



# AGENDA

## Tree Board

### REGULAR MEETING

January 20, 2026

5:00 PM

Oakdale City Council Chambers

#### **1. INFORMAL DISCUSSION WITH CITY COUNCIL REGARDING ANNUAL WORK PLAN AND FUTURE OF THE TREE BOARD**

MOVE TO DAIS FOR CONTINUATION OF REGULAR BUSINESS AND BROADCASTING

#### **2. CALL TO ORDER**

#### **3. CALL OF ROLL**

#### **4. PLEDGE OF ALLEGIANCE**

#### **5. APPROVAL OF AGENDA**

#### **6. APPROVAL OF MINUTES**

- a. September 16, 2025

#### **7. OPEN FORUM**

#### **8. TREE BOARD REVIEW**

##### **a. OLD BUSINESS**

- i. Finalize 2026 work plan

##### **b. NEW BUSINESS**

- i. Election of Board Chair and Vice Chair

#### **9. OTHER**

- a. Staff Liaison Update(s)\*
- b. Board Member Update(s)\*
- c. Council Liaison Update(s)\*

#### **10. ADJOURNMENT**

\*Items marked with an asterisk have no accompanying materials.

**The next regular Tree Board meeting will be held March 17, 2026 @ 5 PM  
in the Hadley Conference Room at Oakdale City Hall.**



REGULAR MEETING MINUTES  
OAKDALE TREE BOARD  
City of Oakdale  
September 16, 2025

**CALL TO ORDER**

A regular meeting of the Oakdale Tree Board was held on Tuesday, September 16, 2025, at the Oakdale City Hall, Oakdale, Minnesota. The meeting was called to order by Chair Nick Kantola at 5:00 PM.

**CALL OF ROLL**

On a call of the roll, the following were present:

Chair: Nick Kantola

Board Members: Michael Bender  
Dallas Pierson  
Marge Sagstetter, Vice Chair  
Mike Saarela

Also Present: Cory Tietz, Public Works Director and Staff Liaison  
Tim Mehlhorn, City Forester  
Deb Moeller, Washington County Master Gardener  
Kari Moore, Council Liaison

Absent: Glen Giacoletto  
Laura Kittel

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

**A MOTION WAS MADE BY BOARD MEMBER PIERSON, SECONDED BY VICE CHAIR SAGSTETTER TO APPROVE THE AGENDA AS PRESENTED.**

**5 AYES – Motion carries**

**APPROVAL OF MINUTES**

Under Other – i. Staff Liaison Updates, Vice Chair Sagstetter pointed out the need for additional wording as follows, "...pruning the Honey Locusts along Helmo Ave N, down by"

**A MOTION WAS MADE BY BOARD MEMBER BENDER, SECONDED BY VICE CHAIR SAGSTETTER TO APPROVE THE MINUTES FOR JUNE 17, 2025, AS AMENDED.**

**5 AYES – Motion carries**

## OPEN FORUM

Chair Kantola invited comments from the audience. No comments were heard.

## OLD BUSINESS

### i. None

## NEW BUSINESS

### i. 2026 Work Plan

Public Works Director Cory Tietz reviewed the 2025 Work Plan, seeking feedback from the Tree Board on their proposed 2026 Work Plan.

Board Member Bender was supportive of the Tree Giveaway process including how residents signed up, were placed on a wait list, and followed up with by City staff. Mr. Tietz indicated that there may be a follow-up conversation related to residents who signed up for a tree and did not show up on the day of the event and whether they will have the ability to claim one moving forward. Chair Kantola agreed that the event went well last year and the City should continue to build on that.

Vice Chair Sagstetter pointed out how the *Public Education and Awareness Efforts* section is too general and hard to measure. Council Member Moore said the Council is looking into other informational handouts that can be given to residents, much like the Emerald Ash Borer (EAB) identification flyer that was handed out at the Tree Giveaway. A request was made that all volunteer events be in the *Oakdale Update*.

Board Member Saarela brought up having a kid's coloring contest using a tree, and give out a small prize. The Board was supportive.

Board Member Bender suggested having a sponsor donate sample bottles of root stimulator to hand out at the Tree Giveaway. Mr. Tietz indicated board members are welcome to research ideas and bring information back to the Board for consideration.

Related to the Spring Planting Event, City Forester Tim Mehlhorn asked about the Board's preference between tree planting or maintenance of a current planter bed. Chair Kantola recalled the most successful Spring Planting Event two years ago at Oakfield Park where volunteers planted color-coded plugs. The focus should be on planting landscape beds with a few trees versus just planting solely trees. Board Member Pierson agreed that this would allow children to get involved. Vice Chair Sagstetter agreed from a safety standpoint, small plantings make more sense versus large trees. Chair Kantola added that the Discovery Center is a good location for Spring Planting as there is ample parking and it has a good spot for lunch. Board member Bender suggested adding a sign that the planting was done by Oakdale volunteers

which could encourage more people to volunteer. Mr. Mehlhorn shared that the City is struggling to get volunteers for events. Vice Chair Sagstetter suggested moving the date to June since kids would be out of school then. Mr. Mehlhorn will bring back Spring Planting options to the January 20, 2026 meeting.

Moving on to the Buckthorn Removal Event, Chair Kantola said the forestry division has done a good job selecting the area for removal and the Board will continue to leave the location selection to City staff.

## **OTHER**

### **i. Staff Liaison Update(s)**

Mr. Mehlhorn and Mr. Tietz reported on the following:

- City staff applied and successfully received an EAB tree removal and replanting grant.
- The forestry division is focused on boulevard tree and stump removal.
- The forestry division is working hard on maintenance at Inwood Ave and 4<sup>th</sup> St.
- The forestry division is marking trees at Walton Park for this year's Buckthorn Removal Event.
- Four trees have been identified and ordered for the 2026 Tree Giveaway – Hackberry, Norway Spruce, Snow Sweet Apple, and Northern Pin Oak.

### **ii. Board Member Update(s)**

Board Member Pierson brought up that the current City Code related to the handling of dead trees from a neighboring property is unclear. Mr. Tietz indicated that City staff is working to clarify this language.

Vice Chair Sagstetter shared that she is stepping down from the Tree Board and this is her last meeting.

### **iii. Council Liaison Update(s)**

Council Member Moore did not have any specific items, but that the Council has been working on the budget for 2026. Board Member Bender asked about being able to give away more trees at the Tree Giveaway. Council Member Moore said it has been discussed, but there is no definitive answer on that yet.

## **ADJOURNMENT**

**A MOTION WAS MADE BY BOARD MEMBER PIERSON, SECONDED BY BOARD MEMBER BENDER TO ADJOURN THE SEPTEMBER 16, 2025 REGULAR MEETING OF THE TREE BOARD AT 6:00 PM.**

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SEPTEMBER 16, 2025  
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**5 AYES – Motion carries**

**MEETING ADJOURNED.**

Respectfully submitted,

Katie La Nasa, Administrative Assistant





# TREE BOARD MEMO

<b>To:</b>	Oakdale Tree Board
<b>Meeting Date:</b>	January 20, 2026
<b>Request(s):</b>	2026 Work Plan Discussion
<b>Prepared/Presented:</b>	Cory Tietz, Public Works Director

## BACKGROUND

City of Oakdale Code of Ordinances, Chapter 22, Article VII, Sec. 22-25 establishes the Tree Board as an advisory body which acts in an advisory capacity to the City Council in all matters pertaining to trees. To support this function, the 2026 Tree Board Work Plan will guide and focus the Board's work during its monthly meetings and throughout the year.

## TREE BOARD ACTION REQUESTED

It is requested that the Tree Board discuss its 2026 Work Plan, which includes identifying an alternative engagement activity to replace the Scott Carver Buckthorn Removal Event due to declining participation in recent years.

### Attachment

2026 Tree Board Work Plan - DRAFT



## 2026 Tree Board Work Plan

Title	Description/Tasks
Pete Graske Arbor Day Tree Giveaway	<ol style="list-style-type: none"><li>1. Date: Always the first Saturday after Arbor Day, which is always the last Friday in April – April 25, 2026</li><li>2. Time: 9:00 AM – 11:30 AM</li><li>3. Number of trees: 200</li><li>4. Species selection: Hackberry, Norway Spruce, Snow Sweet Apple, Northern Pin Oak</li><li>5. Size and cost:</li><li>6. Location: North Fire Station - 5000 Hadley Ave N, 55128-confirmation at later date</li><li>7. Style: Drive-thru Car Parade</li><li>8. Volunteers and Council arrival time prior to event start time</li><li>9. Are other groups allowed to participate? (i.e., Scouts) – TBD</li></ol>
Jane Klein Memorial Spring Planting	<ol style="list-style-type: none"><li>1. Date: Third Saturday in May – May 16, 2026</li><li>2. Time: 9:00 AM – 12:00 PM</li><li>3. Type of planting: TBD</li><li>4. Location: TBD</li><li>5. Landscape bed design is not needed.</li><li>6. Trees species selection – TBD</li><li>7. Volunteers from National Honor Society, Tree Board, Master Gardeners, General Public, City Council</li></ol>
Scott Carver Buckthorn Removal	<ol style="list-style-type: none"><li>1. Date: Second Saturday in October – October 10, 2026</li><li>2. Time: 9:00 AM – 12:00 PM</li><li>3. Location: requesting feedback on location</li><li>4. Type: Buckthorn Only</li><li>5. Volunteers from National Honor Society, Tree Board, Master Gardeners, General Public, City Council</li><li>6. Buckthorn identification and removal workshop</li></ol>
Public Education and Awareness Efforts	<ol style="list-style-type: none"><li>1. Collaborate with other City Council advisory bodies and outside organizations on public education efforts.</li><li>2. Increase public communication related to Tree Board events and City-offered programs.</li></ol>

## Why should I plant trees in my yard

**Provide shade:** A properly placed deciduous tree will cool your house and reduce cooling costs, in winter after the leaves are gone, they let sunlight to warm the house. For those who like using outside living areas in the summer, trees provide “air conditioning” and UV protection.

**Wind protection:** Trees slow down the force of the wind on your property.

**Give a framework:** Properly placed trees frame the property and buildings, so they look like they belong on the site.

**Provide a home or resting place for birds and animals:** As you walk outside you can have nature’s choir serenade you and enjoy the different creatures that need trees.

**Help reduce erosion and storm water runoff:** The leaves and bark will hold onto some of the rainwater helping to reduce runoff into the storm sewer, at the same time the roots will keep the soil from washing away

**Clean the air:** The leaves will catch some of the dust particles on their leaves and return valuable oxygen back in the air.

**Provide beauty:** With colorful leaves, needles and blossoms. They provide texture and movement as you look outside your window.

**Add value:** Properly placed trees add value (dollars) to your property.

Your Tree Board





## Process for the Election of Board Members/Commissioners

1. Nominate candidates for the Chairperson and Vice-Chairperson positions. Nominations do not require a "second", but other members may "second" the nomination to show support.

*"Motion to nominate Board Member/Commissioner \_\_\_\_\_ for the position of Chairperson."*

*"Motion to nominate Board Member/Commissioner \_\_\_\_\_ for the position of Vice-Chairperson."*

2. When there are no new nominations to be made someone should make a motion that nominations close. The motion to close requires a "second".

*"Motion to close nominations for the Chairperson and Vice-Chairperson positions."*

3. Election using the ballot provided. Board Members/Commissioners write in their choice from those nominated and pass the ballots to staff for tabulating.

4. Staff will announce results.

5. Election of Chairperson and Vice-Chairperson require a motion and a "second."

*"Motion to elect Board Member/Commissioner \_\_\_\_\_ for the position of Chairperson of the \_\_\_\_\_ for a period of one (1) calendar year, commencing with the [current date] meeting."*

*"Motion to elect Board Member/Commissioner \_\_\_\_\_ for the position of Vice-Chairperson of the \_\_\_\_\_ for a period of one (1) calendar year, commencing with the [current date] meeting."*

Assumption of the roles of Chairperson and Vice-Chairperson may commence immediately following the vote.



**Ballot**  
[Board/Commission] Election of Chairperson & Vice-Chairperson  
[Meeting Date]

Please write in your choice for Chairperson and Vice-Chairperson from those nominated tonight:

Chairperson: \_\_\_\_\_

Vice-Chairperson: \_\_\_\_\_

Votes will be tallied and announced immediately following the vote.