



Agenda

MUNICIPAL TREE BOARD

A Subcommittee of the PARC (Parks & Recreation Advisory Commission)
Conference Room at Parks & Recreation Dept., Siler Road
Wednesday, October 24, 2018
11:30 am - 1:30 pm

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes for September 12, 2018
5. Old Business
 - A. Land Use code review and recommendations
 - B. Tree board membership
 - C. Tree inventory project
 - D. Points of discussion for upcoming workshop
6. New Business
 - A. Confirmation of tree board's day, time, and meeting place
7. Comments from the Board
8. Public Comment
9. Date and Time of next meeting- Wednesday, November 28, 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: 10/10/18

TIME: 11:23 AM

**SUMMARY OF ACTION
MUNICIPAL TREE BOARD
CONFERENCE ROOM AT PARKS & RECREATION DEPARTMENT
SILAR ROAD
WEDNESDAY, OCTOBER 24, 2019, 11:30 AM**

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ROLL CALL	QUORUM	1
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APPROVAL OF MINUTES SEPTEMBER 12, 2018	APPROVED	1
 <u>OLD BUSINESS</u>		
LAND USE CODE REVIEW AND RECOMMENDATIONS	INFORMATION/DISCUSSION	2
TREE BOARD MEMBERSHIP	INFORMATION/DISCUSSION	2
TREE INVENTORY PROJECT	INFORMATION/DISCUSSION	2-3
POINTS OF DISCUSSION FOR UPCOMING WORKSHOP	INFORMATION/DISCUSSION	3-4
 <u>NEW BUSINESS</u>		
CONFIRMATION OF THE TREE BOARD'S DAY, TIME AND MEETING PLACE	APPROVED	4
COMMENTS FROM THE BOARD	INFORMATION/DISCUSSION	4
PUBLIC COMMENT	NONE	4
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**MUNICIPAL TREE BOARD
CONFERENCE ROOM AT PARKS & RECREATION DEPARTMENT
SILAR ROAD
WEDNESDAY, OCTOBER 24, 2019, 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, October 24, 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
Mary Schruben
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
SEPTEMBER 12, 2018**

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

VOTE The motion passed unanimously by voice vote.

5. OLD BUSINESS

A. LAND USE CODE REVIEW AND RECOMMENDATIONS

Ms. Schruben reported that she has worked through most of the definitions. There were multiple uses of the word structure and the concept of landscape and landscaping need to be cleaned up. Implicit in the definitions were things about service areas and service units. She has lots of questions about where that money goes and who uses it. Does Parks get increases in living units to know if they work with Parks.

Mr. Thompson said yes, Long Range Planning gives us that information once a year.

Mr. Thompson said it is imperative to decide what we want to do with this information. This is a workshop topic. We can put together a list of action items that the MTB can send to PARC for Land Use. The purpose of the Board is referenced in PARC. You bring ideas from the public and as the acknowledged specialists we also serve as subject matter experts to other Boards and Commissions.

B. TREE BOARD MEMBERSHIP

Chair O'Brien reported that Rich Atkinson called her this morning to let her know he is not ready to commit to being on the Board.

There was discussion about finding a new member.

C. TREE INVENTORY PROJECT

Ms. Touchett said her report is in the meeting packet. She reviewed the report

The Master Gardeners tree inventory group is looking into how to get the funds for the purchase of a new software system for use in the inventory project. \$10,000 is needed. Possible grants from Jennifer Dann's program was suggested.

Ms. Wolfe said the Santa Fe Master Gardeners fund is possible. It is \$50,000.

Ms. Touchett said there is interest from other groups to expand to the counties to do tree inventories. We may want to start a certification for tree identifiers. It is still in discussion.

Mr. Thompson said go to grants.gov and type in tree and you will find agency and private and corporate grants. He wants to remind the Tree Board that the original intention was for the City to contract for a professional tree survey.

Mr. Thompson stated that when the Parks budget is discussed they can look at some possible funds for tree inventory. He asked Chair O'Brien if the intention was to fund the tree inventories that the Master Gardeners have taken over.

Chair O'Brien said no.

Ms. Schruben said there are several more parks that have been done than is shown on the report. They were done before the Master Gardeners got as involved as they are now.

Ms. Touchett said we need that information.

Mr. Thompson said other parks that have been done are Ragle, Water History Park, Railyard Park and Candelaro. We were using paper at that time to record the information. He has the spread sheets.

Ms. Touchett said give her the spread sheets and she will add the information in.

Mr. Neal will go out with Becky to get the GPS information at those parks.

Mr. Thompson said he will send the data to Becky on those parks.

Ms. Schruben said she would like to figure out the total acreage covered already. She would like to have the information by City and by district for reporting purposes.

Mr. Thompson said the Board decided to use numeric identification in all areas for the percentage of trees in decline.

D. POINTS OF DISCUSSION FOR UPCOMING WORKSHOP

There was a lengthy discussion around topics for the upcoming workshops.

It was announced that the MTB does not have to amend anything in order to change its mission statement. They merely have to decide what they would like their mission statement, vision and goals are, approve them and send them to PARC for approval and adoption.

The overall topic for the first workshop was to be to develop a mission statement and revise the Resolution. With the information that was announced the first workshop will be a discussion and development of a mission statement for the Municipal Tree Board.

Mr. Neal suggested that revising the code be added to the agenda for the first workshop.

There was discussion around revisions in the code to be discussed would be limited to items and issues that involve things that are within the purview of the MTB

Ms. Touchett asked if the second workshop would include urban forest.

Mr. Thompson said yes.

Mr. Neal said he worked on revisions of the land use code in 2001.

It was stated that the second workshop was supposed to deal with the Parks budget and how the MTB could help Parks. Also the quality of life fund will be discussed.

Chair O'Brien said she will develop guidelines and an outline for the first workshop and send it out so that the Board can give input and any changes can be sent to her before the event.

The first workshop was set for November 10th, at the Parks offices from 9:00 am to 12:30 pm. The second workshop will be on December 8th, at the Parks offices from 9:00 am to 12:30 pm.

6. NEW BUSINESS

A. CONFIRMATION OF THE TREE BOARD'S DAY, TIME AND MEETING PLACE

MOTION A motion was made by Ms. Touchett, seconded by Mr. Neal, to approve the 2019 meeting schedule for the MTB.

VOTE The motion passed unanimously by voice vote.

7. COMMENTS FROM THE BOARD

Mr. Neal said he looks forward to reading Mary's work and the Sustainability Plan. He thinks limiting our focus to the Tree Board focus and the urban forest regarding the land use plan is a good idea.

8. PUBLIC COMMENT

Ms. Schruben reported that she attended the urban forest meeting in Albuquerque that was held by Jennifer Dann. She sent a summary of the issues discussed to Chair O'Brien.

Chair O'Brien said she will send that out to the Board members.

Ms. Schruben said there is \$23,000 left in Community Forestry Assistance Grants. The Urban Forest Council started a tree steward program in Rio Rancho and Albuquerque. She thinks we should consider this program for the future in Santa Fe. Jennifer is writing the course work for training. It will be available next year.

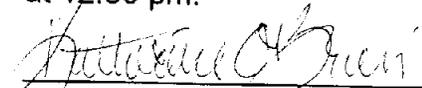
Ms. Touchett said we could intertwine that with certifications for tree identifiers.

9. NEXT MEETING NOVEMBER 28, 2018

The next meeting of the Municipal Tree Board will be on January 23rd at 11:30 am.

10. ADJOURN

There being no further business before the Board the meeting adjourned at 12:30 pm.



Katherine O'Brien, Chair



Elizabeth Martin, Stenographer