



# Agenda

DATE 6/19/14 TIME 3:41r  
PREPARED BY Jessie Espinoza  
CITY CLERK [Signature]

**MUNICIPAL TREE BOARD**  
**A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION**  
**The Barn at Frenchy's Field**  
**Thursday, June 26, 2014**  
**1:00 p.m.**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of the Meeting Minutes from April 15, 2014 and May 8, 2014
5. Old Business – Pat Torres
  - Review 2014 Goals and Objectives
  - Review draft Memorial Tree and Bench standards
  - re-Leaf application (August 27)
6. New Business – Gary Varela and Pat Torres
  - Tree inventory update.
  - Budget items
6. Public Comments
7. Confirm date and time for the next meeting
8. Adjourn

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CITY OF SANTA FE  
MUNICIPAL TREE BOARD

A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

JUNE 26, 2014

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**MEETING MINUTES  
FOR THE  
CITY OF SANTA FE  
MUNICIPAL TREE BOARD**

**A Subcommittee Of  
The Parks and Open Space Advisory Commission**

**THURSDAY, JUNE 26, 2014**

**1. CALL TO ORDER**

A regular meeting of the City of Santa Fe Municipal Tree Board, a subcommittee of the Parks and Open Space Advisory Commission, was called to order by Patrick Torres on this date at approximately 1:00 p.m. at Frenchy's Barn, Corner of Osage and Agua Fria, Santa Fe, New Mexico.

**2. ROLL CALL**

Roll call indicated a quorum as follows:

**Members Present**

Patrick Torres, Chair  
Tracy Neal  
Sandra Taylor

One vacancy

**Members Absent**

**Staff Present**

Gary Varela, Parks supervisor

**Others Present**

Robert Wood, Water Department  
Mary Shruben, Rancho Siringo neighborhood  
Charmaine Clair, Stenographer

**3. APPROVAL OF THE AGENDA**

**Ms. Taylor moved to approve the agenda as presented. Mr. Neal seconded the motion, which passed by unanimous voice vote.**

**4. APPROVAL OF THE MINUTES- April 15, 2014 & May 8, 2014**

**April 15, 2014**

Ms. Booth was present at the meeting and should have been reflected under *Others Present*.

**Ms. Taylor moved to approve the minutes of April 15, 2014 as amended. Mr. Neal seconded the motion, which passed by unanimous voice vote.**

### **May 8, 2014**

The Agenda stated *Tuesday*, May 08, 2014 and should have stated Thursday.

**Ms. Taylor moved to approve the minutes of May 8, 2014 as amended. Mr. Neal seconded the motion and it passed by unanimous voice vote.**

## **5. OLD BUSINESS**

### **1. Review 2014 Goals and Objectives**

Mr. Torres reviewed the goals and objectives as determined from the May 15, 2014 meeting.

- 1) Facilitate a tree inventory of some kind. Training would be conducted by Parks and open to volunteers/staff and Board members. The Board would assist in either identifying sources or securing funding in order to conduct the survey. The existing list of trees and shrubs would be reviewed for accuracy.
- 2) Facilitate the approval of the guidelines and regulations for memorial trees and bench standards. Ms. Taylor has sent an e-mail draft with suggested changes.
- 3) Re-establish a five-member permanent Board. Review the mission statement to see if amendments are needed. Board members will complete online training through the Tree Board University.

Mr. Neal suggested a subset of goals under Item three. He asked if there were guidelines on how members are selected.

Mr. Wood said some board members are appointed through assigned City Councilors by district and some boards appoint by areas within the city. Other boards search for their members. He suggested that the Board strive to be a well-rounded group.

Some board resolutions have guidelines regarding specific member appointments such as city/county, for-profit/nonprofit entities, etc.

Mr. Neal suggested the Board review existing criteria for the Board and if none, to develop guidelines.

Mr. Wood suggested that the Board, as a subcommittee, refer the guidelines to POSAC.

Ms. Taylor asked to work on guidelines at the next meeting. She offered to e-mail the resolution to everyone.

Chair Torres asked confirmed the Board was in agreement on the goals and objectives for 2014. He suggested the Board also look at the mission statement.

Mr. Wood suggested a change in language on 1. (a) Conduct a training; to conduct *trainings*. He offered to send the current mission statement to everyone to use as a draft.

## 2. Review Memorial Tree and Bench Standards Draft

Ms. Taylor said Mr. Varela, Ms. Booth and Ms. Esparza worked on the draft and she fine-tuned some of the statements. A highlight of the conversation on the changes to the draft follows:

- The tree replacement policy was rewritten: *"Trees will only be replaced if the tree dies within four years from the planting date"*.
- Tree calipers were agreed to follow existing city guidelines: a 1 1/2 inch caliper and six feet high for conifers.
- Vandalism and reasonable expectations for bench replacement were discussed.
  - Mr. Varela said Parks takes care of graffiti in-house at all parks and the replacement of a bench would be up to the new director. Ms. Taylor suggested specifying the conditions under which a bench would be replaced.
- Appendix B, Costs of memorial items was discussed.
  - Bench cost was agreed as \$1,000 donation and will include the installation and preparation.
  - Picnic Tables would start at \$1200 minimum.

Mr. Wood said in most municipalities a fund is established for benches, trees, etc. and is more affordable for people. People donate a specific amount into the fund and when a group wants to put in a bench, etc. as a memorial they could apply to the fund to cover some of the costs.

Mr. Varela said a fund was discussed, but he was not sure there is a fund is in mind.

Ms. Taylor preferred not to have a fund. She was not in favor of the city administering the fund and said a fund should be through a nonprofit like the Community Foundation, etc. She said she asked Ms. Esparza about the number of trees, etc. donated and was told there are none. Mr. Varela agreed.

- Plaques would be suggested at \$300.
  - The Board discussed plaques and the reference to concrete pad acknowledgements; memorial leaves and memorial books and name borders, etc. Mr. Neal liked the direct connection of a name listed in the park where the memorial is planted; Ms. Taylor thought the main library would be a good place to have names memorialized in a brick, etc. She said the Friends of the Library might be interested. Mr. Wood would supply the details on the city hall tree memorial.
- Shrubs would be a donation of \$50 was agreed.
- Bike Racks - Mr. Varela will get the cost.
- Trees were suggested as a \$600 donation.

- It was noted that memorial trees should be placed in an area with existing irrigation lines, because a change to the original irrigation design could render the design ineffective. A statement would be added: "the first consideration would be the availability of existing irrigation lines. Decisions would be approved by the parks director and memorials must comply with all other existing ordinances." Exemptions to the list of approved trees must be approved by the land use director.

Mr. Wood reminded members that there is no need to recover cost, just the plant material. He explained that the recommended plantings should occur at specific times during regular planting cycles (spring or fall). He said when possible the donation [of a tree, etc.] should replace a planned project. He said a person that wants to donate 15 trees could pay the fees and apply to the tree fund to cover the additional costs.

Mr. Neal said if there is no tree fund, there would be no Parks budget to cover the planting and volunteers would be depended on for labor. He suggested the donor contribute enough money to buy the tree *and* ensure the tree is planted.

Mr. Wood said Parks also receives a Quality of Life transfer of funds and goes after grant funds, which helps to defer costs. He said if costs are too high, people would not do a memorial and there would be no donations.

Mr. Varela noted that labor would not be a cost, because it is part of the Parks crew's assignments.

The Board discussed the process for fund contributions.

Ms. Taylor offered to make changes to the draft as discussed. It was decided the Board would complete the document by the August meeting and submit to POSAC as their recommendations.

Ms. Taylor asked about a note to thank Mr. Evans for his service. Mr. Torres said he would make a note.

### 3. Re-Leaf Application (Deadline: August 27)

Mr. Torres asked if Mr. Varela had started the application. Mr. Varela said it has not been started and the new director would need to assign a manager.

Mr. Wood provided a copy of a project application made the previous year. He said the project is still viable, but the pricing might have to be adjusted. He noted that the grant amount is \$6k and the in-kind contribution of Parks has already exceeded that. The project was previously approved, but would need to be approved again.

Mr. Neal asked if the project is open to commentary on plant selection. Mr. Wood replied absolutely, and they could cut and paste and add or subtract. Mr. Wood offered to e-mail the application to Mr. Neal.

The Board discussed the next steps for the project. Mr. Varela said the new director would probably assign a manager and he would know more by the next meeting.

Ms. Taylor voiced concern about the August deadline.

Chair Torres asked Mr. Varela to keep the Board posted.

## **6. NEW BUSINESS**

- Tree Inventory Update.

Mr. Varela said he visited the Forest Service and they have a program called LIDAR that is used to take aerial photos. The county has just completed photos and the information could be used for the city tree inventory. He said he has a contact person now with the county.

He said he downloaded tree inventory information that lists materials and funding sources, etc. He has asked his supervisors to do an inventory of their parks and will create a spreadsheet with information on location, species, size, health, etc. He said he also asked that supervisors note trees that will need to be replaced, etc.

Mr. Neal asked how the data would be recorded once the inventory is done. Mr. Varela explained the process. He said he would send the Board the spreadsheet once the data is entered.

Mr. Wood offered to train staff on basic identification and/or use of the GIS system, etc. He cautioned about doing an inventory for the sake of doing an inventory. He said Parks should first determine what the objective is and that would determine the type of inventory. He referred to the Tree City suggestions from the Arbor Day Foundation on the types of inventories and reasonable expectations.

Mr. Torres noted that the material and additional information could be found at: [ArborDay.org/bulletins](http://ArborDay.org/bulletins).

Mr. Neal offered his help with a park inventory.

Mr. Wood suggested Mr. Varela start with an inventory within the Parks Department, before expanding the inventory to the general public. He said they should complete the inventories on maintenance and replacement requirements and safety. He said if there are funding issues, a tree canopy inventory could be done from the photos and there are different grants available.

- Budget Items

Mr. Varela said everything is on hold for the end of the fiscal year. He is waiting for approval on the Quality of Life grant of about \$75,000 and would let the Board know what amount is approved.

## **7. PUBLIC COMMENTS**

Ms. Shruben said the Food Policy Council is putting together an enormous Food Plan and part of the Plan addresses if there are food deserts in the city/county. She suggested Parks think about where fruit trees are located. She said that leads to food security having to do with pollinators. She added there are hot zones in town where fruit trees, etc., should not be planted.

She explained that when the Food Plan was taken to one of the pueblos it was a big concern. The pueblo is making an effort to zone where the pollinator flow, critter flow, water, trees, etc. are in places they could rely on for water sources and food sheds.

Ms. Shruben said this could be an enhancement to the tree issue. She said this could bring them into individuals and neighborhoods that have planted trees and existing ancient or older orchards that have been established, like on Old Santa Fe Trail or Pecos Trail.

She said Parks should think about the types of trees that are more resilient to climate change; the heating up and drought environment neighborhood; so as much as possible, developers would resist buying cheap trees.

Mr. Varela said all of that is taken into consideration when a park is planted.

Mr. Wood noted that the practice is *not* to plant fruit trees, because of the problem harvesting the fruit and the attraction to wildlife.

Ms. Shruben said there is no written policy and the information will be important in 20 years. She said her parents live in Maryland and their neighborhood in the 70s was carpeted with cherry trees. Now there are only a few left, because the warming climate no longer gets cold enough for the trees to thrive. She said that changed the complexion of the neighborhood and the type of birds, etc.

Mr. Wood said as part of the policy, Parks supports the community gardens and plants apple trees, etc. Mr. Varela added that Parks also maintains all of the apricot trees on Agua Fria.

Mr. Neal said he has been selling and promoting fruit trees for decades and has had a problem planting apple and apricot trees in the Railyard Park. He said there was no set up to maintain the trees or do pest control or harvesting. He thought the idea to have food service available to the public is important and is important for the locations to have maintenance; like the public gardens where there is someone that could take care of the trees. He said the city should consider having a section for fruit trees when they support a public garden. There could be training on how to prune and maintain the trees.

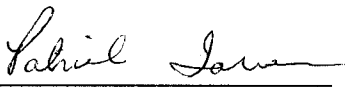
## **8. DATE AND TIME FOR NEXT MEETING – Wednesday, July 23, 2014 at 1 p.m. at Frenchy's Barn.**

## **9. ADJOURNMENT:**

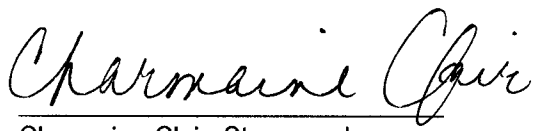
*Having no further business to discuss, the meeting adjourned at 2:48 p.m.*



Approved by:

  
Patrick Torres, Chair

Submitted by:

  
Charmaine Clair, Stenographer