



Agenda

CITY CLERK'S OFFICE

DATE 3-8-11 TIME 1:39pm

SERVED BY Robert W. Wood

RECEIVED BY [Signature]

MUNICIPAL TREE BOARD

A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

Genoveva Chavez Community Center – Classroom 1

3221 Rodeo Road

Tuesday March 15th, 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 01/18/2011
5. Old Business – Robert Wood
 - Arbor Day Observance.
 - ✓ Proclamation
 - ✓ Partners
 - ✓ Gregory Lopez Park Plantings
 - ✓ Tree Removals and Plantings
 - Growth Award requirements for 2011
 - ✓ Tree Care workshops & Safety programs (A9, A11)
 - ✓ Project & Organization (B1, B2)
 - ✓ Discussion on direction for 2011 year.
6. New Business – Robert Wood
 - New Board member interest, adding additional members.
 - Budget implications and allotments.
7. Public Comments
8. Confirm date and time for the next meeting

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

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

MARCH 15, 2011

<u>ITEM</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
1. CALL TO ORDER		1
2. ROLL CALL	Quorum	1
3. APPROVAL OF AGENDA	Approved	1
4. APPROVAL OF MEETING MINUTES 2011	Approved	1
5. OLD BUSINESS		
✓ Arbor Day Observance.	Discussed	1-3
✓ Proclamation		
✓ Partners		
✓ Gregory Lopez Park Plantings		
✓ Tree Removals and Plantings		
✓ Growth Award requirements for 2011	Discussed	3-5
✓ Tree Care workshops & Safety programs (A9, A11)		
✓ Project & Organization (B1,B2)		
✓ Discussion on direction for 2011 year.		
6. NEW BUSINESS		
• New Board member interest, adding additional members.	Discussed	5
• Budget implications and allotments.	Discussed	5
7. PUBLIC COMMENTS	None	6
8. DATE AND TIME FOR NEXT MEETING	June 21, 2011	6
9. ADJOURN	6:00 p.m.	6

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

TUESDAY, MARCH 15, 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 approximately 5:00 p.m. at Genoveva Chavez Community Center – Conference Room, 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

Ms. Taylor moved to approve the agenda as presented. Mr. Torres seconded the motion and it passed by unanimous voice vote.

APPROVAL OF THE MINUTES of January 18, 2011

Page 2, last bullet item should read "Santa Fe qualified at \$3.80 per capita; above the two dollars required." The comma should be included to show it was not \$5.80.

Ms. Taylor moved to approve the minutes of January 18, 2011 as amended. Mr. Torres seconded the motion and it passed by unanimous voice vote.

OLD BUSINESS

- ✓ Arbor Day Observance
- ✓ Proclamation

Mr. Wood said observance for Arbor Day (officially April 29) would be held at GCC. The final planting should be finished and he hoped Mayor Coss would be present. Arbor Day would be observed at Community Days on May 15 and individual tree plantings were started throughout the parks.

Mr. Wood said he would read a proclamation that was required to be done by Tree City every year through the City Council meeting.

✓ Partners

Mr. Wood said how to approach partners and who the Board wants to include as a partner should be discussed. He said he would meet with the Rivershed Association on Thursday. He asked if that should be made a part of the program and said he wanted to include Keep Santa Fe Beautiful and Keep New Mexico Beautiful and Santa Fe Public Schools.

He asked if there were any others he should pursue. He said the idea was to build on the Arbor Day event and build sponsors.

Ms. Taylor suggested the Masters Gardeners.

Mr. Wood said two things for Arbor Day were needed; commercial sponsorships and in-kind volunteer work. He said even if for a day it would be very helpful.

Ms. Taylor said it was good PR and the programs were respected. She asked if PNM was on board.

Mr. Wood said PNM would always be on board and he just had to convince them to put in some money, if not, the in-kind contributions. He said they had been great on donations for trees for removals and he wanted them to be more actively involved, especially in a composting program and a tree replacement program for City streets, etc.

Mr. Torres suggested a couple of groups be targeted for this year, like Master Gardeners or a civic organization.

Mr. Wood said Councilor Calvert wanted the College of Santa Fe to become a Tree Campus, USA but he hadn't found any interest yet.

✓ Gregory Lopez Park Plantings

Mr. Wood said there was a question from the last meeting about trees that were replaced. He said at the time the ground was frozen and the wells were not done and that was corrected. Also work with Coats Tree Company was done to remove the remaining Russian olives extended over a neighbor's house that were a hazard.

Mr. Wood said on the trees that were too close to the fence, they were visually too close however the tree was slow-growing. The object in the area was to create a visual and sound barrier between the

neighbor's house and the Park. There was only a five foot space to plant and Austrian Pines grow fairly slowly and would take years before the trees encroached into the neighbor or the power lines, etc.

✓ Tree Removals and Plantings

Mr. Wood said Mr. Chavez had applied for a Quality of Life grant last year for \$72,000 that included contract money, plantings, and tree maintenance and equipment. He said the grant was approved but no one was told.

He said that money would be used for tree give-aways for Arbor Day and Community Day and some money was used for equipment for tree plantings. He said about \$34,000 was identified for a contract for large tree work such as pruning and removal.

Mr. Wood talked about work that was done at the Plaza and Patrick Smith Park.

Mr. Wood said he was asked for a list of specifications for contractors for large tree removal and pruning. He said the standards were written -A300 standard for planting and pruning etc., in combination with the Yanci Standards. He thought Coats would be the only firm in town that could pass the certifications but doesn't want all of the work to go to one contractor.

Mr. Wood said smaller trees would have different specifications. He said he would have those specifications in the next week and all of them would be based on the national standards. He said contractors would bid based on girth, height and location of the tree and the accessibility (by climbing or equipment.) He said in most cases contractors would be picked based on qualifications and best price and in other areas, the bids would be in blocks.

Ms. Taylor asked where on the list Cathedral Park was.

Mr. Wood said he had identified one tree for removal, possibility two but none had been identified for pruning. He said Parks Staff has the expertise and it could be done in house.

Ms. Taylor asked if there was anything the Board should do for Arbor Day. She was told Board members should come around 10:00 a.m. She said the City would try to get publicity out.

Mr. Torres said email invitations should be sent to the Parks Commissioners.

Mr. Wood said he planned to give out 5 gallon trees in a drawing every 15 minutes.

- Growth Award Requirements for 2011

✓ Tree Care workshops & Safety programs (A9, A11)

Mr. Wood said he identified areas he wanted to pursue for the growth requirements.

Mr. Wood said on A9- Tree Worker Safety Programs. He would set up a tree pruning workshop in a couple of weeks at the Rail Yard Park and also a tree climber certification through ISA (no date set yet.)

Mr. Wood said the class and test was required to be certified as a climber. The City would sponsor the class and ISA would pay other expenses.

Mr. Wood said he started on a couple of safety workshops and OSHA came up. He said he realized that the proper medical kits were not being supplied when chainsaws went out. He said in the process of identifying areas to teach he said he also identified areas that were lacking and that was being corrected.

Mr. Torres asked how the classes were documented.

Mr. Wood said pictures, an agenda, a list of speakers, etc. is what they wanted to see. He said some of his training had been implemented in monthly tailgate safety program to all the crews. He said having the program in place, sign in sheets and having programs regularly worked.

He said on A11- it worked well to open it up to the public and that was done with the Fruit Tree Pruning Workshop at the Rail Yard. He said it would also be done with the Tree Hazard Awareness Workshop. He would like to do the workshop at the Rail Yard and a couple of other venues and make people aware of trees that deserve a decent burial. He said education has to be increased so people knew what a target meant, etc.

✓ Project & Organization (B1,B2)

Mr. Wood said this was basically working with different civic groups and volunteers like Master Gardeners.

✓ Discussion on Direction for 2011 year.

Mr. Wood said he wanted to open up what should be focused on.

He suggested concentration could be on hazard tree removals, street tree plantings and pruning, new planting on private property (tree give-aways) and more mature tree planting in public parks (if so, where.) He said he would like to get a questionnaire to the public of where trees should be planted.

Mr. Wood said he would like to concentrate on hazard tree identification throughout the City. He said he has identified areas around City Hall with five trees that should be replaced. He said he has developed a three year plan for that location but would like to have the Board members look at the trees. He said the trees have been topped and had insect problems and have been improperly pruned for years.

He said the trees could be replaced but there was no irrigation. He said a recommendation could come from the MTB through the Parks Advisory Commission to tap into the current irrigation system.

Mr. Wood said the area was high visibility and he picked the area because people downtown would be the ones who would call and ask why trees were being removed. He said that would spark public interest and give City Council and opportunity to see what was wrong. He said he would like to continue that down the street.

Board members agreed on priorities for 2011: to recommend hazardous tree identification and removal and education; work with new organizations for new trees plantings and to provide training for the City Staff on safety and proper procedure.

Mr. Wood requested that the recommendation be in writing from MTB to the Parks Commission.

NEW BUSINESS

- ✓ New Board Member Interest, Adding Additional Members

Mr. Wood suggested names of people he knew that had expressed interest in the Municipal Tree Board:

Jim Freedman- a long-term certified arborist; retired from the State Forestry and a consultant for the City.

Joe Stuart- works with PNM as a forester and would be a good institutional representative.

Mr. Coates- Coates Tree Service could be a private industry representative and a balance to the Board.

Kathy O'Brien- runs Santa Fe Greenhouse and on the board of Think Trees. She has submitted a biography for consideration.

Mr. Wood said biographies had not been submitted by the others but he could draft and send a letter to invite them to attend a meeting. He suggested MTB be represented by industry, government and private individuals and have 3-5 members to start.

Mr. Wood said he could also ask Parks Commission members to ask their City Councilors to recommend a person from their district.

Ms. Taylor said she preferred people with professional knowledge on the Board for now and councilors could be asked in the future.

The board discussed new members and how they should be recruited and the number of members needed.

Mr. Wood suggested a list of qualifications be developed for MTB Board members. He said as a Subcommittee of the Parks Advisory Commission that Chair Booth should give direction to MTB as to the number of members.

- ✓ Budget implications and allotments.

Mr. Wood said that was touched on previously when he talked about the Quality of Life Award.

Ms. Taylor asked about the separate line item for Tree City. She was told that was accomplished.

PUBLIC COMMENTS

There were none.

DATE AND TIME FOR NEXT MEETING

Board members agreed to meet informally prior to Arbor Day.

The next official meeting was decided as June 21, 2011.

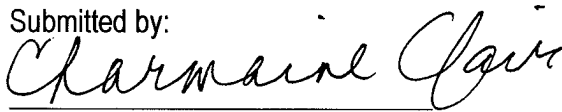
ADJOURNMENT:

Having no further business to discuss, the meeting adjourned at 6:00 p.m.

Approved by:

Patrick Torres, Chair

Submitted by:



Charmaine Clair, Stenographer