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**SERVICES COMMITTEE MEETING AGENDA**



MEETING DATE: Monday, July 15, 2019

MEETING TIME: 6:00 p.m.

MEETING LOCATION: North Aurora Village Hall, 25 E. State St., North Aurora

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**CALL TO ORDER**

**ROLL CALL**

**AUDIENCE COMMENTS**

**APPROVAL OF MINUTES**

1. Approval of the Services Committee Minutes dated June 17, 2019

**NEW BUSINESS**

1. Tree Trimming Policy

**OLD BUSINESS**

**OTHER INFORMATION**

**TRUSTEE COMMENTS**

**ADJOURN**

Initials SP

**VILLAGE OF NORTH AURORA  
SERVICES COMMITTEE MEETING MINUTES  
JUNE 17, 2019**

**CALL TO ORDER**

Trustee Gaffino called the meeting to order.

**ROLL CALL**

**In attendance:** Mayor Dale Berman, Trustee Tao Martinez, Trustee Mark Gaffino, Trustee Mike Lowery, Village Administrator Steve Bosco, Finance Director Bill Hannah.

**AUDIENCE COMMENTS** - None

**APPROVAL OF MINUTES**

**1. Approval of the Services Committee Minutes dated May 20, 2019**

Motion for approval made by Mayor Berman and seconded by Trustee Lowery. All in favor. Motion approved.

**NEW BUSINESS**

**1. Greenest Regions Compact**

This is an initiative done by the Metropolitan Mayor's Caucus. It is a program that says the Village will look at guidelines established by this company on ways to be greener. The committee was in favor of signing up and doing what is needed to be green and help the environment. Resolution will go to the Village Board.

**2. Army Donations Display Item**

The Lions Club approached the village with an interest in helping to donate time and finances to provide a demilitarized piece of equipment for the Veterans Memorial on Willow Way.

The resolution would state that the village is willing to go through the program and secure the piece. The Village is willing to afford some of the cost to transport the item, to prepare the site and pay for the cost for the military to demilitarize the item. The Village is willing to spend up to \$10,000 for demilitarizing the piece of equipment. The Village would still have cost with the transportation.

At this time, the village would need a resolution to submit along with a letter from the mayor and an application to the Army. The committee agreed that they are interested in the program.

**OLD BUSINESS** - None

**OTHER INFORMATION**

Bosco mentioned that if the village decides on a shredding/prescription drop off event, it would be scheduled for some time in spring.

**TRUSTEE COMMENTS** - None

**ADJOURNMENT**

Motion to adjourn made by Trustee Lowery and seconded by Trustee Martinez. All in favor. **Motion approved.**

Respectfully Submitted,

Lori J. Murray  
Village Clerk



# Memorandum

**To:** Services Committee  
**Cc:** Steven Bosco, Village Administrator  
**From:** John Laskowski, Public Works Director  
**Date:** July 11, 2019  
**Re:** Tree Trimming Policy

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The Public Works Department has been developing policies and formalizing past practices for public works operations and services. In past Services Committee meetings, members have discussed the following policies: Lawn Mowing and Right of Way Maintenance, Leaf Pick-Up Program, Mailbox Replacement, Sidewalk Replacement, Tree Replacement, a Complete Streets policy, and curb replacement.

Tonight staff would like to discuss the policy on how to establish how parkway trees are selected for trimming. Public Works has been receiving an increased number of requests from residents to trim trees and would like to establish a policy to treat all residents consistently.



**Title:** Tree Trimming Policy

**Date:**

**Purpose:** This policy is composed to establish how parkway trees are selected for trimming

**Description:** The Village trims parkway trees at various times throughout the year using in-house labor and private contractors. Below are a description of how trees are selected for trimming.

#### Obstruction Trimming

An annual tree inspection will be conducted by public works staff (with possible assistance from administrative GIS staff and their GIS tree inventory) in late spring early summer. The inspection will identify locations where trees may be obstructing regulatory signs or obstructing line of sight at intersections. Public Works staff will then trim the trees to eliminate the obstruction.

#### Street Maintenance Trimming

Prior to the beginning of the annual street maintenance project, the parkway trees are trimmed along all streets scheduled for maintenance. The crown of these trees is lifted to a height that will prevent damage from the paving contractors' machinery. This operation is performed by a private contractor in advance of the annual street maintenance program.

#### Subdivision Trimming

Annually, Public Works Staff identifies a subdivision where the parkway trees have grown to a point where they could be damaged by garbage trucks or other large vehicles. This tree trimming is performed by a private contractor. The amount of trees trimmed in the subdivision correspond to the financial resources available for the operation.

#### Storm or Disaster Related Trimming

Periodically, weather events occur that have can damage parkway trees. Depending on the scale of the damage, a private contractor may be enlisted to assist staff in the removal of branches and trimming of the remaining branches.

#### Individual Tree Trimming

Public Works staff will respond to staff and resident requests for tree trimming when these requests are received. This tree trimming typically occurs when branches obstruct the view of traffic signs, sidewalks, or extend into the roadway where they can create a hazard.