

Agenda

MUNICIPAL TREE BOARD

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

Conference Room at Parks & Recreation Dept., Siler Road

Wednesday, April 24, 2019

11:30 am

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes for March 27, 2019
5. Old Business
 - A. Board membership
 - B. Tree inventory
 - C. Cesar Chavez education class, tree planting
 - D. Earth Day booth at Railyard Park
 - E. Master Gardener Fair
6. New Business and possible action
 - A. Community Day at Plaza - May 13
7. Comments from the Board
8. Public Comment
9. Date and Time of next meeting- Wednesday, May 22. 2019 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: April 12, 2019

TIME: 9:01 AM

**SUMMARY OF ACTION
MUNICIPAL TREE BOARD
CONFERENCE ROOM AT PARKS AND RECREATION DEPARTMENT
WEDNESDAY, APRIL 24, 2019, 11:30 AM**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF MINUTES	APPROVED	2
<u>OLD BUSINESS</u>		
BOARD MEMBERSHIP	INFORMATION/DISCUSSION	2
TREE INVENTORY	INFORMATION/DISCUSSION	2
CESAR CHAVEZ EDUCATION CLASS, TREE PLANTING	INFORMATION/DISCUSSION	2-3
EARTH DAY BOOTH AT RAILYARD PARK	INFORMATION/DISCUSSION	3
MASTER GARDENER FAIR	INFORMATION/DISCUSSION	3
<u>NEW BUSINESS AND POSSIBLE ACTION</u>		
COMMUNITY DAY AT PLAZA - MAY 13 TH	INFORMATION/DISCUSSION	3-4
COMMENTS FROM THE BOARD	NONE	4
PUBLIC COMMENT	NONE	4
NEXT MEETING	MAY 22, 2019	4
ADJOURN	ADJOURNED	4

**MUNICIPAL TREE BOARD
CONFERENCE ROOM AT PARKS AND RECREATION DEPARTMENT
WEDNESDAY, APRIL 24, 2019, 11:30 AM**

1. CALL TO ORDER

The meeting of the Municipal Tree Board was called to order by Katherine O'Brien, Chair, at 11:33 am, on Wednesday, April 24, 2019, at the Parks and Recreation Conference Room, 1142 Siler Road, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Katherine O'Brien, Chair
Pam Wolfe
Becky Touchett
Jacob Pedersen
Nancy Varvil

MEMBERS ABSENT

Tracy Neal, Excused
John Formby, Excused

OTHERS PRESENT

Richard Thompson, Parks Division Director
Keely Jackson Kennemore
Shoki Bundy
Mary Schruben
Ryan Brenteson, Very Good Tree Service
Elizabeth Martin, Stenographer

3. APPROVAL OF AGENDA

Chair O'Brien stated that the date of the Community Day is May11th, not the date on the agenda.

MOTION A motion was made by Ms. Touchett, seconded by Mr. Pedersen, to approve the agenda as amended

VOTE The motion passed unanimously by voice vote.

**4. APPROVAL OF MINUTES
MARCH 27, 2019**

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.

5. OLD BUSINESS

A. BOARD MEMBERSHIP

Chair O'Brien reported that PARC approved the expansion of the Tree Board membership to seven members and approved all three of our recommendations for new Board members. She welcomed the new Board members.

Ms. Martin gave an overview of the Open Meetings Act rules.

Mr. Thompson gave additional instructional information to the new Board members.

B. TREE INVENTORY

Ms. Touchett reported that Tree Plotter is in the process of being purchased. They did give her a user name and password so she has set up the administration of the program and the site for volunteers. She is holding a training for eight volunteers tonight at the Water History Park from 5:30 pm to 7:30 pm on how to use Tree Plotter on our tablets.

Ms. Touchett gave an overview of the tree inventory project for the new Board members.

Ms. Schruben said much of the hand done inventory data with GPS has been put on line on the Parks site. Thank you for that.

Ms. Schruben said tree inventories are one of the strategies for the Sustainability Plan that the City adopted.

C. CESAR CHAVEZ EDUCATION CLASS, TREE PLANTING

Chair O'Brien reported that she, Pam and Richard participated with the gardening class for a hour at Cesar Chavez Elementary School. We marked where the trees will be planted tomorrow at 10:00 am for Arbor Day. She invited the Mayor and City Council

to attend. She has not had a response from them. John Munoz will be there and will read the Arbor Day Proclamation.

Mr. Thompson and Ms. Wolfe praised the tree book that was given to the class.

Ms. Wolfe passed around an insect training booklet from NMSU that may be used by the Tree Board.

Chair O'Brien encouraged all the Board members to attend the tree planting.

D. EARTH DAY BOOTH AT RAILYARD PARK

Chair O'Brien said the Tree Board will have a booth for Earth Day at the Railyard Park on Saturday. Board members stated the hours they are available to volunteer at the booth.

E. MASTER GARDENER FAIR

Chair O'Brien reported that the Master Gardener Fair will be on May 4th from 9:00 am to 3:00 pm. The Board members stated the hours they are available for volunteering at the Tree Board booth there.

Ms. Wolfe explained the name tags she is making for the event for the Tree Board.

Mr. Thompson said he will be delivering tents for the event and will deliver one for the Tree Board booth along with a table and three chairs and the Tree City USA banner.

Chair O'Brien said she and Richard and Pam will coordinate on the brochures and pamphlets.

6. NEW BUSINESS AND POSSIBLE ACTION

A. COMMUNITY DAY AT PLAZA - MAY 11th

Mr. Thompson said he would like to have a Tree Board presence at this event with a table and banner if you wish or as part of the Parks and Recreation table. We will hand out wildflower seed balls and seedlings. It is on the Plaza from 8:00 am to 4:00 pm.

Chair O'Brien asked if the Board would like to participate in this event.

There was discussion around this event.

MOTION A motion was made by Mr. Pedersen, seconded by Ms. Touchett, to approve the participation of the Tree Board as part of the Parks and Recreation booth for Community Day at the Plaza.

VOTE The motion passed unanimously by voice vote.

Chair O'Brien said she would like to see at least one Board member at the Parks and Recreation booth throughout the day.

Chair O'Brien gave an overview of the Memorial Day tree planting and encouraged Board members to attend.

7. COMMENTS FROM THE BOARD

None.

8. PUBLIC COMMENT


None.

**9. NEXT MEETING
MAY 22, 2019**

10. ADJOURN

There being no further business before the Board the meeting adjourned at 12:20 pm.


Katherine O'Brien, Chair


Elizabeth Martin, Stenographer