



Agenda

MUNICIPAL TREE BOARD

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

Conference Room at Parks & Recreation Dept., Siler Road

Wednesday, September 12, 2018

11:30 am - 1:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes for August 22, 2018
5. Old Business
 - A. Tree Inventory Project
 - B. Tree board membership
6. New Business
 - A. Mission Statement revision
 - B. Parks Dept Budget and discretionary fund usage
 - C. Future topics for discussion
7. Comments from the Board
8. Public Comment
9. Date and Time of next meeting- Wednesday, October 24, 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: 08/30/2018

TIME: 9:09 AM

**MUNICIPAL TREE BOARD
PARKS AND RECREATION DEPARTMENT CONFERENCE ROOM
WEDNESDAY, SEPTEMBER 12, 2018, 11:30 AM**

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**MUNICIPAL TREE BOARD
PARKS AND RECREATION DEPARTMENT CONFERENCE ROOM
WEDNESDAY, SEPTEMBER 12, 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 11:35 am, on Wednesday, September 12, 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
(Vacancy)

MEMBERS ABSENT

OTHERS PRESENT

Richard Thompson, Parks Department
Michael Smith, Friends of the Santa Fe River
Rich Atkinson
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

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

VOTE The motion passed unanimously by voice vote.

4. APPROVAL OF MINUTES

MOTION A motion was made by Ms. Touchett, seconded by Ms. Wolfe, to approve the minutes as presented.

VOTE The motion passed unanimously by voice vote.

Chair O'Brien asked Mr. Atkinson to introduce himself. He is here to consider joining the Board as a Board member.

Mr. Atkinson said he has been a certified arborist for 20 years and has been in business with his tree care company for 40 years working with Santa Fe trees since 1979.

Mr. Neal said he has worked all over Santa Fe and has seen trees in all states of health all over town.

5. OLD BUSINESS

A. TREE INVENTORY PROJECT

Ms. Touchett said we have one session left on Saturday. We have identified 1,036 trees. By November will have the file ready for distribution.

Mr. Neal said at a meeting recently he came upon a tiny park and it could be inventoried in an hour if you want to do it together. He will talk to Becky after the meeting.

Mr. Thompson gave an overview of the tree inventory project and it's beginning with the Parks Department. Master Gardeners adopted the program and made it a volunteer program to reach their required volunteer hours.

B. TREE BOARD MEMBERSHIP

Mr. Thompson reported that he has received a letter from Tom Dominguez resigning from the MTB.

Chair O'Brien asked Mr. Atkinson if he would consider being a Board member of the Municipal Tree Board.

Mr. Atkinson accepted the invitation.

MOTION A motion was made by Mr. Neal, seconded by Ms. Wolfe, to recommend to the PARC Commission the appointment of Rich Atkinson as a member of the Municipal Tree Board and to reappoint Mr. Neal and Chair O'Brien to the Board.

VOTE The motion passed unanimously by voice vote.

Ms. Wolfe said she has been reviewing Resolutions that apply to the MTB. in 2015 there is a stipulation in a Resolution that there be two members of the PARC

Commission that serve on the subcommittees of the Commission, including the MTB and the Marty Sanchez facility subcommittee.

Mr. Thompson said Mr. Carter issued a revision to the PARC charter and put in those subcommittees and that there should be one member of the PARC Commission serving on each of the subcommittees.

There was discussion around the current vacancies on the PARC Commission and the Board's desire to have the Chair of the MTB serve on the PARC Commission as well.

MOTION A motion was made by Mr. Neal, seconded by Ms. Touchett, to recommend to the PARC Commission and to the Mayor that Chair O'Brien be appointed as a member of the PARC Commission.

VOTE The motion passed unanimously by voice vote.

6. NEW BUSINESS

A. MISSION STATEMENT REVISION

Chair O'Brien said we discussed this issue at our last meeting. We were to review the documentation that enabled this Board.

Ms. Wolfe said Mr. Thompson sent us Resolutions, but she did not find a mission statement. Last month we were told if we wanted to change our mission statement we would need to change the Resolution or Ordinance that started this Board. The original mission statement is not workable anymore.

There was a brief discussion about this.

Chair O'Brien said we talked about having 2 four hour workshops. One for Resolution changes regarding our mission statement and to change the membership on the Board to include the County Extension Agent as an Ex Officio member of the Board. We want to make our mission statement appropriate to what the current Tree Board wants as a focus sponsored by the Parks Department. The second workshop was to be about the Parks Department budget needs and requests and the use of the quality of life tree maintenance budget. She would like to set the date today for the first workshop

The date and time were decided as follows:

Saturday, November 10th, from 9:00 am to 12:30 PM, at the offices of the Parks Department.

MOTION A motion was made by Mr. Neal, seconded by Ms. Touchett, to hold a MTB workshop to address the enabling legislation that created the Board and to discuss the mission statement and Board membership.

VOTE The motion passed unanimously by voice vote.

Chair O'Brien said in preparation for this meeting she would like each Board member to come up with points of discussion so we not all not over the place on what we talk about. She sent out an email with some points. What would we like our mission to be. What do we want our Board structure to be. What is the benefit to Santa Fe of being a Tree City USA. Should we be tree advocates. Abroiculture in the City and quality of life. What can an Advisory Committee reasonably do.

Mr. Neal said it would be use ful to have a prioritized list of what the Parks Department wants as a Department and needs.

Chair O'Brien said she appreciated the information she received from Bob Wood, Tracy Neal and Richard Thompson.

B. PARKS DEPARTMENT BUDGET AND DISCRETIONARY FUND USAGE

Chair O'Brien said the budget was sent out. The second workshop will be to go over the details and decide on the usage of discretionary funds. The prioritized list Mr. Neal asked for will help us greatly.

It was decided that the second workshop will be on December 8th, at the offices of the Park Department, from 9:00 am to 12:30 pm. It will also include the annual MTB holiday get together.

C. FUTURE TOPICS FOR DISCUSSION

Chair O'Brien said she is looking forward to next year and would like to focus on one major topic per meeting. She asked the Board members to be thinking about this. Her big thing is that the MTB accomplish something.

Items listed for future discussion included:

- Review of the land use code.
- DVD information from the State Engineer's Office. Mr. Thompson will get that information for the next meeting.
- The landscaping guidelines for development.

Mr. Atkinson left the meeting.

7. COMMENTS FROM THE BOARD

Chair O'Brien stated that she is glad to have Mr. Atkinson on the Board.

Mr. Thompson said he would like to salute the Chair and Mr. Neal for bringing Mr. Atkinson to the meeting for consideration.

Mr. Thompson said the County Extension Office is working on tree lists for certain communities in New Mexico as well.

Chair O'Brien said at the last meeting Mr. Thompson said he would send us the landscaping guidelines. She received the guidelines for medians only and 3 plant lists.

Mr. Thompson said the plant lists are reference to the guidelines for development. He will send you the landscape requirements for developments. The MUNI Code on the City website has that information. You can search by key words to see it.

Ms. Wolfe said Mary Schruben has been reviewing the Land Use Code for references to trees. Chapter 14 is the primary location, but there are things all over. She thinks this is too broad of a scope for the MTB to take on. Also the information Mr. Thompson sent out about medians also included some information from Linda Chaca Scott. It was nice to see that.

Mr. Neal asked is it possible for our Board to make recommendations for changes in the Land Use Code and other things that relate to landscaping.

Mr. Thompson said this Board would recommend changes to PARC who would follow your lead if approved by the Commission.

Mr. Neal asked does the trunk of a tree have to be a certain diameter to be attacked by borers.

Mr. Thompson said no. Beetles such as these smell the wound sap and are drawn to that. There has to be an opening in the bark.

Ms. Wolfe said she thinks that is true on the ones that go after the Honey Locust. The Emerald one goes after healthy trees. That is what the CSU entomologist said in a webinar.

Ms. Touchett said they move through the area very quickly as well.

Mr. Neal said we talked in the past about pushing for a State law regarding wood coming from other states.

8. PUBLIC COMMENT

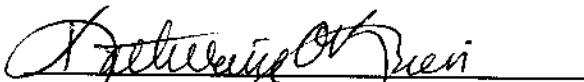
None.

**9. NEXT MEETING
OCTOBER 24, 2018**

Mr. Thompson said we need to decide on our meeting schedule for next year. We can keep it on the same day and time if the Board wants to. We will need to vote on that at the next meeting.

11. ADJOURN

There being no further business before the Board the meeting adjourned at 12:53 pm.


Katherine O'Brien, Chair


Elizabeth Martin, Stenographer