



Abilene Tree Board Meeting Agenda
Abilene Public Library – Malott Room
209 NW 4th Street
Tuesday, December 16, 2025 – 5:30 pm

1. Call to Order

2. Roll Call: ___ Drew Snitker ___ Tim Strunk ___ Hayley Whitehair
 ___ Vice-Chair Corey Jones ___ Chair Steven Flynn

3. Approval of Agenda – December 16, 2025

4. Approval of Minutes – September 2, 2025

5. Business
 - Reappointments for 2027-2029
 - Website Review
 - 2025 Budget Update
 - Proposed Ordinance No. 25-3470
 - KFS Arbor Day Seedlings

6. Comments

7. Adjournment



Abilene Tree Board Meeting Minutes
Abilene Public Library – Malott Room
209 NW 4th Street
Tuesday, September 2, 2025 – 5:30 pm

Members Present: Steve Flynn, Drew Snitker, Tim Strunk and Hayley Whitehair

Members Absent: Corey Jones

Staff Present: Jennie Hiatt

Others Present: none

1. Call to Order

Chair Flynn called the meeting to order.

2. Roll Call

Present: Flynn, Snitker, Strunk and Whitehair

3. Approval of the Agenda

Strunk motioned to approve the agenda as written, and Snitker seconded the motion. The motion carried unanimously. (4-0)

4. Approval of the Minutes from April 25, 2025

Snitker motioned to approve the minutes as written, and Whitehair seconded the motion. The motion carried unanimously. (4-0)

5. Business

- **Budget Update**

Hiatt informed the board that the current budget balance for 2025 is \$3,669.11. The Tree Board's budget will be part of the Special Parks & Recreation fund for 2026, with a proposed budget of \$7,500.

- **Ordinance No. 3103 Review**

There was discussion regarding the part of the current ordinance, which states, "It shall not be a requirement to reside within the city limits of Abilene, Kansas to serve on said board; however, the majority of said board reside within the city limits of Abilene, Kansas.

Strunk motioned to recommend the following amendment to Chapter 1, Article 9, 1-911 Tree Board: "It shall not be a requirement to reside within the city limits of Abilene, Kansas to serve on the said board; however, **all board members must reside within Dickinson County, Kansas.**" Whitehair seconded the motion. The motion carried unanimously. (4-0)

- **KFS Arbor Day Poster Contest**

Hiatt discussed the 2025-2026 Kansas Forest Service Arbor Day Poster Contest. Information will be provided to St. Andrew's Elementary, as well as Eisenhower Elementary. She added that she would also be reaching out to Abilene Bible Baptist, Foundation Christian Academy, and Heartland Home Educators.

- **Library Tree**

Hiatt briefed the board on the status of one of the trees at the library, which has been diagnosed with Ganoderma Fungus.

- **Tree Inventory: Dead Trees**

There was a discussion regarding the list of dead/dying trees, as well as the list of elm trees.

- **Tree Recommendation List**

There was discussion regarding the current official street tree species list and the lists provided in the Community Forest Management report that the Kansas Forest Service completed.

6. Comments

There was a discussion.

7. Adjournment

Strunk motioned to adjourn the meeting, and Whitehair seconded the motion. The motion was carried unanimously (4-0), and the meeting was adjourned.

Attest

Minutes Approved,

Jennie Hiatt
Administrative Manager

Steve Flynn, Chair
Corey Jones, Vice-Chair

Tree Board

Overview

Abilene has been a Tree City USA community for 30 years due to the efforts of the Abilene Tree Board. The Tree Board consists of 5 members who are appointed to 3-year terms. The Board is charged with the following:

- Educating the public on the value and maintenance of trees,
- Promote plantings on public lands and rights-of-way,
- Assist the City Forester with the administration of the tree maintenance ordinance,
- Hold Arbor Day programs, and
- Assist in the administration of the Tree Cost Share Program.



Duties of the Tree Board

Fall Cost Share Program - The City will pay 50% of the cost of a tree planting up to \$75 per tree, provided the tree is planted in the right-of-way.

Arbor Day Program - The Tree Board conducts an Arbor Day presentation and tree planting at the local elementary schools to teach children about the benefits of trees, tree planting and tree care. Since 2010, the Tree Board has given a Norway Spruce seedling to local 4th Grade students during the 4th Grade Forester Program to take home and plant. Since 2016, the Tree Board has promoted the Kansas Arbor Day Poster Contest. The Kansas Forest Service contest is for 5th Grade Students only. Abilene has had district winners in 2017, 2018 and 2022.

Arbor Day Proclamation - The Mayor reads and signs an annual Arbor Day Proclamation to recognize recognition of the Tree Board's efforts and the value of trees.

Tree Maintenance Ordinance - The City tree maintenance ordinance is part of the City Code and is enforced by the City Forester.

- [City Code, Chapter 6, Article 7 - Trees](#)
- [City Forestry Standards and Specifications \(PDF\)](#)

Current Members and Term

- Steven Flynn (Chair) 2026
- Corey Jones (Vice-Chair) 2027
- Tim Strunk 2028
- Hayley Whitehair 2026
- Drew Snitker 2026

Meeting and Contact Information

The Tree Board meets on the 4th Tuesday of every other month or as scheduled at 5:30 pm at the Abilene Public Library - Malott Room 209 NW 4th Street.

Find [Agenda and Minutes](#)

For more information or questions regarding the Tree Board, please get in touch with Jennie Hiatt at (785) 263-3510.

jennie@abilenecityhall.com

Tree Links

- [National Arbor Day Foundation](#)
- [Tree City USA](#)
- [Kansas Forestry Service](#)
- [Kansas State University - Horticulture and Forestry](#)

ORDINANCE NO. 25-3470

AN ORDINANCE AMENDING SECTION 1-911 OF THE CITY CODE OF THE CITY OF ABILENE, KANSAS PERTAINING TO THE ABILENE TREE BOARD.

Be it be Ordained by the Governing Body of the City of Abilene, Kansas:

SECTION ONE. Section 1-911 of the City Code of Abilene, Kansas is hereby amended to read as follows:

1-911. Tree Board.

The Tree Board shall consist of five (5) members, who shall be appointed by the Governing Body for three (3) year terms commencing on the second Monday in January. The Tree Board shall make recommendations to the Governing Body in matters relating to the management and development of trees and landscape in the city, and shall have the powers and duties provided by Chapter 6, Article 7 herein. It shall not be a requirement to reside within the city limits of Abilene, Kansas to serve on said board; however, all board members must reside within Dickinson County, Kansas.

SECTION TWO. Existing Section 1-911 of the City Code of the City of Abilene, Kansas is hereby repealed.

SECTION THREE. This Ordinance shall be in full force and effect from and after its adoption and publication once in the official city newspaper by the following summary:

Ordinance No. _____ Summary

On December 22, 2025 the City Commission passed Ordinance No. _____. The ordinance amends existing Section 1-911 of the City Code of the City of Abilene, Kansas, pertaining to the tree board, so as to require that all board members reside within Dickinson County, Kansas. A complete copy of the Ordinance is available online at www.abilenecityhall.com or in the office of the City Clerk, 419 N. Broadway Street in Abilene, Kansas, free of charge. This summary is certified by the City's legal counsel.

APPROVED AND PASSED by the Governing Body of the City of Abilene, Kansas, this 22nd day of December, 2025.

Brandon Rein, Mayor

Attest:

Shayla L. Mohr, CML, City Clerk

The publication summary set forth above is certified this 22nd day of December, 2025.

Aaron O. Martin, Legal Counsel



Kansas Forest Service

Conservation tree & shrub seedlings

Spring 2026

Sale Season January 2 – April 30

Order online kansasforests.org or by phone: 1-888-740-8733

Bare-Root Shrubs

25 trees per unit — \$40 (unless specified)

American Plum	Fragrant Sumac
Black Chokeberry	Golden Currant
Buffalo Berry	Hazelnut
Buttonbush	Lilac
Chokecherry	Peking Cotoneaster
Common Ninebark	Sandhill Plum
Elderberry	Serviceberry (\$50)
False Indigo	Spicebush

Bare-Root Evergreen Trees

25 trees per unit — \$40

Arborvitae	Ponderosa Pine
Black Hills Spruce	Rocky Mountain Juniper
Eastern Redcedar	Southwestern White Pine
Pitch Loblolly	Virginia Pine

Containerized Evergreen Trees

25 trees per unit — \$75

Austrian Pine	Ponderosa Pine
Arborvitae	Rocky Mountain Juniper
Black Hills Spruce	Scotch Pine
Eastern Redcedar	Southwestern White Pine
Eastern White Pine	Virginia Pine

Non-Plant Materials	No. in Unit	Cost/Unit
Marking Flags	100	\$20
Rabbit Protective Tubes	25	\$25
Root Protective Slurry	8 oz	\$12
Tree Tubes – 5 ft.	5	\$24
Tree Tube Stakes – 6ft	5	\$18
Weed Barrier Fabric and Pins	25	\$65
Additional Weed Barrier Pins	150	\$28

Bare-Root Deciduous Trees

25 shrubs per unit — \$40 (unless specified)

Baldcypress	Osage Orange
Black Cherry	Pawpaw (\$50)
Black Oak	Pecan
Blackjack Oak	Persimmon
Black Walnut	Pin Oak
Bur Oak	Red Mulberry
Chinkapin Oak	Redbud
Cottonwood	Shellbark Hickory (\$50)
Dwarf Chinkapin Oak	Shumard Oak
Hackberry	Silver Maple
Kentucky Coffeetree	Swamp White Oak
Northern Catalpa	Sycamore
Northern Red Oak	White Oak

Stratified Seed

100 per count — \$19

Black Walnut	Bur Oak	Pecan
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Cuttings

25 trees per count — \$40

Sandbar Willow

Shipping Options

Monday, Tuesday, and Wednesday starting Mid-March 2026. Shipping fees are calculated by total weight of order and charged per current UPS rates.

Scheduled Pick Up Options

Fridays starting Mid-March 2026. At least 24 hours notice must be given before pickup to ensure orders are ready. Preferred shipping or pick-up dates can be selected during the order process. We reserve the right to apply a cancellation or restocking fee.



Invoice

Order 4500
January 2, 2025

From
Kansas Forest Service
2610 Claflin Rd
Manhattan KS 66502
United States
785-532-3349

Bill to
Jennie Hiatt
City of Abilene
601 Northwest 2nd Street
Abilene KS 67410
United States

Order Details

Qty	Item	Price
6	Redbud	\$35.00
150	Individual Wrap & Mulch	\$1.00
	Subtotal	\$360.00
	Tax	\$0.00
	Total	\$360.00
	Total Paid	\$0.00
	Outstanding Amount	\$360.00

Note

Jennie will follow-up with PU date. SN

If you have any questions, please send an email to snehls@ksu.edu

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→ 150 - Seedlings - \$210.00 plus \$150 to wrap individually
(6 units of 25)