



Citizen Advisory Committee  
To Spokane Urban Forestry Tree Committee

MEETING MINUTES

May 31, 2011

3:30 PM

**CALL TO ORDER**

The meeting was called to order at 3:34 pm by Chairman, Garth Davis.

**ROLL CALL**

- Members present: Garth Davis, Cindy Deffe, Marilyn Lloyd, Pam Luders, Ed Miles, Julie Neff.
- Also present: Angel Spell, Matt McCain and Cheryl Miller (staff members; Urban Forestry Program, and Parks Administration); Nancy MacKerrow (The Susie Forest); Ken Van Voorhis (Park Board); Mike Petersen (The Lands Council).

**CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS** - None

**CONSENT CALENDAR**

- Minutes of the May 3, 2011 UFCAC meeting – Pam Luders motioned to accept the minutes as submitted. Julie Neff seconded. Motion carried.

**CITIZEN COMMENTS**

- Nancy MacKerrow reported during one week in May she traveled to two states where six trees were received in three cities. The recovery of the Flott's daughter is progressing. Collection efforts continue for a bicycle for her.

**REPORTS**

- a. Education and Volunteer Recruitment Subcommittee – Marilyn reported the May 9<sup>th</sup> meeting was held.
  1. The major topic was a contest to win a tree. The purpose of the contest is to determine what the public's awareness is of Urban Forestry and how information is found. A sample survey form was presented for Committee review. The winner may be selected in a random drawing. The prize will be a flowering tree, provided by Garth, planted at the winner's site.
  2. The trees being removed on south Grand were discussed.
  3. Matt reported a West Central NeighborWoods group has been added. There are now eight groups in seven neighborhoods. (The Perry district has two groups.) Planning for fall planting in October has started.
  4. The next meeting will be June 13, 2011, at 3pm, in the County Conservation District Meeting Room, 210 N. Havana, Spokane, WA.
- b. Street Tree Subcommittee – Julie Neff reported that the Staff Interdepartmental Group is still meeting. The last meeting was May 24<sup>th</sup>.
  1. Work continues on the flyer. The order of priority for when an existing, mature tree is in conflict with a sign was discussed: 1. The Urban Forester will be called to assess the tree and prune if necessary; 2. Traffic Engineering and Urban Forestry will coordinate sign options and placement; 3. Tree removal, if necessary.
  2. The requirements concerning clear view triangles at intersections were reviewed.
  3. The next topic to be addressed is how to rectify replacing trees that may have a conflict with a sign.



## Citizen Advisory Committee To Spokane Urban Forestry Tree Committee

4. Reconvening the CAC Street Tree Subcommittee was discussed. Julie will send an e-mail to previous members.
  5. It was requested that the Education Subcommittee search for studies that have been conducted which show street trees help slow automobile traffic. Mike Petersen said he would also try to locate information on this topic.
- c. Staff report – Angel Spell provided a written report. Highlighted topics include:
1. Omitted from the written report is that Ken and Angel are scheduled on the City Council meeting agenda for June 13<sup>th</sup>.
  2. The Washington Community Forestry Council met in Spokane in May. Angel gave a presentation on our program. It was a great opportunity to converse with others from around the state regarding urban forestry options.
  3. The Gordon Mann seminar in April was fantastic.
  4. A Tree Protection Training workshop with Public Works' staff has been scheduled for June 8<sup>th</sup>.
  5. The Education Grant is nearly complete. Bookmarks and brochures have been distributed to schools and libraries. More brochures are being printed. Online and print advertisements have been out for a few weeks and are continuing. Radio and television ads start in June.
  6. The Downtown Spokane Partnership is doing an inventory of tree well integrity. Information they collect will help update our existing tree inventory.
  7. In May Angel met with Emerson-Garfield regarding the Post Street repaving project. There will be about 27 tree removals in conjunction with the project.
  8. Meeting with the Comstock Neighborhood Council in May included discussion about the NeighborWoods program and the Grand Blvd repaving project and associated tree work.
  9. Jeff and his crew have planted 21 trees in May.

**OLD BUSINESS** – None

### **NEW BUSINESS**

- a. Mike Petersen provided an overview of The Lands Council. Collaboration between Urban Forestry and The Lands Council is being explored. The Lands Council has 501c3 status, which could be utilized for the benefit of Urban Forestry. Coordination between area groups with similar goals will help minimize duplication of efforts.
- b. Forest Service news release regarding funding for urban tree inventory was discussed. Garth will attempt to obtain more information.

### **ADJOURNMENT**

- The meeting was adjourned at 4:07p.m.

---

Garth Davis, Chair

---

*The Citizen Advisory Committee to the City of Spokane Urban Forestry Tree Committee usually meets the first Tuesday of each month, 3:30 pm, at the Woodland Center, Finch Arboretum, in Spokane, Washington.*

May 31, 2011



**Committee Members:**

Chairperson - Van Voorhis, Ken x  
Burt, Melissa x  
Davis, Garth x  
Lindstrom, Phil x  
Wright, Chris \_  
Alternate – Cameron, Randy \_  
Alternate – Traver, Susan \_

Also Present: Staff – Leroy Eadie, Matt McCain, Cheryl Miller, Angel Spell;  
CAC Member – Ed Miles; and Citizen – Nancy MacKerrow.

**Urban Forestry Tree Committee of the Spokane Park Board  
May 31, 2011, 4:15 p.m. – 5:45 p.m.  
Willow Room, Woodland Center  
John A. Finch Arboretum  
Angel Spell, Urban Forester**

**Summary**

- The Staff Recommendation: FY 2012 – 2016 UF Budget was discussed and approved with an amendment.
- The Permitting & Plan Review Process was discussed.
- The Urban Forestry Staff Report key point is that Ken and Angel are scheduled on the June 13<sup>th</sup> City Council meeting agenda.
- The Citizen Advisory Committee Report highlights were:
  - The CAC Street Tree Subcommittee will be rejuvenated.
  - A partnership with The Lands Council and is being explored.

## Minutes

The meeting was called to order at 4:22 p.m. by Chairperson, Ken Van Voorhis.

### Action Items:

1. Staff Recommendation: FY 2012 – 2016 UF Budget

The budget plan was presented and reviewed. Priorities, in order, were identified as: tree inventory; permitting and plan review; planting program and stewardship; and management plan. New changes in 2012 include a half time clerk, use of temporary seasonal employees (with a goal towards permanent employees) and keeping supplies flat until 2015. Fleet replacement funds were discussed.

Suggested information to be included in the future are: permit revenue needs to be included in the income section; percentages showing how much of the budget is for tree work and how much is for administration; and to somehow show the benefits of partnerships. It was agreed a revenue line item showing \$10,000.00 of permitting income should be added.

**Motion #1:** Melissa Burt moved to present the budget to the Park Board Finance Committee in July with the provision of the line item as stated, that the \$10,000.00 is taken from an expense line item to a revenue line item.

Garth Davis seconded.

Motion passed.

### Discussion Items:

1. Permitting & Plan Review Process was discussed. Implementation cost to add two users to the City's permitting system is not available at this time. The annual cost is expected to be \$10,000.00. This is based on 400 permits, two users, and a four-part workflow. Being part of the City's permitting system should result in enhanced customer service by streamlining the permitting process. A benefit to Urban Forestry may be the ability to easily integrate the collected information into the tree inventory system. Online permitting is a goal for the future. It was noted that circumstances may arise when exceptions to the permitting process/fees could be appropriate.

### Standing Report items:

1. Urban Forestry Staff Report - Angel Spell provided a written report.

Highlighted topics include:

- a. Omitted from the written report is that Ken and Angel are scheduled on the City Council meeting agenda for June 13<sup>th</sup>.
- b. In the past month 30 street tree permits were processed. This is typical for the season.

2. Citizen Advisory Committee Report

Garth Davis reported two highlights:

- a. The CAC Street Tree Subcommittee will be rejuvenated with the purpose of advising the Staff Interdepartmental Group at their request.

- b. Mike Petersen of The Lands Council talked about partnering with Urban Forestry. Benefits to Urban Forestry could include ability to come under their 501c3 umbrella; fundraising; grant writing; education and advocacy; and volunteer recruitment and engagement (including the NeighborWoods program). A written agreement would be required to establish a partnership.

Meeting adjourned at 5:45 p.m.

Next regularly scheduled meeting is July 5, 2011, at 4:15 p.m. in the Woodland Center at Finch Arboretum.