

**City of Poulsbo
Poulsbo Tree Board
Meeting Minutes**

Location	Poulsbo City Hall Council Chambers	Date	November 14, 2016
Committee Chair	Bill Lockard	Time Started	7:00 pm
Members Present	Jenise Bauman, Bill Lockard, Joan Hett, Jim Leary	Time ended	9:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Joe Walker, Public Works, Kevin McFarland, Sound Urban Forestry; WWU Student Stephanie Moline		

Key Points Discussed		
No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	Bill added <i>H: Tree Board replacements</i> . Joan recommended watching the shows "Before the Flood" and "Years of Living Dangerously". Both are well worth the time.
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 9/12/2016	M/S/A JL/JB
2.	Comments from Citizens	None
3.	Agenda Items:	
A.	Centennial Park Signage	WWU student Stephanie Moline gave an update on this project. She passed out signage design ideas and asked for input. There was discussion on how the signs might be mounted, and Mary recommended putting them in the mulching circles so the maintenance staff does not need to trim around the base of the post. Mulching circles need to be done on trees that do not have them. There was discussion on the symmetry of the words, UV protection, vandalism, and placement of the QR code. Stephanie will get more information on the costs of the 4"x6" signs and will make a final recommendation in January.
B.	Financial Report	Mary reported that the program has spent \$10,268 of the \$10,000 budget. She has requested an additional \$4,000 in 2017 due to increased projects and hazard trees.
C.	Heritage Tree Program	Jim Leary has completed some excellent research on a variety of Heritage Tree programs around the state. Ben Thompson of DNR Urban and Community Forestry Department helped him by emailing 50 cities and got back quite a bit of information. The main components to these programs includes: 1. Have a city code section

Key Points Discussed

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		<ol style="list-style-type: none">2. Have an established procedure for nominating or designating trees3. Program includes trees on private property4. Offers participation incentives to tree owners5. Affords special protections and arborist advice on these trees <p>Most of the cities had a statement that described the purpose of the program. Programs are created to help educate, bring attention to trees, and encourage public participation in the program. Trees could be on public or private property. People are reluctant to do it unless they see the benefit in advance. The Quid Pro Quo might include a listing on the City website, providing technical arborist services (not pruning), or installing a sign or commendation at the tree. Joan asked if the Heritage Tree designation would 'go' with the sale of a house. There were mixed comments as to whether it should. Bill asked how we might advertise the program. Newspaper, website and social media were all mentioned.</p> <p>The Mayor has liked this idea in the past. In 1998 Kevin did some research but the City did not move forward on it. The Significant Tree brochure was the solution. Jim has done a great job. Mary recommended meeting with the Mayor to go over the project. Jim, Bill, Joan and Jenise would be interested in meeting with her.</p>

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D.	Significant Tree brochure - draft	Mary sent out the draft in October, and everyone agreed that it is ready to go. Because of funding, it will be printed in January.
E.	Urban Forestry Grant	The board reviewed different projects that could be funded with this grant. The Poulsbo Place street tree issue may be a good project, but it is not quite ready. Possibly in 2017. Jenise will put a proposal together regarding a tree identification project that can be duplicated at different parks.
F.	Sub Committee Reports: Events, Education	Events: Joan reminded the board that the Tree Planting and Restoration event is this Saturday, November 19, 10am at Fish Park. This is also the joint stewardship work party day. WWU students, Leo Club students, Master Gardeners and other volunteers will be there. Bring shovels/trowels. There are 1000 bulbs and a few hundred trees to plant. Jim reported that the Tree Selection, Planting and Aftercare went well. A tree was planted at Fish Park as part of the class. About 15 people attended. Joan and Mary reported that Salmon Viewing Saturday also went well. The educational hand-out that Gayle created was excellent.
G.	2017 Work Plan	Bill recommended that everyone take a look at the 2016 work plan so it can be reviewed at the January meeting.
H.	Tree Board Replacements	Bill said that his term on the board will end at the end of 2017 and he will not seek re-appointment. He reminded members to talk with others to get people interested in the board for possible appointment. Is the horticulture program still going at NKHS? Or WWU? Jenise will talk with her students. Students may bring new ideas.
4.	Department Head Reports	
A.	City Arborist	Kevin met with the Poulsbo Place residents, and is working on his recommendations for the street tree issue. He also reported that he met with city staff and the mayor at American Legion Park, regarding the view into the park from Front St. He gave recommendations of cleaning up stems, branches, and crown raising in order to get more light into the park. He looked at a tree on Hamilton Ct. after a neighbor complained. It was a young, low risk tree. The Celebration Tree at Fish Park has died, so it was replaced and replanted in a different location. Planner Edie Berghoff has Kevin reviewing Westwood Development on tree retention and protection. He also met with Tom & Bobette Hall regarding a new Celebration Tree.
B.	Public Works	Joe reported that they have been getting complaints about sidewalk issues in Poulsbo Place. The Sweetgum tree downtown has many suckers and the property owner is

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		looking for some advice. The 4 hazard trees at Liberty Ridge Apts/Fish Park property line have been removed and preserved as wildlife snags. Costs were shared between the apartments and the City.
C.	Parks and Recreation	None
	Misc Board Comments	None

Recorder: Mary McCluskey, Parks and Recreation