

CITY OF ABILENE
TREE BOARD
MEETING AGENDA

July 30, 2019 at 5:30 p.m.
Abilene Public Library – Malott Room
209 NW 4th Street

Agenda Items
Call to Order.
Approval of the Agenda.
Approval of Minutes from March 26, 2019 Meeting.
1. Midland GIS Solutions Proposal. 2. Arbor Day Proclamation/Fall Tree Planting. 3. Tree Cost Share Program. 4. Membership Discussion.
Comments.
Adjournment.

**CITY OF ABILENE
TREE BOARD
MEETING MINUTES**

**March 26, 2019 at 5:30 p.m.
Dwight D. Eisenhower Municipal Building
419 N. Broadway Street**

Members Present: John Barbur (Chair), Steve Flynn, and Drew Snitker (Vice-Chair)

Members Absent: none (two vacant positions)

Staff Present: Austin Gilley

Others Present: none

Call to Order.

The meeting was called to order.

Approval of the Agenda.

The agenda was approved by consensus. (3-0)

Approval of the Minutes from the July 24, 2018 meeting.

The minutes were approved by consensus. (3-0)

Business

1. Phone call update on GIS with KSU and Midland GIS

There was discussion regarding the tree inventory of all the trees in the City right-of-way, City owned property and parks. It was decided that the GIS inventory will be the week of May 20th-24th. Midland GIS will provide 2 Kawasaki mules and 2 data collectors (technicians setting DPS location and keying in data). Ethan Herbeck of Midland GIS will send some sample data categories for us to review before the project.

- Kim Bomberger volunteered to help 5/20 to 5/23
- John Barbur 5/20 and 5/24
- Drew Snitker 5/23 and 5/24
- Steve Flynn 5/21 and 5/22

2. Provide direction on Arbor Day Program.

There was discussion.

Comments.

The next meeting is scheduled for May 28, 2019.

Adjournment.

The meeting was adjourned by consensus. (3-0)

Attest:

Minutes Approved,

Jennie J. Hiatt
Administrative Assistant

John Barbur, Chair
Drew Snitker, Vice-Chair

July 19, 2019

Jane Foltz
Interim City Manager
419 North Broadway Ave.
PO Box 519
Abilene, KS 67410

Dear Jane,

Midland GIS Solutions is providing the following addendum quote to the City of Abilene, Kansas to continue the tree mapping project and provide GPS field services to map the trees on city-owned property and within rights-of-way. Midland GIS will deploy a GPS field technician to complete the GPS data collection for this project.

Midland GIS Solutions has developed a custom tree inventory spatial dataset for use on this project and for future management by the city of Abilene. Midland's professional field staff will utilize standard mapping-grade GPS methodologies exercised on GPS/GIS projects developed by Midland GIS Solutions. This will ensure that all data points and attributes are collected accurately and consistently for GIS integration. The data collected will be integrated into the City's web-based GIS. Midland will coordinate to be on-site with the resource Abilene plans to secure for species and attribute identification of the trees. After Midland GIS personnel GPS the tree, they will record attribute information provided by the arborist resource on-site.

Midland GIS recommends continued budgeting for this project on a time and materials basis since no reasonable estimate of the number of trees is available. Limiting the initial project scope to a maximum of (14) days will allow Abilene to control costs and determine how to proceed if additional work is needed beyond one (1) week, while protecting the city's interest if the project level of effort has been overestimated. The city will then only be charged for the days that work is performed.

After discussion regarding the GPS data collection delay in the field with John and Jennie, we are providing two options for the city to choose which are listed on the following page. After investigating the concern, our project manager has concluded that this is due to tree canopy signal interference and WAAS (Wide-Area Augmentation System) settings for accuracy adjustment.

Thank you for allowing Midland GIS Solutions the opportunity to provide professional GIS services to the City of Abilene, Kansas. Please contact me with any questions.

Sincerely,
MIDLAND GIS SOLUTIONS



Erin Allen
Business Development Director

SUMMARY OF PROPOSED COSTS

Option A: Tree Network (Located & Mapped with WAAS) _____ \$14,000.00*

** This is a not to exceed cost for fourteen (14) days of GPS field work including mobility to and from Abilene, based on time and materials. Midland GIS Solutions will not proceed with additional work beyond this timeframe without the expressed, written permission of the City of Abilene. If the project cannot be completed in a maximum of fourteen (14) days, a supplement agreement would be required before Midland GIS will proceed with additional time and materials to complete the project.*

Option B: Tree Network (Located & Mapped no WAAS with Adjustment) _____ \$12,000.00

** This is a not to exceed cost for a maximum of ten (10) days of GPS field work including mobility to and from Abilene, based on time and materials. It also includes \$2000 for internal technician adjustment since WAAS would not be used in the field as an accuracy control. Midland GIS Solutions will not proceed with additional work beyond this timeframe without the expressed, written permission of the City of Abilene. If the project cannot be completed in a maximum of ten(10) days, a supplement agreement would be required before Midland GIS will proceed with additional time and materials to complete the project.*

In Witness whereof, the parties hereto have set their hand to duplicates hereto this _____ day of _____ 2019.

Approved by: City of Abilene, Kansas

Option selected(please initial): Option A _____ Option B _____

Signature: _____

Printed name: _____

Title: _____

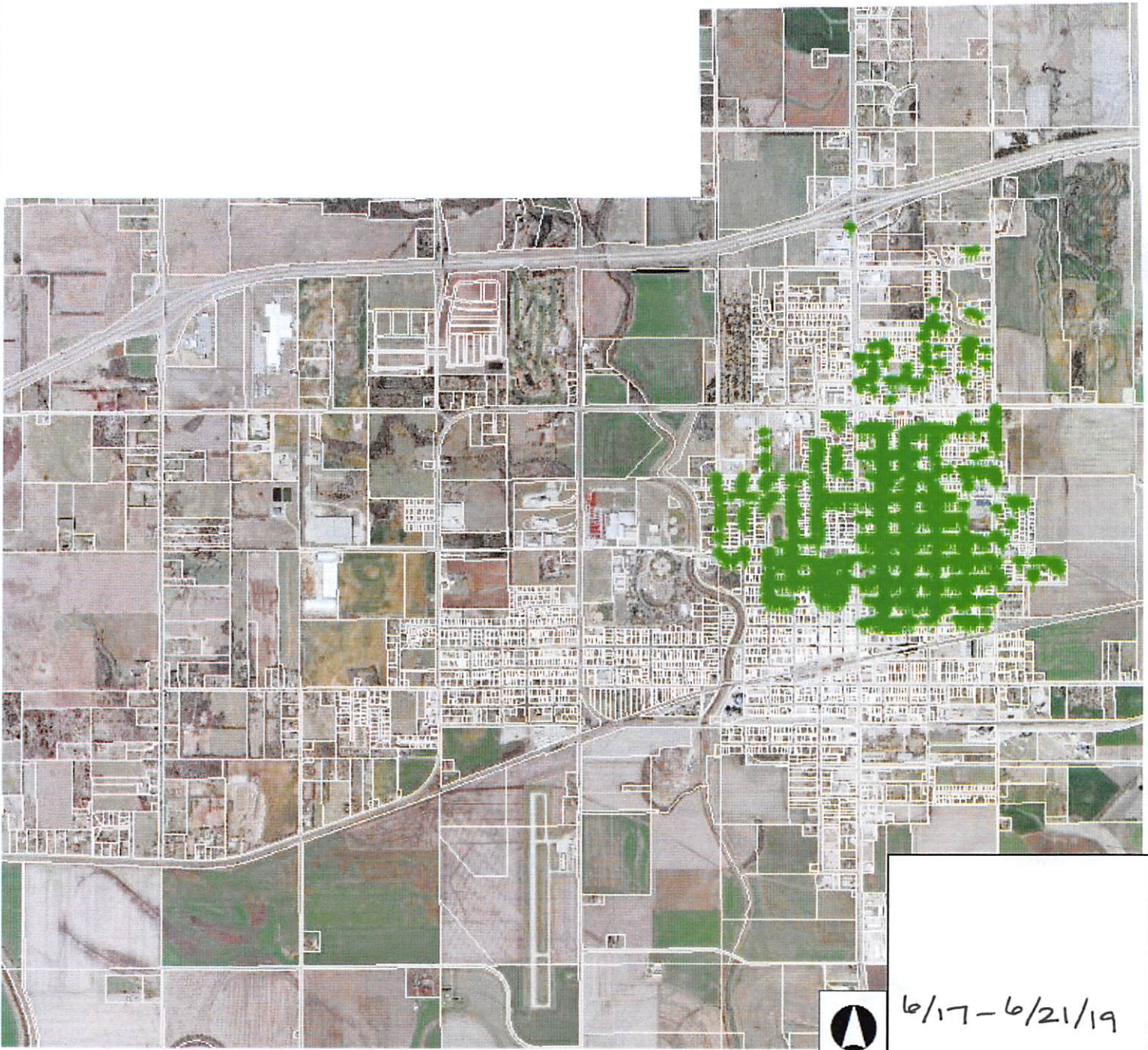
APPROVED BY: MIDLAND GIS SOLUTIONS, ELC

Signature: _____

Printed Name _____ Kirk Larson

Title: _____ Sr. Vice President

Abilene, KS



Legend

- Trees
- Parcel



6/17 - 6/21/19

Notes

1,488
surveyed so
far.

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Abilene Tree Planting Spring Cost-Share Program

This service provides high quality, low cost trees to homeowners to plant in street easement areas (between sidewalks and street curbs) to improve the long-term beauty of Abilene and add value to the property.

Homeowner Cost: \$75.00 per tree

2010 Approved Tree List:

Burr Oak, River Birch, Shingle Oak, Sawtooth Oak, Aristocrat Pear, Eastern Redbud, Caddo Sugar Maple, Bonfire Sugar Maple, Legacy Sugar Maple & Majestick Shadblow (Serviceberry)

Homeowner Receives:

1. A selected tree(s) from the list of authorized trees identified for the program.
2. Planting & care instructions.
3. Staking kit.
4. Slow release irrigation reservoir bag.
5. Bag of planting mulch

Requirements:

1. Homeowner must have adequate space within the street-front easement to plant a selected tree. (Only small growing trees will be allowed for planting under overhead utilities.)
2. Submission and approval of a tree planting permit request.
3. Submission of payment of \$75.00 per tree upon approval of the permit.
4. On site delivery to be arranged.
5. Homeowner must provide proper planting and care of tree(s) as identified in the permit and instruction. Homeowner may hire a contractor to plant the tree(s) to meet their requirement.

Applications are available at the Community Development Office, 2nd Floor of City Hall or at www.abilenecityhall.com. Any questions please feel free to call (785) 263-2355 or send e-mail to cityinspection@abilenecityhall.com.

City of Abilene Tree Board

Abilene Tree Planting Cost-Share Program

This service provides high quality, low cost trees to homeowners to plant in the street easements areas (between sidewalks and street curbs) to improve the long-term beauty of Abilene.

Homeowner Cost: \$75.00 per tree
Applications are available at the Community Development
Office located at City Hall 263-2355

The homeowner receives:

1. A selected tree from the list of authorized trees identified for the program.
2. Planting and care instructions.
3. Staking kit.
4. Slow release irrigation reservoir bag.
5. Bag of planting mulch.



Requirements:

1. Homeowners must have adequate space within the street-front easement to plant a selected tree. (Only small growing trees will be allowed for planting under over head utilities.)
2. Submission and approval of a tree planting permit.
3. Submission of payment of \$75.00 upon approval of permit.
4. Tree(s) will be delivered to homeowner.
5. Homeowner may hire professional for tree installation.



ABILENE APPLICATION TO PLANT, PRUNE OR REMOVE PUBLIC TREE

Date: _____

Address of Tree Site: _____

Name of Applicant: _____

Address:: _____

Home Phone: _____

Work Phone: _____

Name & address of owner of abutting lot, if applicant is lessee or agent of owner: _____

Phone Number _____

Application to:

SPECIES: _____

☐ PLANT☐ PRUNE☐ REMOVE

QUANTITY: _____

Tree desired to be pruned or removed is:

☐ DISEASED☐ DEAD☐ CASUALTY DAMAGE☐ OTHER

(Please explain)

Applicant's Signature

Staff Approval

The foregoing application is approved this _____ day of _____, 20__, subject to the following conditions:

Staff Notes:

CITY INSPECTOR

THIS PERMIT WILL EXPIRE SIX (6) MONTHS FROM ITS DATE OF APPROVAL AS STATED ABOVE. IF THE WORK AUTHORIZED BY THIS PERMIT IS NOT COMPLETED BY THAT EXPIRATION DATE, A NEW PERMIT MUST BE APPLIED FOR.