



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

MEETING MINUTES

August 11, 2008

4:00 PM

1. CALL TO ORDER

The meeting was called to order at 4:05 pm.

2. ROLL CALL

Members Present: Angel Spell, Carrie Anderson, Geri Odell, Andrew Rolwes, Julie Neff, Pam Luders, Paul Heindl,, Susan Traver, Marilyn Lloyd and Cindy Deffe

Members Absent: Ed Miles and Garth Davis

Also present: Barry Russell (Director Spokane Parks and Recreation), Toni Nersesian (Executive Director, Spokane Parks Foundation), Steve Nittolo (Horticulture Supervisor, City of Spokane), Jeff Perry (Spokane City Arborist), Melissa Burke (UF Tree Committee Member), Phil Lindstrom (UF Tree Committee Member) Richard Graham (citizen), Nancy MacKarrow (citizen) and Brad Baxter (citizen)

3. CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

Angel warmly welcomed Barry Russell, the members of the Spokane UF Tree Committee, Ms. Nersesian and citizen guests.

4. CONSENT CALENDAR

The July 2008 CAC Minutes were reviewed and a few spelling errors were brought forward for revision. The revised minutes will be presented for record signature at the September meeting. Cindy Deffe motioned for approval of the minutes with noted revisions; Marilyn Lloyd seconded the motion. The motion carried and the subject corrected minutes were approved for the record.

5. CITIZEN COMMENTS

Toni Nersesian gave a briefing on the mission and operations of the Spokane Parks Foundation and how the CAC could financially interface with the Foundation. Essentially, the Foundation could be a “pass through” for any fund-raising by the CAC. The Foundation could collect and hold the monies and then disperse them according to directions from the City. The Foundation does not make decisions concerning the uses of the monies.

6. REPORTS

- a. Steve Nittolo, Horticultural Supervisor, City of Spokane
Steve gave an update on his recent efforts to revitalize the tree service company licensing program. He further discussed that infraction procedures were moving forward through the

city's legal department. He also discussed how Jeff Perry was completing the downtown tree inventory. This inventory is also showing how many of the downtown street trees are dying and will need to be replaced. Steve was asked about a start date for the city's UF website. He said that there have been some difficulties getting the website updated. He prefers that it be correct and contains all required information before it is reactivated.

b. Education Outreach & Volunteer Recruitment subcommittee

Chair Cindy Deffe stated that the recent committee meeting concentrated on effective ways to get UF information out to the citizens of Spokane. Specific subcommittee meeting information follows these minutes. Cindy reiterated how vitally important the new UF website will be to the education mission of the CAC. She hoped it would receive additional emphasis to be ready soon.

c. Finance & Funding Subcommittee

Chair Carrie Anderson reported that this subcommittee had not met yet and will meet in Oct.

d. Ordinance Review & Code Enforcement subcommittee

Paul Heindl summarized the goals of this committee's initial meeting. Their goals are to ensure that city trees are planted according to City specifications and to assist in procedures to tighten up commercial tree service licensing. The minutes of this subcommittee follow.

e. Vegetation Management Plan Subcommittee

This committee is in abeyance pending completion of the city's tree inventory.

f. Staffing Recommendations Subcommittee

Chair Carrie Anderson provided a written report of her July meeting, which is attached. Her subcommittee made two succinct recommendations:

- The Urban Forestry Program should be raised to a division level within the Parks and Recreation Department.
- The Urban Forestry Program should consist of a Division Manager/Director/Urban Forester, a Field Supervisor (Arborist III), Arborist II positions, and Arborist I positions.

Carrie made a motion for the CAC to adopt these recommendations for presentation to the UF Tree Committee and Spokane Parks Board. The Chair called for any objections to the motion. With no objections being heard, the motion passed by unanimous consent.

g. Historic Tree Designation Subcommittee

Chair Susan Traver said her committee did not meet in July or August. She is waiting for documents from Vancouver and San Francisco to draft a Spokane Landmark/Heritage Tree administrative procedures package. It is unfortunately taking much longer than she thought it would.

7. OLD BUSINESS

Because of Barry Russell's initial discussion with the CAC and the question and answer period, the discussion of the possible removal of ponderosa pines in Pioneer Park was deferred until September's meeting.

8. NEW BUSINESS

Barry Russell gave an overall briefing concerning the financial situation of the Parks and Recreation program. He discussed the many challenges associated with many deferred maintenance items, budget sustainability, and the city's decreased tax revenue stream for the next couple of years. He emphasized how he saw the departments budget as a whole not as separated by Parks, UF and Recreation. He asked that the CAC look at the department's budget the same way. He also said that he was carefully working on a draft budget for the department that could possibly take care of many UF shortfall issues. He requested future support from the CAC regarding the draft budget.

9. ADJOURNMENT

Meeting adjourned at 6:00 PM

The next meeting of the CAC is scheduled for September 2, 2008, 4:00 PM at the Manito Park Meeting Room.

Angel Spell, Chair

Susan M. Traver, Secretary

**Spokane Urban Forestry Tree Committee
CAC Ordinance Review Subcommittee
Meeting Report
August 7, 2008 4:00 pm**

Attendees: Paul Heindl, Angel Spell, Steve Nittolo, Julie Neff

Ensuring that trees are planted according to City specifications.

The possibility of not requiring a certified arborist to plant trees but instead make landscape architects responsible for certifying (with a written form) that contractors adhered to planting specs was discussed.

Commercial Tree Service License

The commercial trees service license will probably be administered by the Urban Forestry Program (rather than the Police Dept.).

With regards to this one of two things should probably happen:

- 1 - The commercial tree service license be changed to “public tree work license” or something similar or,
- 2 - Anyone performing tree work commercially be licensed

The subcommittee thought the idea of all commercial tree services being licensed should be discussed by the entire CAC

If such a step were to be pursued the reasons behind it should be well articulated and presented; safety, aesthetics, tree health, etc.

Other questions to be addressed are:

- What constitutes a tree should be defined, maybe as a height requirement.
- With this new licensing, what should penalties for infractions be?
- What would be required for license holders in order to be licensed? (A simple test was discussed as a possibility to ensure that all license holders are aware of the City’s minimum requirements).
- How would the ordinance be enforced?

All of this should be included in any ordinance change

**Spokane Urban Forestry Tree Committee
CAC Staffing Subcommittee
Meeting Report July 22, 2008 4pm**

Members present: Garth Davis, Steve Nittolo, Ed Miles, Richard Graham, Pam Luders, Carrie Anderson and Jeff Perry

As a result of several meetings the Staffing Subcommittee proposes that the Citizens Advisory Committee make the following recommendations to the Urban Forestry Tree Committee:

- The Spokane Urban Forestry Program shall be raised to the division level within the Spokane Parks Department.

- Funding shall be allocated specifically to the Spokane Urban Forestry Program in order to sustain a staff that consists of one Division Manager/Director (Urban Forester), one Field Supervisor (Arborist III), three Arborist II positions, and three Arborist I positions.

These recommendations have been made after conducting research in the following areas:

- Successful urban forestry programs of cities similar in size to Spokane
- Past performance of the Urban Forestry Program with the current budget and department structure
- Maintenance needs of the Spokane Urban Forest
- Recommendations of professionals in the industry

We believe that in order for the Spokane Urban Forestry Program to be successful it needs to be placed as a division within the Parks Department so that it can exercise the authority necessary to properly advocate for, and manage Spokane's Urban Forest.

Adequate funding is a necessity for the Urban Forestry Program. In order to properly manage a critical component of Spokane's infrastructure (public trees), an appropriate budget needs to be allocated.

**Spokane Urban Forestry Tree Committee
CAC Education/Volunteer Subcommittee
Minutes from the meeting on August 11, 2008, 3:00 pm
Park Bench Café, Manito Park**

Members present: Cindy Deffé, Pam Luders, and Marilyn Lloyd

Members absent: Garth Davis, Brad Baxter, and Geri Odell

Also present: Nancy MacKerrow and Susan Schreiner

Old Business

We discussed the mission of our committee and the scope of our activities. We added to the list from the previous meeting, but didn't make any decisions without a majority present.

Who is our audience?

- Commercial Arborists
- Landscape companies
- Concerned citizens
- Property owners/ managers
- Neighborhood councils
- Children

Who are our partners?

- Spokane Park Department
- Spokane County Conservation District
- WSU Cooperative Extension
- PNW ISA
- Avista
- Friends of Manito
- Phyllis Stephens – KXLY

- Pat Munts – Spokesman Review
- The City of Spokane Valley
- Spokane Preservation Council
- Reforest Spokane
- Spokane Parks Foundation
- Boy and Girl Scouts
- Environmental Kid's Club

What venues are available?

- Fall Leaf Festival we need to find out the date.
- Environmental Kids Club planting
- CMTV Channel 14
- City/ County newsletters and billing statements
- Avista newsletter and website
- Arbor Day Celebration
- Urban Forestry Website
- Comcast newsletter
- Quest newsletter
- PNW ISA newsletter
- Public Service Announcements
- Garden Expo

What are our sources for volunteers?

- Committee members
- SCC Horticulture students
- WSU Master Gardeners
- Friends of Manito
- Scouts
- Environmental Kids Clubs
- Local Garden Clubs

What projects do we want to take on first?

- Tree Works training – waiting to hear about possible date
- A list or booklet of suggested trees (possibly for the website)
- Video training programs for channel 14
- Letters to the Editor
- Creating a links list for additional resources for the website
 - ◆ Right tree/ Right Place
 - ◆ Rights and Responsibilities regarding street trees
 - ◆ How to properly plant trees

New Business

We looked at a bookmark that Nancy MacKerrow had printed in memory of her daughter Susie Stephens. We liked the bookmark idea as a way to distribute a message about trees to the community. The bookmarks could be produced at a relatively low cost and could be distributed at local libraries and events. The message could be changed, or a variety of bookmarks with different messages could be produced.

Susan Schreiner mentioned the possibility of working with the Spokane Parks Foundation, Reforest Spokane and Nancy's program Susie's forest to promote the planting of street trees in Spokane. She mentioned that we talk to Toni Nersesian about funding and education opportunities. We decided to ask Toni to our September meeting to see what is available.

We also looked at the Neighborhood Tree Liaison Program that the city of Portland put together. Carrie Anderson provided a workbook for the committee to look at. The committee is interested in the training program, but would like to learn more about how the Portland program is funded. Cindy will work with Carrie to try to get more information.