sites of the rejuvenation project (Martin Place, Brooklyn) and the Dean Fund Grove. **Ms. Sicheneder**

suggested that the Committee members, on their own, drive the Martin Place and Brooklyn sites now and then go visit them in a month after tree planting has occurred.

Ms. Gray will check into transportation for the tour.

Information Item #4: Update on Urban Forest Management Plan development

Ms. Gray provided an update on the plan development. In February, the City held six focus groups (City Commissions, Environmental/Non-Profit, Residential, Business, Public Agencies, and City staff) to hear from a variety of stakeholder groups on the issues/opportunities that they saw for improving Ann Arbor's urban forest. John Remsberg participated in one of the focus groups representing the Dean Fund Committee. Following the focus groups, the City assembled an Advisory Committee that will provide guidance to City staff on the scope and direction of the management plan. The Advisory Committee is made up of 17 individuals representing the stakeholder groups. The first Advisory Committee meeting was scheduled for April 14.

To read about the Urban Forest Management Plan development, the Stakeholder focus groups and the Advisory Committee visit www.a2gov.org/urbanforestry and click on "Urban Forest Management Plan" in the left bar.

Discussion Item #1: Dean Fund FY12 Budget Update

Ms. Sicheneder reviewed the FY12 "Budget Worksheet Report" provided to Committee members. The line items mimicked the FY11 budget in terms of how the money was spent. This is a bottom line budget, so money can be moved around to different line items depending on Dean Fund projects approved by the Committee, as long as the total amount does not exceed the total budgeted amount.

A committee member asked about mortality rates of newly planted trees. **Ms. Sicheneder** responded that they have a very good mortality rate of less than 5%. She is looking to add 5 temporary staff to do post planting care (water, mulching, etc.).

Mr. Attarian asked **Ms. Sicheneder** what the FY12 Forestry budget look like. The FY12 public services budget that was presented to Council in February has the entire Forestry budget being moved from the General Fund into the Stormwater Fund. The budget for next year will fund stump removal, some trimming, tree removals and no planting. The City received a loan from the Michigan Department of Environmental Quality's State Revolving Fund for stormwater to plant trees in FY12.

Discussion Item #1: Dean Fund 50th Anniversary Celebration- Bonnie Ion

Ms. Ion did not have anything to report on this item. She will bring the "America in Bloom" application to the May/June committee meeting.

Update on history of past Dean Fund projects

Merrill Dudley had no information to report. **Ms. Ion** volunteered to work with **Ms. Dudley** on compiling the list.

Ms. Gray will type up project list that Ms. Dudley provided at a past meeting and will email to members prior to the next meeting.

Discussion Item #4: Update on/Honoring Don Gray’s service on the DFC

Ms. Ion reported that Don Gray broke two lumbar vertebrae in a recent accident.

Mr. Gray would like to be honored for his service on the Dean Fund Committee with a tree. Ms. Dudley mentioned that in the past the Mayor sent a letter acknowledging the members service. Is that still done? Ms. Gray mentioned that the Mayor does not do certificates but can read a proclamation at a City Council meeting honoring Mr. Gray. She will check with the Mayor’s office regarding the acknowledgement letter.

The Committee liked the idea of planting a tree in the Dean Fund Grove as members retire from the Committee.

Ms. Sicheneder will evaluate sites in the Dean Fund Grove for the trees to be planted for Chuck Cares and Mr. Gray.

Discussion Item #3: Points of Policy and Procedure

Mr. Bassett shared the “Bylaws” document that he drafted. He organized the current “Points of Policy and Procedure” and “Dean Fund Budget and Fund Policy” documents into a bylaw format. Committee had a discussion about whether or not they could use the term “bylaws” for the document that guides the Committee’s operations. The Committee requested that Ms. Gray check with the City Attorney’s office on whether or not they can use the term “bylaws.” The Committee tabled the discussion on this topic to allow time to review the document.

Other Items:

None

Next Meeting, Tuesday, May 10, 2011 at 9:00 a.m.

--Possible field tour

Current FY 2011 Approved Projects

Project Name	Approved Amount*
Tree Watering & Post Planting Care (temp employees)	\$7,500
Planting Crabapples- Vet’s Park (cost TBD in motion)	\$10,000 (estimate)
Arrowwood Hills Cooperative	\$6,000
Washtenaw Ave (Huron Pkwy to Yost) tree trimming, planting & mulching	\$10,000
Rejuvenation Projects- tree removals, trimming, stump removals and planting- Granger, Martin Place and Brooklyn	\$70,000
TOTAL	\$103,500

****Note: This is the budgeted amount and not the actual amount expended.***

Dean Fund- Summary of Financial Information (as of 03.31.11)

Dean Fund YTD Transactions	\$37,201.94
Dean Fund Remaining Budget*	\$57,531.06
Dean Fund in City Pool of Investments	\$201,193.39
*Remaining budget has been encumbered- see Rejuvenation Projects in the Current FY2011 Approved Projects table above	