



Approved 03/04/2026

CITY OF URBANA TREE COMMISSION MEETING

DATE: Wednesday, December 3, 2025
TIME: 4:00 PM
PLACE: 706 South Glover Avenue Urbana, IL 61802

MINUTES

Members Present: Carol Augspurger, Stewart Berlocher, Paul D'Agostino, Scott Dossett, Alex Julius, Justin Vozzo

Members Absent: Elise Doody-Jones

Others Present: Kevin Sanderson

A. Call to Order and Roll Call

Carol Augspurger called the meeting to order at 4:00 pm. Roll call was taken. A Quorum of Members was present.

B. Changes to the Agenda

none

C. Approval of Minutes of Previous Meeting

1. June 4, 2025 meeting minutes

Scott Dossett motioned to approve the minutes, Justin Vozzo seconded. Motion approved with a unanimous voice vote.

D. Public Input

none

E. Unfinished Business

1. Right-of-Way (ROW) Permits – Kevin Sanderson

Kevin had no further update on this, other than he is still working with Engineering on it.

Paul said that when he worked for the City of Evanston, they had their permits online like we are going towards. He suggested that Kevin look at the City of Evanston website and look at their setup and options for permits.

F. Reports of City Officials and Staff and Reports of Committees

1. 2025-2026 Contractor Removal list – Kevin Sanderson

Bids were opened last week and Trees 'R Us won the bid. They just need to pass the EEO certification paperwork; once that is done the bid can be awarded. This is for 28 trees & stumps to be removed. Kevin pointed out that he added Observations to the list per Paul's suggestion.

2. 2025 Fall Replacement Sites – Kevin Sanderson

There were 61 replacement trees planted. These were completed in early November.

3. 2026 Spring Donation Planting – Kevin Sanderson

This was originally for Fall 2025 but moved it to Spring 2026 because there were 70 letters mailed out and only received 7 responses. Kevin is hoping that more will come in with pushing the plantings to Spring 2026.

G. New Business

1. New website form to request a Street Tree

Kevin said there is a new form on the City website to Request a Street Tree. Right now it's under Infrastructure Assets, then under Urban Forestry. Kevin is trying to get them to move Forestry under Public Works so it is easier to find. 5 or 6 people have already submitted requests through the new form. It was suggested to maybe put it under the "How Do I" section.

2. 2026 meeting dates

The 2026 meeting dates were looked over (March 4th, June 3rd, September 2nd, & December 2nd). Scott Dossett motioned to approve the 2026 meeting dates, Paul D'Agostino seconded. Motion approved with a unanimous voice vote.

H. Announcements

1. 50th Tree City Arbor Foundation story

Kevin said that we will receive our 50th Arbor Day Foundation award in April. He is currently working on the Tree City application. The Arbor Day Foundation is wanting to do a story on the City of Urbana because we are one of the original Tree City USA's. There are 16 original communities.

I. Future Topics

Alex Julius will give her presentation on Risk Assessment Tools

Stewart Berlocher is still working on his Big Grove talk. He keeps finding things to add to it.

J. Adjournment

Scott Dossett motioned to adjourn the meeting, Paul D'Agostino seconded. Motion approved with a unanimous voice vote. The meeting adjourned at 4:37 pm.