



# Agenda

## MUNICIPAL TREE BOARD

A Subcommittee of the PARC (Parks & Recreation Advisory Commission)

Conference Room at Parks & Recreation Dept., Siler Road

Wednesday, August 22, 2018

11:30 am - 1:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes for July 25, 2018
5. Old Business
  - A. Tree Inventory Project
  - B. Tree board membership
  - C. Land Use Code review
  - D. Park irrigation review
6. New Business
  - A. Review of tree board's Mission Statement, Vision Statement, 2018 goals.
  - B. Parks Department budget
  - C. Suggested use of Parks Dept. discretionary funds
7. Comments from the Board
8. Public Comment
9. Date and Time of next meeting- Wednesday, September 12, 2018 at 11:30 am
10. Adjourn

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

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: 08/17/18

TIME: 9:01 am

**SUMMARY OF ACTION  
MUNICIPAL TREE BOARD  
PARKS AND RECREATION DEPARTMENT  
CONFERENCE ROOM, SILAR ROAD  
WEDNESDAY, AUGUST 22, 2018, 11:30 AM**

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REVIEW OF TREE BOARD'S MISSION STATEMENT, VISION STATEMENT AND 2018 GOALS	APPROVED	4-5
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**NEXT MEETING**

**SEPTEMBER 12, 2018**

**8**

**ADJOURN**

**ADJOURNED**

**8**

**MUNICIPAL TREE BOARD  
PARKS AND RECREATION DEPARTMENT  
CONFERENCE ROOM, SILAR ROAD  
WEDNESDAY, AUGUST 22, 2018, 11:30 AM**

**1. CALL TO ORDER**

The meeting of the Municipal Tree Board was called to order by Chair, Katherine O'Brien at 11:30 am, on Wednesday, August 22, 2018, at the Parks and Recreation Department on Silar Road, Conference Room, Santa Fe, New Mexico.

**2. ROLL CALL**

**MEMBERS PRESENT**

Katherine O'Brien, Chair  
Pam Wolfe  
Tracy Neal  
Becky Touchett

**MEMBERS ABSENT**

Tom Dominguez

**OTHERS PRESENT**

Richard Thompson, Parks Department  
Guy Meilleur, Better Tree Care  
Michael Smith, Friends of the Santa Fe River  
Keely Jackson Kennemore, Santa Fe Watershed Association  
Mary Schruben  
Elizabeth Martin, Stenographer

**3. APPROVAL OF AGENDA**

**MOTION** A motion was made by Ms. Wolfe, seconded by Mr. Neal, to approve the agenda as presented.

**VOTE** The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES  
JULY 25, 2018**

Ms. Schruben said the spelling of her name is Schruben and Rancho Siringo is not a HOA, it is a Neighborhood Association.

Ms. Wolfe said on page 8 she was asked what does it mean.

**MOTION** A motion was made by Mr. Neal, seconded by Ms. Wolfe, to approve the minutes as amended.

**VOTE** The motion passed unanimously by voice vote.

## **5. OLD BUSINESS**

### **A. TREE INVENTORY PROJECT**

Ms. Touchett reported that 1,002 trees have been identified to date. We have done 7 parks with Amelia White that we will finish on Saturday. We will have one more session in September. She has suggested that for that session we work on the old identifications from Ragle or the Plaza. She has a shape file and will send that to the City when the last park is done.

Ms. Schruben said she had a request from a PARC member to do a walk through on the Plaza. She will need the old maps for that.

Mr. Thompson said he has them.

Ms. Schruben said Terrance wants to do a walk through there. She will need the charts to coordinate that.

Ms. Touchett said she needs the maps as well for September 15<sup>th</sup> when we do the last event.

### **B. TREE BOARD MEMBERSHIP**

Chair O'Brien said we have 4 devoted members. Tom Dominguez is the 5<sup>th</sup> member. He is open to moving to ex officio status which opens up a space for a new member. We need to look for someone in the community and preferable within the City of Santa Fe to be on the Tree Board.

Ms. Schruben will resend her email about her recommendations.

Mr. Neal said he called Rich Atkinson and talked to him yesterday. He is semi retired and is very interested in possibly joining the Tree Board. He said he had to check on one commitment he had to be sure. He was unable to make this meeting, but can come to the September meeting.

Chair O'Brien said he is an arborist and has had a tree care and pruning business. She thinks he would be perfect.

Mr. Neal said he will have him send his resume to Richard.

### **C. LAND USE CODE REVIEW**

Ms. Schruben said she is working on it. She has finished Chapter 14 and is going through some other chapters to extract the relevant parts. She is also reviewing some of the other City chapters. She hopes to have this done before she leaves in September. She has sent some chapters to Pam that she wanted to look at.

Ms. Schruben said she has her files organized by chapter. If anyone is interested in certain chapters she can send them to them. The definitions are where she thinks we should start. Then we can make changes, if we decide to, and apply those where they are in the text.

Mr. Thompson said a member of the Tree Board forwarded him an upgraded list for plants and trees recommended for the area. He forwarded the list to John Griego who is the Landscape Inspection Head at Land Use.

Chair O'Brien asked why was Tracy's list send to John Griego.

Mr. Thompson said his recommendations of plant material is part of the Land Use Code. This was an update and expansion of trees that will adapt to this area that were included.

Chair O'Brien asked the Planning Commission is that the Department that oversees new designs that are implemented.

Mr. Thompson said the Planning Commission is an appointed Commission by the Mayor to review requests for changes within the code.

Chair O'Brien asked the Land Use Code, if it becomes that the Tree Board is seeking more logical designs of streetscapes, is that under the Land Use Code.

Mr. Thompson said there is a guiding document for landscaping called the Landscape Design Guidelines.

Chair O'Brien asked when there are big commercial developments is there a recommendation of so many trees.

Mr. Thompson said there is a requirement under the Land Use Code. The Land Use Code is in a searchable database.

Ms. Wolfe asked is this the document you sent yesterday the recommended tree list. We are not going to comment on that.

Mr. Neal said the list is not coming from the MTB.

Mr. Thompson said he will distribute the Landscape Design Guidelines to the members.

#### **D. PARK IRRIGATION REVIEW**

Ms. Touchett said she has not tried Eye On Water in awhile.

Mr. Thompson said he has a call in to Christine Chavez. They are in disarray. We asked for a custom account that included 5 major parks. Becky was going to use that to determine water usage. We crashed the entire Eye On Water program. We are waiting for them to get that fixed.

### **6. NEW BUSINESS**

#### **A. REVIEW OF TREE BOARD'S MISSION STATEMENT, VISION STATEMENT AND 2018 GOALS**

Chair O'Brien said Pam this is something you have requested for several meetings.

Ms. Wolfe said apparently it was brought up in the June meeting that she was not at. There is a disconnect from our mission statement to the goals. She looked at this in January. We don't do what the mission statement says.

Mr. Neal said this was written in 2007 and was totally unrealistic. It is the Parks Department administration job. That is why we came up with different goals and vision that better says what we are really doing.

Ms. Wolfe asked shouldn't the mission statement be revised.

Mr. Neal said that would be an Ordinance discussion

Mr. Thompson said mission statements and vision statements are not lists of responsibilities. They are generally one sentence. We would support a work day for these kind of things. Stenography services as well. We would use the Quality of Life funding.

Chair O'Brien said the next step is for the members to decide where this falls in our wishes on what we spend our attention and energy on. If we have a work day there are many issues to put our attention to. We could have a work day on more than one issue. What is important to us. We have already approved the 2018 goals. What are our priorities. Do we want to change the text of the Ordinance.

Ms. Wolfe said she is uncomfortable with the disconnect. We should address it if others are interested.

It was pointed out that the Ordinance will have to be revised in order to add an ex officio position for Tom Dominguez so this may be the ideal time to do any other revisions that the Board may want to include.

Mr. Thompson said a lot of things have changed since 2007. He thinks the Board may want to take the opportunity to do this now. He will send the Ordinance out to everyone.

Chair O'Brien asked do we as a Board want to go forth with the Ordinance review.

Ms. Touchett said she doesn't want to, but she thinks we should.

Mr. Neal said he agrees.

**MOTION** A motion was made by Ms. Touchett, seconded by Mr. Neal, to begin the process of reviewing and revising the enabling Ordinance for the Municipal Tree Board and to revise the MTB mission statement accordingly.

**VOTE** The motion passed unanimously by voice vote.

Chair O'Brien said the first step is send out the Ordinance so we can review it. Our next meeting is September 12th. We should be prepared to report our major conclusions from reading the Ordinance at that meeting and for further discussion at our October meeting. We will look at clarification and emphasis at the September meeting then decide where to go from there.

Mr. Neal said thanks for bringing it up Pam.

## **B. PARKS DEPARTMENT BUDGET**

Chair O'Brien said at our last meeting we asked for budget information.

Mr. Neal said we asked that it be broken down for the last 2 years.

Mr. Thompson said we have a general fund operating and maintenance budget and a Railyard Park budget and a Plaza Use Fund budget. Those funds are all dedicated. Last we have the Quality of Life fund. For a lot of our funds we don't choose where the money is spent.



Mr. Thompson provided 2 informational documents to the Board members for discussion. He gave an overall explanation of the information and the budget process. He said this is a general ledger description from the software.

Mr. Thompson explained the use of business units and what it included in which unit.

Ms. Wolfe asked if someone asked what it costs to pick up trash in the 17 parks how do you answer that.

Mr. Richard said we would use a formula to take the sum of expenses and divide that into the parks based on labor records. Labor is 80% of our budget.

Mr. Neal said considering this Board is an advocacy group to increase the budget he can't go into a meeting like that and say trees are suffering and we need more money without more detail on what we don't have an adequate budget for or how the budget is being mis-allocated and what we need to change.

Mr. Thompson said exactly. Tree care comes out of the Quality of Life fund. The fund is split out between supplies and contracts. \$37,000 is the total for tree maintenance.

Ms. Touchett asked is there anything in the Railyard or Plaza budget going to tree maintenance in those areas.

Mr. Thompson said no.

Mr. Neal said along the lines of advocacy, we need help sorting out where we need more people and what we need. That helps inform him of the back story.

It was decided to utilize a work session day to work on the budget requests that the Parks Department is interested in having the Municipal Tree Board support. Mr. Thompson will put a list of Department wants together for the Board to review and approve for their support and advocacy for the midyear review and next year's budget.

Ms. Schruben suggested that they have a separate work session for the budget.

Mr. Neal suggested they could do it on the same day as long as it is broken out between topics.

Ms. Wolfe said 2 separate 4 hour days would be easier for her.

Everyone agreed.

After discussion it was decided that the Board would have 2 work days, the first one focusing on Ordinance changes and updates and the second focusing on budget requests and advocacy.

Chair O'Brien said the Parks Department is still dealing with a public lack of confidence.

Mr. Thompson said no doubt, but there have been sizable investments in the parks since 2008.

Chair O'Brien said thank you Richard for providing the documents you provided today. We look forward to receiving them by email.

### **C. SUGGESTED USE OF PARKS DEPARTMENT DISCRETIONARY FUNDS**

This item was postponed.

## **7. COMMENTS FROM THE BOARD**

Mr. Neal said as we move along he thinks the purpose is becoming clearer. If we are going to support the Parks Department and the urban forest one primary goal is to go and become knowledgeable advocates for the Parks Department and the urban forest in all the ways we can. We are not running the Parks Department, we are advocating for the Parks Department to have the resources to do what needs to be done.

Chair O'Brien said we are here to be supportive and to understand and inform the Parks Department.

Mr. Thompson said you are right. Follow Tracy's model. When we have professionals on board the Tree Board will inform them what is needed.

## **8. PUBLIC COMMENT**

Mr. Meilleur said he is a part time resident here. He wanted to get more in touch with what is happening with trees around here. He is a master arborist and is Board certified. He has had a commercial tree care and research company and is consulting at this stage of his career. He is getting to know and love the flora here and to appreciate the subtle beauty and contributions. Please consider him a resource. He is just saying hello.

Chair O'Brien said you are welcome at any time. We would appreciate your contributions to discussions and meetings.

Mr. Smith said it does not seem there are enough resources for tree maintenance. The project bike trail underpass under St. Frances, who is supposed to take care of that. There are weeds everywhere.

Mr. Thompson said the warranty period ends at the end of September when the contractor finishes and turns it over to the City. The contractor will be required to replace dead or dying plants and clean up the weeds.

Ms. Touchett asked with the planting of trees there is there any irrigation.

Mr. Thompson said there is none there. It is watered with containers of water and trucks.

Mr. Smith said we spend millions of dollars and no one takes care of it. There is no budget for maintenance in the City. Parks is thin staffed and cannot do what needs to be done.

Chair O'Brien said thank you all for coming.

Ms. Schruben showed a sample of a Water Conservation brochure and said this would be wonderful if we could have it in a tree shape with information about tree care and pests. It would be a great public education piece. It is something to think about. There are plenty of other cities who have these kind of things. It is a Tree City requirement that we do public education.

Ms. Wolfe said you also had a conversation with Patricia Cardona about educating kids. We could consider that as well.

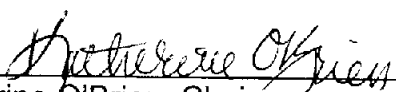
Ms. Schruben said Patricia is a member of PARC and has brought up the idea several times. She would like all the parks to have nature centers in them and educational signs. Right now the Railyard Park is the only one with those kinds of programs. She wants a nature outdoor education thing. We could invite her here to talk about that at some point. She also brought up that she would like to solarize as many facilities in the City parks as possible to reduce energy costs.


**8. NEXT MEETING  
SEPTEMBER 12, 2018**

**9. ADJOURN**

There being no further business before the Board the meeting adjourned at

1:13 pm.

  
Katherine O'Brien, Chair

  
Elizabeth Martin, Stenographer