



Agenda

CITY CLERK'S OFFICE

DATE 8-16-12 TIME 11:43am

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MUNICIPAL TREE BOARD

A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

The Barn at Frenchy's Field
Corner of Osage and Agua Fria
Tuesday August 21, 2012
5:00 -6:00 p.m.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of the Meeting Minutes from 04/17/2012.
5. Approval of outstanding Minutes from 03/20/2012, 01/18/2011, 08/16/2011, 03/15/2011.
6. Old Business – Robert Wood
 - Funding Sources / Quality of Life Status
6. New Business – Robert Wood
 - Board Member Updates - Discussions / Approval
 - Tree Fund Examples from other cities.
 - Review of Median Guidelines.
 - Tree University updates.
 - TCUSA Goals.
 - Tree Board Chair –development of rotating term limits – discussion.
8. Public Comments
9. Agenda Items for next meeting
9. Confirm date and time for the next meeting

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date

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MUNICIPAL TREE BOARD
August 21, 2012

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**MINUTES OF THE
MEETING OF THE
MUNICIPAL TREE BOARD
Subcommittee of the Parks & Open Space Advisory Committee
Corner of Osage and Agua Fria**

August 21, 2012

1. CALL TO ORDER

A regular meeting of the City of Santa Fe Municipal Tree Board was called to order on Wednesday, August 21, 2012, at approximately 5:00 p.m., by, Chair Patrick Torres, in The Barn at Frenchy's Field, corner of Osage and Agua Fria, Santa Fe.

2. ROLL CALL

MEMBERS PRESENT:

Patrick Torres, Chair

Sandra Taylor

Tracy Neal, Member Designee

STAFF PRESENT:

Robert Wood, IPM Program Manager, Parks Division

Elizabeth Martin on behalf of Melessia Helberg, Stenographer

There was a quorum of the membership in attendance. .

Chair Torres asked when the letter of appointment for Tracy Neal will be forthcoming.

Mr. Wood said he has been trying to get that done, and he spoke with Bette Booth, and she was going to follow up. He said he can draft a Memorandum to the Mayor and City Manager inquiring in this regard. He said the Parks Advisory Commission has approved the appointment.

3. APPROVAL OF THE AGENDA

MOTION: Sandra Taylor moved, seconded by Patrick Torres, to the agenda as submitted.

VOTE: The motion was approved unanimously on a voice vote.

4. APPROVAL OF THE MEETING MINUTES FROM 04/17/2012

MOTION: Sandra Taylor moved, seconded by Patrick Torres, to approve the minutes of the meeting of April 17, 2012, as presented.

VOTE: The motion was approved unanimously on a voice vote.

5. APPROVAL OF OUTSTANDING MINUTES: 03/20/2012, 01/18/2011, 08/16/2011 AND 03/15/2011

Mr. Wood explained this is being done at the request of the City Clerk, so that signed, approved minutes are on file in her office. He said although the minutes probably were approved, there not signed copies of these minutes on file, and this is a *pro forma* action.

MOTION: Sandra Taylor moved, seconded by Patrick Torres, to approve the outstanding minutes for the meetings of January 18, 2011, March 15, 2011, August 16, 2011, and March 20, 2012, as presented.

VOTE: The motion was approved unanimously on a voice vote.

5. OLD BUSINESS (ROBERT WOOD)

– FUNDING SOURCES/QUALITY OF LIFE [FUND] STATUS

Mr. Wood said, regarding the quality of life funds, approximately \$30,000 was deposited, and the previous year there was \$72,000. He said the accounts do have the proper amounts of money, and he is in the process of allocating the money between programs. He would like the committee's input and involvement in deciding the priority of the committee to spend these funds, for example tree trimming or education.

Ms. Taylor said she believes the priority has to be for health and safety, therefore trimming would be the priority.

Mr. Wood said last year almost all of the \$35,000 was spent. He said they identified 7 areas for trimming and they were all completed. He said hazard tree areas were the focus – the area along the River, from Patrick Smith to Galisteo. He said they don't have a "drive around" at Patrick Smith.

Ms. Taylor asked Mr. Wood if he has identified other areas that need work.

Mr. Wood said yes there is one large Cottonwood on East Alameda and Old Santa Fe Trail, noting there will be construction in the area to replace sidewalks and curb and gutter. He said he has 3 arborists who have certified it is a high hazard tree. He said the previous maintenance work was to remove the top of the tree so when it fell down, it wouldn't hit the building across the area. He said it is going to be a hazard to anyone walking underneath the tree. He said it likely will fall down in the River, but it could fall and block traffic. He said it is a well respected tree in town, noting the tree is in over 500 photographs that come up on the internet if you google trees in Santa Fe. He said there will have to be a public hearing before the tree can be removed.

Ms. Taylor said there isn't room to plant another tree.

Mr. Wood said with the sidewalk being redone, they have to comply with ADA, which means changing the elevation around the base of the tree. He said the tree roots already were pushing up the pavement in the roadway. He said once the sidewalk, curb and gutter is removed, it could be a hazard for the people doing the construction.

Chair Torres asked if they would need to cut the roots to comply with ADA.

Mr. Wood said that is being discussed. He said there are several more trees such as this one, and it is a good "target," and the reason he is providing a separate estimate.

Ms. Taylor asked if he was talking about selling pieces of this tree.

Mr. Wood said, "yes and no," and that was the discussion on how to raise money for a tree fund, which he will cover later on the agenda.

Ms. Taylor said she believes we should keep the same amount, \$30,000 in the Contractor Fund, commenting this is only way we can raise money to save our big, old trees.

Chair Torres said he concurs with Ms. Taylor's recommendation, commenting that health and safety is first and foremost.

Mr. Wood said once available, and prior to the next meeting, he will email the current account balances, with a running total provided to the Chair, commenting this is the budget for the current FY, which began on July 1, 2012.

Mr. Neal said this tree presents an opportunity to use both budget categories – Education and Contractors. He said the public needs to be educated about the reasons the tree needs to be removed, and the reason it is dangerous to leave it there. He said this is an educational opportunity about keeping the municipal forest healthy and safe.

Mr. Wood agreed, although he doesn't know how he would do that accounting, because it would be difficult to split those funds.

Mr. Neal asked if it would be possible to take funds from the Education Fund to do a public meeting presentation.

Mr. Wood said yes, but we should wait for the response of the public.

Mr. Neal said he is suggesting to being pro-active in educating the public before it is done.

Ms. Taylor said Mr. Wood is proposing getting information to the public about the “whys and wherefores,” prior to any public meeting.

6. 7. NEW BUSINESS – ROBERT WOOD

– BOARD MEMBER UPDATES – DISCUSSIONS/APPROVAL

Mr. Wood said the Board needs to follow-up with the proper process and approval on the new committee appointments. He said he will follow up and report back to the Committee at its next meeting, if the Committee would like him to do so.

Chair Torres said he and Ms. Taylor will work with Bette Booth in this regard.

– TREE FUND EXAMPLES FROM OTHER CITIES

Mr. Wood said he contacted other cities about how they handle honoring someone – planting a tree in a city park or establishing a memorial. He said if they have to be some restrictions, otherwise there will be issues. He said people have asked about donating to some sort of tree fund. He said there is a tree fund at the City, which was established in accordance with a Resolution adopted in 2000 or 2001, but it's never been used.

Responding to Ms. Taylor, Mr. Wood said there are no funds. It is set up as a tree fund, but it isn't in Parks it is in the City Land Use Department. He explained that when there is a landscape plan which doesn't satisfy the Code requirements, a person can "buy out of that requirement," for, example, more parking space. Those funds are to be used to plant trees in another area to meet those requirements.

Ms. Taylor said she believes there needs to be a policy with regard to memorials in parks, including no trees planted where irrigation is not available, or the cost of extending irrigation has to be part of the contribution.

Mr. Wood said, for example, Albuquerque allows memorials in parks with certain restrictions with regard to plantings, and plaques are not allowed. He said years ago, the City established the Tom Bolack Urban Forest Area near Winrock, but the park was abandoned by the City, and subsequently there were funds to rehab the park. He said amazingly, 40% of the trees lived without attention for 12 years.

Mr. Wood said another example is a New York municipality where the city dedicated approximately 42 acres of its property to plant an urban forest where trees could be planted in memorial to an individual. He said more than 17 acres were planted in the first 4 years.

Mr. Wood said other cities require donating money into a tree fund, with a time limit to spend the funds. If the funds are not spent within that time frame, the funds are reverted into the general fund.

Mr. Wood asked for suggestions from the Committee.

The Committee discussed various possibilities for an urban forest in Santa Fe. The Committee members asked Mr. Wood to send them the written examples from other cities. Mr. Wood said he will email the website locations where he got this information to the members of the Committee.

It was the consensus among the Committee to place this on the October meeting agenda for discussion and action.

- REVIEW OF MEDIAN GUIDELINES

Mr. Wood asked that this item be postponed to the next meeting agenda. He said the Median Guidelines have been passed, and wants to get a copy of the guidelines to the Committee for review prior to this discussion. He said he is working with Councilor Ives, Laurie Trevizo at the

Water Conservation Office, and people at Wastewater and Stormwater to come up with demonstration areas. He said there is one example at West Alameda in front of the Fire Station by Camino Alire where they left a cut-out for the landscape area during construction. He said they will be doing another at the Water Conservation median on Calle Lorca and St. Michaels.

– **TREE UNIVERSITY UPDATES**

Mr. Wood said this is an on-line program through the Arbor Day Foundation, but he hasn't had time to review the program.

Responding to Mr. Neal, Mr. Wood said this is directed mostly toward boards and committees and how to work within the community. He said people completing the course will get a certificate of completion. He said people have to be on line and answer questions at the end of each section before they get the certificate.

– **TCUSA GOALS**

Mr. Wood said one of the identified goals is the education of the committee members. He said one native plant workshop was done by Jack Carter, author of *Native Plants of New Mexico*, commenting he uses this book for training. He said the second printing of the book is out now, and Mr. Carter will be doing a book signing and ½ day free education in Albuquerque at the Botanical Gardens on August 25, 2012.

Mr. Wood said he still is still on his board certification for Master Arborist, noting he is now has 45 credit units of the 60 required for the certification. He will be attending the ISA Rocky Mountain Chapter meeting in Grand Junction, Colorado, in October, which will get him closer to certification. He said the City pays the registration only, and he pays the rest of the costs. He said he will be attending Tree Hazard Workshop certification coming up in Denver at the end of October.

– **TREE BOARD CHAIR – DEVELOPMENT OF ROTATING TERM LIMITS – DISCUSSION**

Mr. Wood said being Chair of this Committee is a lot of responsibility and people can become burned out, so he is suggesting that the Committee might want to consider rotating the Chair position and/or responsibilities among the members of the Committee. He said the Chair, for

example, should be preparing the meeting agendas. He said once all of the members have been officially appointed to the Tree Board, he would like to place this item on the meeting agenda for discussion by the members of the Committee.

M. Wood said the other two new member designees are Paul Navrot and Zander Evans, commenting the Board was expanded to 5 members and a liaison.

Chair Torres said he agrees with Mr. Wood, saying it is important to have changes in leadership to prevent stagnation.

8. PUBLIC COMMENT

There was no public comment.

9. AGENDA ITEMS FOR NEXT MEETING

- A. Action/Discussion on a memorial tree park.
- B. Quality of Life/Tree Fund – budget information to be sent out prior to the meeting.
- C. Review and discussion of the new Median Guidelines.

Mr. Wood asked that items for the agenda be timely submitted to whoever is preparing the agenda, and the Agenda then will be sent back to him for posting with the City Clerk.

9: 10. CONFIRM DATE AND TIME FOR NEXT MEETING

The next meeting will be on October 16, 2012, at 5:00 p.m., here in The Barn at Frenchy's Park.

Mr. Neal asked how the meeting dates are determined.

Chair Torres said the Committee meets 4 times a year, on the 3rd Tuesday of the month, in coordination with the Parks and Open Space Advisory Committee meetings. He said the Committee chose the months it would meet at its meeting in January. He said the Committee normally meets at Frenchy's Park in The Barn unless otherwise notified.

Chair Torres thanked Mr. Neal for attending and participating in today's meeting.

Mr. Neal asked if the City hires contractors to prune its trees or if Mr. Wood uses City crews.

Mr. Wood said he uses City crews. He said the City Forester isn't a position on the City payroll, but is the position he has assumed which is non-funded. However, he did this as a favor to the previous Director Fabian Chavez. He has now begun basic supervisory training. He said one of the issues is, under the City's liability insurance coverage, the crews are not allowed to climb more than 12 feet or stand on ladders over 12 feet. He said to include the additional coverage would entail covering all City employees, which would be cost prohibitive. He said he has purchased pole trimmers and pruners, but they are used by the crews mainly for new tree shaping. He said contractors have to be hired to do the other work, noting the hazard trees are a priority.

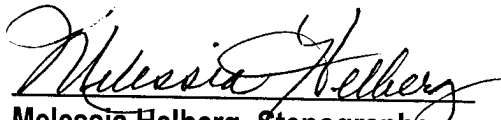
ADJOURNMENT

There was no further business to come before the Committee.

MOTION: Sandra Taylor moved, seconded by Patrick Torres, to adjourn the meeting.

VOTE: The motion was approved unanimously on a voice vote, and the meeting was adjourned at approximately 6:10 p.m.

Patrick Torres, Chair


Melessia Helberg, Stenographer