



**Citizen Advisory Committee
To Spokane Urban Forestry Tree Committee**

MEETING MINUTES

January 5, 2010

4:00 PM

1. CALL TO ORDER

The meeting was called to order at 4:08 PM

2. ROLL CALL

a. All members of the UF CAC were present except Andrew Rolwes. Also present: Leroy Eadie (Acting Director, Parks and Recreation), Steve Nittolo (Horticultural Supervisor), Nancy McKerrow, Ben Peters and Carrie Anderson

3. CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

a. Angel announced that Carrie Anderson and Paul Heindl have resigned from the UF CAC, effectively immediately. She initially discussed that the Community Assembly and the local arboriculture community would select replacements to fill their positions on the UF CAC.

b. Election of Officers - Chair, Vice Chair and Secretary.

Discussion among the UF CAC members established the proposed candidate slate of: Chair - Angel Spell, Vice Chair – Garth Davis and Secretary – Susan Traver. Ed moved that the UF CAC accept the slate. Susan seconded the motion. Angel called for the vote. The vote of the slate was unanimous. The new UF CAC officers will serve for one year.

c. Terms to expire in May – Julie Neff, Andrew Rolwes, and Marilyn Lloyd.

Angel asked if these UF CAC members would consider extending their committee terms until Dec 2010 to realign/normalize UF CAC membership onto a calendar/yearly cycle. They all agreed to do so. Cindy made a motion to initiate this action. The motion was seconded by Angel. A unanimous vote followed. The above mentioned UF CAC members will continue until Dec 2010.

4. CONSENT CALENDAR

The Minutes for the December 2009 meeting were reviewed. Susan moved that the Minutes be accepted. Garth seconded the motion. Motion carried and the Minutes were accepted.

5. CITIZEN COMMENTS

No comments

6. REPORTS

- a. Steve Nittolo, Horticulture Supervisor, City of Spokane.

Steve gave a brief summary of his past month's activities in the UF program. He highlighted that he had recently submitted Spokane's UF Program for the Tree City USA award and also for that program's Growth Award. He also discussed that he would be taking the ordinance amendment of the UF Commercial Tree Service Licensing Program to the Park Board for approval to forward to the City Council. His information recap report is attached.

- b. Education Outreach and Volunteer Recruitment subcommittee.

Cindy discussed how the Landscape and Turf Conference would be 4-5 Feb, Mirabeau Park. Additional subcommittee information is contained in the attached report.

- c. Street Tree subcommittee (hereafter named Urban Forestry Interdepartmental Discussions)

Julie reported that this ad hoc Interdepartmental Discussions committee (made up of the directors from Engineering, Planning and Parks and Recreation) met December 4th and had reviewed two pages of the Street Tree Recommendations white paper. Their next meeting is scheduled for January 15, 2010.

- d. Tree Protection subcommittee

See discussion under Old Business

- e. Evergreen Cities Act & Utility Fee Funding subcommittee

Carrie discussed that an initial meeting had occurred and action on this issue looked favorable. Angel said that she would take over heading up this subcommittee since Carrie had resigned her position on the UF CAC.

- f. City Hall Tree Planting subcommittee

No report as Andrew was absent

- g. Vegetation Management Plan subcommittee

Angel said that she would reestablish this subcommittee and would be asking other UF CAC members to participate in the updating and coordination process for the VMP. She said that she would not start this process until the selection of the new city Urban Forester.

7. OLD BUSINESS

- a. Discussion Item – Update on Heritage Tree Nominations

Angel discussed that the UFTC had approved to the Register the three trees nominated by Lynn Mandyke of the Corbin Arts Center. Parks and Recreation would be getting the press releases out concerning this program and the trees. The press releases will be included in the UF CAC record.

b. Discussion Item – Update on development of UF CAC Rules and Procedures

Angel and Susan discussed the draft R&P. UF CAC members requested a few changes be made to the document. The revised R&P document will be presented for a vote for adoption next month.

c. Action Item – Tree Protection Letter

Susan asked that the subject letter be approved by the UF CAC for forwarding to the UFTC for action to forward to the Park Board and then the Mayor. Discussion by UF CAC members asked for small three changes to the letter. The changes were accepted by Susan. Susan made a motion that the letter be accepted with the three changes noted. Angel seconded the motion. The motion carried unanimously. The subject letter with changes will be filed in the UF CAC Record.

8. NEW BUSINESS

a. Discussion Item – Process for recruiting and appointing new UF CAC members.

Angel asked that the UF Staff initiate action to replace the two members who had resigned from the CUF CAC. She asked that staff notify the Community Assembly and the local arboriculture community for their nominations for the UF CAC. Mr. Eadie and Steve Nittolo acknowledged that they would initiate this action.

b. Discussion Item – Normalize membership terms to the calendar year

See Ceremonies, Appointment, Announcements in these Minutes.

c. Discussion Item – UF Branding

Julie asked that the UF CAC consider a suggestion from Dr. Kathy Wolf that "branding" of the UF program has been beneficial in other cities. Angel asked if she would want to pursue that action. Julie and Susan agreed to head up this new initiative.

9. ADJOURNMENT

Garth moved to adjourn the meeting at 5:45 PM. Cindy seconded the motion.

The Citizen Advisory Committee to the City of Spokane Urban Forestry Tree Committee meets the first Tuesday of each month, 4:00 pm, at the Manito Meeting Room, Manito Park, in Spokane, Washington.

Angel Spell, Chair

Susan M. Ross Traver, Secretary

**Report from the Horticulture Supervisor
For CAC Meeting January 5, 2010**

Urban Forestry website updating continues.

Urban Forestry television PSA's have been sent to Magner Sanborn advertising agency for distribution. Magner Sanborn is working on radio PSA's which they will also distribute.

Heritage Tree nominations were approved by the UFTC. Copies of letters of recognition have been sent from the Urban Forestry Program office to the Mayor's office to be sent to the property owner and nominator.

Changes have been made by the City Attorney's office to the Commercial Tree Service Ordinance amendments. They will be an action item on the UFTC agenda this month.

Four finalists were interviewed for the Urban Forester position.

Work at the Urban Forestry Office:

- UFP staff prepared for and participated in the Urban Forest Overview and Protection Plan Workshop.
- Tree City USA application was completed and submitted. An application for a Tree City USA growth award was also submitted
- Highlights of the Urban Forestry Program for 2009 document was created.
- UFP staff is attending all pre-development meetings on projects that require street trees

Work by the Arborist's crew:

- Working on winter pruning and removals
- Performing continued inventory