

Ken Lake Urban Forest Committee

The original committee was chartered by the LCC BoD in 2018 or 2019.

Purpose(as of amended in 2024):

- *Mission Statement:*
 - Maintain and enhance the Urban Forest as a natural resource and asset for private recreational use by LCC residents and as a watershed buffer for Ken Lake.
- *Goals:*
 - Promote the growth of the existing forest ecosystem by enhancing the health of native plants including the trees, mid-level shrubs, understory, and ground cover plants.
 - Protect and preserve water quality and quantity that flows into and out of the Urban Forest.
 - Promote and review non-motorized recreational use of the forest for resident's enjoyment, health, and education. Assess potential impacts of proposed activities.

Activities by Committee & Volunteers (examples of projects):

- Maintenance: removing downfall across the trail, trimming encroaching plants by hand, clearing trail & repair, watering new plants, clearing and refurbishing Children's Forest. Follow the formal UF Management Plan.
- Forest Health and Safety: assessing tree health, contracting with tree professionals, removal of ivy and other noxious/invasive plants, purchasing and installing native plants into problematic-specific areas, transplanting target plants to different locations.
- Community Education: create and install plant ID tags, provide guided and self-guided walks with information placards on topics such as twigs/birds/mosses/lichens/flowers/winter twig identification, etc., create & maintain kiosk displays, create/share trail maps, establish permanent signage within the forest and around the boundaries. Dispense more detailed information if asked. Consider project ideas from residents.
- Community Engagement: providing a safe navigable forest trail, providing maps, creating annual fantasy gnome trail rocks & gnomes, children's forest supplying, community service work for students and others. Consider project ideas from residents.

How can community members become part of the committee or become volunteers?

- Contact any LCC board member to find out who the current chair is &/or read the newsletter. Contact the chair to discuss volunteer opportunities or ideas.

Committee Structure(as of 2025):

- Chairperson(s):
 - A volunteer(s) selected from within the Leadership Team. The LCC BoD is notified, LCC BoD authorizes. The term of appointment is until the chair resigns or UF committee votes a new chair.
 - 2026: Marian Bailey. She has been chair or co-chair for many years.
- Leadership Team (Voting members):
 - Volunteers wanting to be decision makers, attend committee meetings, and work on specific projects. 2026: Ellen Wendt and Maggie Marchand.
- Support/Working Volunteers(Non-voting members):

- Volunteers who want to help with specific tasks but play no administrative role. Such tasks may include caring for specific sections of the forest, taking on specific projects, doing educational displays, etc.
- A potential Support/Working Volunteer needs to provide contact information to the chair in order to be notified of work parties.
- Roster will be maintained of those wanting to help as needed. They will be notified of upcoming committee activities. Those who do not participate in any way after one year will be dropped from the roster.

Board Liaison:

- The LCC board appoints a board member to be the direct contact for this committee and attend committee meetings when needed. The chair will communicate with the Liaison regarding changes or important decisions that have been made.
- No Liaison has been appointed for 2026 _____ yet.

Meetings:

- Quarterly or as needed.
- Meeting date(s) are decided in previous committee meetings. Informal communications occur as needed via email, text, in person, or phone calls.
 - 2026 Meetings are: **Jan 16, April 1st, July 8th, Oct 7th at 6pm.**
 - 2027's first meeting is **Jan 13th.**
 - Location varies: it may be in a resident's home, a KL park, or in the KL Urban Forest.
 - The meetings may be in-person, via zoom, or may possibly be a hybrid. This information will be announced prior to the meetings.

Announcing Committee Meetings:

- An announcement to entire neighborhood hasn't been done in the past. But, to be in compliance with recent state rule (2025): it appears the Ken Lake Clerk will need to notify all neighborhood residents &/or homeowners 14 days in advance of planned committee meetings. The date will be put on the KL Reader board when it is near.
- The chair sends a draft agenda to committee members.

Meeting Minutes:

- Who is responsible?
 - Currently the chair takes notes, writes minutes, and sends them to be reviewed by a leadership committee member who attended the meeting. Changes are made as needed.
 - The minutes or a summary is sent to UF-LCC Liaison & KL Clerk to share with the entire LCC BoD soon after the UF meeting. It is also sent to all UF leadership committee members.
 - The chair verbally shares the summary during the next LCC BoD meeting or the Ken Lake Clerk reads them for the neighborhood to hear.
- Where are files archived?
 - Electronic copies are currently stored on Marian's computer & are backed up to a separate hard drive. Printed copies are stored in a filing cabinet. It is unknown if the board is archiving them somewhere or posting to the KL website.

Compensation:

- UF related volunteer expenses will be reimbursed:
 - If the proposed expenditures are within the UF budget and have chair approval;
 - Receipts are given to the chair.

- The chair approves (or not), forwards receipts to the Ken Lake Clerk, and notifies the LCC treasurer of the amount.
- The Clerk will write a reimbursement check and mail or deliver to the person who made the purchase.

Budget:

- Annually, the chair, with input from Leadership and Working members, will provide an estimated UF budget to the LCC treasurer. The LCC BoD will decide what the UF budget will be for the said year and incorporate it into the master LCC Budget.

*Amended again for KL Newsletter sent to Louise Becker 1/21/2026 by UF Chair Marian Bailey
Reviewed and amended by UF Chair Marian Bailey 1-2025
This document was sent to the LCC BoD 1/2025
Drafted by UF Committee Member Dixie Havlak 1-2025*