



# Agenda

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## MUNICIPAL TREE BOARD

### A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

Genoveva Chavez Community Center – Classroom One, 3221 Rodeo Road

**Tuesday, January 18th, 2011**

**5:00 -6:00 p.m.**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of the Meeting Minutes from 04/20/2010
5. Old Business – Robert Wood
  - Tree City USA Update
6. New Business – Robert Wood
  - Meeting dates and location
  - Tree City USA Growth Award Application/Award
  - Tree City USA Growth Award, planning process for 2011
7. Public Comments
8. Confirm date and time for the next meeting

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CITY OF SANTA FE  
MUNICIPAL TREE BOARD  
A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

JANUARY 18, 2011

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2. ROLL CALL	Quorum	1
3. APPROVAL OF AGENDA FORMAT	Approved	1
4. APPROVAL OF MEETING MINUTES October 19, 2010	Approved	1
5. OLD BUSINESS		
• Tree City USA Update	Discussed	1-2
6. NEW BUSINESS		
• Meeting dates and locations	Discussed	2-3
• Tree City Growth Award Application/Award	Discussed	3-5
• Tree City Growth Award planning process for 2011	Discussed	5
7. PUBLIC COMMENTS	None	5
8. DATE AND TIME FOR NEXT MEETING	March 15, 2011	5
9. ADJOURN	5:53 p.m.	5

**MEETING MINUTES  
FOR THE  
CITY OF SANTA FE MUNICIPAL TREE BOARD  
A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION**

**TUESDAY, JANUARY 18, 2011**

**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 Chair Patrick Torres on this date at 5:00 p.m. at Genoveva Chávez Community Center, 3221 Rodeo Road. Santa Fe, New Mexico.

**ROLL CALL**

Roll call indicated a quorum as follows.

**Members Present**

Patrick Torres, Chair  
Sandra Taylor

**Members Absent**

**Staff Present**

Robert Wood, IPM Program Manager

**Others Present**

Charmaine Clair, Stenographer

**APPROVAL OF THE AGENDA**

The minutes to be approved were for October 19, not April, 2010.

**Ms. Taylor moved to approve the Agenda as amended. Chair Torres seconded the motion and it passed by unanimous voice vote.**

**APPROVAL OF THE MINUTES of October 19, 2010**

**Ms. Taylor moved to approve the minutes of October 19, 2010 as presented. Chair Torres seconded the motion and it passed by unanimous voice vote.**

**OLD BUSINESS**

- Tree City USA Update

Mr. Wood said application for Tree City USA was approved and was effective for 2011. He said the City also qualified for the Growth Award and this would be the first Growth Award year of a 10 year process.

Mr. Wood reviewed the Budget and explained categories as follows:

- Everything on the application was standard except for #3; Forestry Program Annual Budget of at least two dollars per capita. The City's population had dropped by about 7000 people from the forecast given the previous year for 8% growth per year.
- *Tree Planting* and *Initial Care* costs and *Tree Maintenance* were formulas derived from labor costs and items from Operations dedicated for trees. Part of the Tree Maintenance came from programs with the fire department and 50% of their total of about \$145, 000 costs was used.
- Tree Removal was zero because it was tracked through Operations under Tree Management.
- *Management* was the proportion of salaries spent for Mr. Woods salary, the supervisors etc. that were dedicated for tree operations.
- *Utility Line Clearance* would probably always be a zero line item.
- *Volunteer time* wasn't included because the City had qualified.
- *Miscellaneous* was easier left as zero.
- Santa Fe qualified at \$3.80 per capita above the two dollars required.

Mr. Wood said in the City's first year they had no proclamation but activities would have to have a proclamation from the Mayor for activities each year hereafter. Arbor Day would be the last Friday of April each year.

## **NEW BUSINESS**

- Meeting dates and locations

Chair Torres said the decision was made for meetings to be held after the POSA meetings.

Mr. Wood said the board discussed it might not be necessary to meet after every POSA meeting. He said MTB was required to meet four times a year and he thought it important to set those four dates at that time. He said additional meetings could be determined at those meetings.

Mr. Wood said since the observance of Arbor Day was in April and it would be best to have a meeting in March to plan final preparations. He was building alliances with Keep Santa Fe Beautiful and the County as copartners and they could advertise each other's Arbor Day events.

The Board discussed dates for the four meetings. Ms. Taylor said everything for the Arbor Day events could be planned in March.

Mr. Wood agreed. He said a park and a tree would be located by April. He planned to do training activities for school kids and bring in tree care companies to show off their skills.

Ms. Taylor asked if someone would take pictures. She was told yes and they were required for record keeping.

The Board agreed at the April meeting to decide the next meeting.

- Tree City Growth Award Application/Award

Mr. Wood said the Growth Award is based on how much improvement was gained from the previous year. He explained the process: 10 points had to be added per year to keep up with the Growth Award. The old activities would be built upon and points used to qualify for the current year couldn't be re-used for the next year. The City wasn't restricted to the number done in each category and any of the categories could be used to accumulate the 10 points.

Mr. Wood reviewed the description of each activity and talked about categories the MTB should target to achieve the 10 points next year.

He read the Category A categories and point values - Continuing Education and Education and Public Relations; publications, materials distributed to schools; brochures, interpretive programs such as walking tours about standing trees, planning and arboretum, etc.

A9- the Tree Worker Safety Program would be easy points. Mr. Wood said Tree City wanted to see that the program was open to not just park employees but businesses within the City that handled that.

A10- Continuing Education for Forestry Managers/Tree Board Members was if the City paid for attendance to conferences; Board members could take online continuing education with the Tree Board University (about 4 hours a week) to go toward the six points in the category.

A11-Tree Care Workshops was being done. The program could be opened more to the public. A-12- Arborist Workshops were geared toward private industry.

#### Category B- Partnerships-

B1 and B2-New Project or Organization- could be civic groups, volunteers;

B2-Utility Partnerships was being worked on.

B3- Green Industry Partnerships and B-4-Cooperative Purchasing Contracting would be difficult to achieve.

B5-External Funding- there were grants from previous years; grant writers would take care of that.

B6-Tree Planting on Private Property- would have to be donated materials; the city wasn't able to put funds toward it.

B7-Engineering/Forestry Coordination- would be targeted the following year and was being worked on and easy to achieve.

B8- Land Use Planning Coordination and B-9- Wildland Fire Prevention Coordination had been done.

B10-Citizen Training would be easy to target.

### Category C-Planning and Management

- C1- Tree Maintenance and C2-Municipal Funding wouldn't be done this year because of budget.
- C3-Sidewalk/Curb Policy- in process through Land Use and Planning.
- C4 – Tree Inventory and Analysis - costly; but being worked on.
- C5-Computerized Tree Management - costly but being worked on.
- C6- Management Plan - would be brought up later.
- C7 -Licensing- there would be legal hurdles because of certification for licensing. He said one or the other requirement could be satisfied by advertising for people to be more aware of licensed and insured tree companies.
- C8- Improved Ordinance- being worked on.
- C9- the City had already qualified under.
- C10-Wildlife Habitat- would be hard to achieve.
- C11- Park and Open Space - the Parks Department does every year and would be easy to achieve.
- C12 -Emergency Plan- was developed and should be worked on any way.
- C13- Professional Tree Manager - could be done by including that in the title.
- C14- Accreditations for the Forestry Department- would be difficult to achieve. Municipal arborist certification program was designated for a minimum of 3 years.

### Category D- Tree Planting and Maintenance

- D1- Tree planting projects- would be easy.
- D2- Public Utility Tree Care was being done but needs to be formalized. And D3 Recycling was being done but the points hadn't been used.
- D4- Street Tree Planting- being done and should be formalized. The street tree median guidelines were passed last year.
- D5 -Street Tree Pruning- would have to be formalized.
- D6- Hazard Tree Program- very difficult to achieve.
- D7- Special Program to Eliminate Destructive Practices - hard to achieve and educationally intense.

D9- Donations- would be easy to set up a tree fund.

D10-Contract Growing- to grow specific trees in the area would be hard and efforts would have to be combined with Albuquerque, Los Alamos; statewide.

D11- Tree Preservation- would be difficult to achieve.

Mr. Wood said the next few years would be fairly easy to achieve the 10 points but would become harder after that. He said the board should plan how to achieve the points.

- Tree City Growth Award planning process for 2011

Mr. Wood said as long as the City continued what they were doing the Growth Award would be okay for a few years. He said the planning process had to be done now to achieve the harder points that would start years 4 through 10.

Ms. Taylor asked if there were professional organizations that do certifications.

Mr. Wood said he had asked for interpretation on certifications and licenses. He said the state usually issued licenses and he was hoping the terminology was wrong.

Chair Torres said Ms. Hansen pointed out that some trees were pulled out of Gregory Lopez Park and replaced with new trees and a couple of the older ones hadn't been removed close to the fence. Ms. Hansen wanted to know why the new trees were planted so close to the fence as well.

Mr. Wood said he would look at that and get back with Chair Torres.

Ms. Taylor said two supervisors she met with were very concerned about an old tree and wanted it removed. She said she would e-mail Mr. Wood with the details.

Mr. Wood said he was asked to look at trees that should be removed for every park. He said a lot of the tree planting was done about the same time and sections had aged at the same time.

## **PUBLIC COMMENTS**

There were none.

**DATE AND TIME FOR NEXT MEETING** - March 15, 2011 at 5:00 p.m.

## **ADJOURNMENT:**

**Ms. Taylor moved to adjourn the meeting. Chair Torres seconded the motion and it passed by unanimous voice vote.**

*Having no further business to discuss, the meeting adjourned at 5:53 p.m.*

Approved by:

\_\_\_\_\_  
Patrick Torres, Chair

Submitted by:

\_\_\_\_\_  
Charmaine Clair, Stenographer