



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

**MEETING MINUTES**

**June 2, 2009**

**4:00 PM**

**1. CALL TO ORDER**

The meeting was called to order at 4:07 PM

**2. ROLL CALL**

- a. All members of the CAC were present except: Cindy Deffe, Paul Heindl and Ed Miles
- b. Also present: Steve Nittolo (Horticultural Supervisor, Spokane), Jeff Perry, (Arborist, Spokane) and Nancy MacKerrow (citizen, Susie's Forest)

**3. CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS**

None

**4. CONSENT CALENDAR**

The Minutes for the May 2009 CAC meeting were reviewed. Garth moved that the Meeting Minutes be accepted. Andrew seconded the motion. The motion carried and the Minutes were accepted.

**5. CITIZEN COMMENTS**

None

**6. REPORTS**

- a. Ordinance Review & Code Enforcement subcommittee  
See Steve Nittolo's attached Horticultural Supervisor's Report.
- b. Education Outreach and Volunteer Recruitment subcommittee.  
No report at meeting. Committee report after the meeting are attached.
- c. Finance & Funding subcommittee  
No report.
- d. Vegetation Management Plan subcommittee  
No report.

e. Historic Tree & Preservation subcommittee

Steve Nittolo was advised that the HT ordinance amendment would need a City Council sponsor in order for it to be brought forward to the City Council for approval/adoption. Barry Russell said that he would approach Bob Apple to bring it forward. Mr. Apple is the City Council representative on the Park Board.

f. Spokane Horticultural Supervisor's Report

See Steve Nittolo's attached detailed Horticultural Supervisor's Report.

## **7. OLD BUSINESS**

a. Urban Forester Position Update: The position was advertised and then the advertising was extended to 17 Jun 2009. Carrie asked HR that they consider candidate questions submitted by CC members and that the CAC and the UFTC be represented by 3 positions on the selection committee. We have not heard back from HR concerning this request.

b. Initiate Taskforce for review of minimum planting space requirements for street trees: The CAC formed an ad hoc subcommittee with Julie Neff as chair. This sub committee will address concerns with noted challenges and possible solutions. They will then draft a memo to Barry Russell who will meet with the directors of Public Works, Engineering and Planning to discuss the memo and possibly initiate actions. The subcommittee has meet twice in June and will meet another time in July after the July CAC meeting. The progress of this subcommittee will be discussed at the July CAC meeting.

## **8. NEW BUSINESS**

CAC structure and findings from the Mayor Verner's ad hoc UF committee: Susan addressed that possibly the CAC should review this document and consider forming sub committees to initiate completion of some of this ad hoc committee's initiatives. This ad hoc committee had great Spokane city leadership involvement. Angel asked that all CAC members review the ad hoc committees recommendations and select 5 recommendations for the CAC to work on. She also stated that she would send out an e-mail stating that request.

Tree City USA 2009: Susan brought up the controversial proposal to request that the City of Spokane not resubmit themselves for Tree City USA status in 2009. She made this request based on the argument that it misleads City leadership into thinking that the UF Program is robust and needs no further monies or attention, since we are repeatedly getting this great award. After much discussion, Susan was asked to draft a letter for CAC review and possible adoption requiring 100 percent CAC approval. . Susan made a motion to send such a letter to the UFTC. The Motion was seconded by Carrie. The Motion passed.

## **9. ADJOURNMENT**

Angel moved to adjourn the meeting at 5:35 PM. Susan seconded the motion. Motion carried and the meeting was adjourned.

*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.*

---

**Report from the Horticulture Supervisor  
For CAC Meeting June 2, 2009**

Parks Staff met with representatives of the web designing firm, BHW1 to approve outline of the Urban Forestry site, how it will be organized, with headings and sections. Content will be added later.

Urban Forester position announcement should be coming out June 8, 2009.

The Spokane Parks Foundation did not approve the matching funds grant application for the Americorp volunteer educational project. The Americorps grant that was approved consequently had to be declined.

Jeff Perry worked with 15 Lands Council volunteers on 5/30 at Camp Sekani. Much thinning was accomplished.

Three new trees were planted at Manito Park with 12 more to go.

The Heritage Tree Ordinance currently needs a sponsor on the City Council to propose the ordinance change. This should be a topic of discussion at the CAC meeting.

Steve Nittolo met with City of Spokane Attorney's office staff to discuss changes to wording of ordinance pertaining to who may perform tree work. See attachment.

Steve Nittolo met with City of Spokane Attorney's office staff to create letters requesting remuneration for damages to trees from an individual property owner.

The Urban Forestry office received a copy of a letter requesting remuneration for damages for trees from a local business.

Other work completed by Urban Forestry Arborist Crew:

- Planted 42 trees, mostly Community Development trees
- Worked with Downtown Spokane Partnership Staff to remove girdling steel grate parts.
- Continued assisting with tree work for Albi construction project
- Ongoing inventory of park and street trees
- Ongoing work in tree nursery

Work at the Urban Forestry Office:

- Fifty-five more pruning or removal permits were issued to City of Spokane Engineering Services for street construction projects. Still more to go
- Spring pruning, planting, and removal permit applications are continuing at a high volume

**Spokane Urban Forestry Tree Committee  
CAC Education/Volunteer Subcommittee  
Meeting Minutes for June 26, 2009, 3:00 pm  
Manito Meeting Room, Manito Park**

Members present: Cindy Deffé, Marilyn Lloyd, and Geri Odell

Members absent: Garth Davis, Pam Luders, and Brad Baxter

Also present: Nancy MacKerrow and Steve Nittolo

**Old Business**

Bookmarks – Steve and Garth mentioned at the May meeting that they could cover the costs of printing the bookmarks. Cindy said that she has a student in the Landscape Program at SCC who is interested in producing some artwork for the bookmarks, but we need to let her know what we would like her to draw. The committee also needs to decide what we want each of the bookmarks to say. Cindy will send out an e-mail to the committee listing the topics we had discussed so we can try to determine the wording for them at our July meeting.

Utility Smart Tree – Neither Garth nor Pam were at the meeting and no one else knew if the planting had been completed or not.

PSA topics – The committee had discussed the production of 15 to 30 minute educational videos at the May meeting. Cindy mentioned that Tim Kohlhauff and Cinde Johnson from WSU extension are planning to produce a video for Master Gardeners on proper tree planting. She suggested that we work together to produce video for the two organizations. We could use the same actors and planting demonstration for both. We discussed other topics for the videos as well. Steve Nittolo came in following our discussion and said the PSAs are only 15 to 30 **seconds**, not minutes. The topics will be the same, but we need them to be like short commercials. We will spend the majority of our next meeting trying to put together potential scripts.

Tree maps – We had initially discussed inviting Master Gardener Ed Lester to our July meeting to discuss his tree maps, then spending our August meeting going on one of his tree tours at Manito Park. Geri has been trained as a tour guide for part of Manito Park and Marilyn is now on the Urban Forestry Committee for the Master Gardeners as well. We discussed how our groups could work together. When Steve requested our work on the PSAs for the July meeting we postponed inviting Ed until the August meeting.

Tree concerns – Cindy mentioned that the Susie tree that was planted for Arbor Day at Finch Arboretum did not survive. She also mentioned concerns about the trees near Witter Pool during the construction there. When Steve came in he said the Susie tree at the Arboretum was a Sassafras and it will need to be replaced. He said he had checked the trees at Witter and had moved the construction vehicles away from trees where they were parking. He said the ones in the parking lot were protected, and doesn't believe there is a concern about damage. He said he would check to make sure they were getting water. Nancy also asked him to check on the Susie tree that was planted along Mission by the pool.

Susie Forest – Nancy gave us an update on the Read for Trees program at Hamblin and Roosevelt schools. She said the project at Hamblin was much more organized than the one at Roosevelt and that student interest was higher at Hamblin where they actually had a kickoff event this spring. She said the difference in participation between the schools had taught organizers how to go about the project in the future. Nancy was also excited to report that a bike team from Spokane will be taking Susie's ashes on a cross country trip from Portland, OR to the East Coast.

Marilyn's tree project on 35<sup>th</sup> – Marilyn said Garth has some additional trees and they plan to add to the planting this fall.

Grants – Steve Nittolo came in at the end of our meeting and reported that he received the AmeriCorps grant, but did not receive the matching funds from the Spokane Parks Foundation.

Website – Steve said the website is coming along nicely, but is not yet live. He will bring the site information to show us at the next meeting.

### **New Business**

There was no new business discussed.

Meeting Adjourned ~4:30

The Education subcommittee is scheduled to meet next month on Tuesday, July 7, at 3:00 in the Manito Meeting Room, Manito Part, just prior to the CAC meeting.