



City of Poulsbo
Poulsbo Tree Board
City Hall – 200 NE Moe Street
City Council Chambers

Subject	Regular Meeting Minutes	Date	January 14, 2019
Recorder	Mary McCluskey	Start Time	7:00 pm
Committee Chair	Jim Leary	End Time	8:35 pm
Committee Members	Jenise Bauman (online), Bess Bronstein, Janet Brown, Joan Hett, Gayle Larson, Jim Leary, Joe Seals		
Staff Present	Mary McCluskey, Parks and Recreation; Joe Walker, Kris Watson, Public Works; Kevin McFarland, Sound Urban Forestry		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
A.	Questions & Concerns of the Committee	None
B.	Agenda and Extended Agenda Review	Mary informed the board that she has a work-related conflict on the next Tree Board meeting date – March 11. It was agreed to hold the next Tree Board meeting on Monday, March 4, 7pm.
C.	Approval of Minutes: 11/12/2018	M/S/A GL/JH
2.	Agenda Items:	
A.	Financial Report	Mary distributed the almost final 2018 budget. About 98% of the budget was expended.
B.	Committee Reports	<p>Education: Upcoming classes are on March 5, 10 and 17. Registration numbers range from 19-23 for each class. Bess said that she has received some requests for “training young trees”. She will look around for potential trees. She wondered if there might be another orchard site for the March 17 class. Mary will send an email to registrants to see if they have a Poulsbo-area orchard site.</p> <p>Mary reported that the upcoming deadline for Spring/Summer classes is February 22.</p> <p>Events: The board agreed to hold Arbor Day 2019 at Centennial Park on April 13, where they will plant one</p>

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		tree. Gayle will contact the Garden Club to see if they would like to participate again. The Arbor Day subcommittee will visit the site for tree placement. If the City receives the DNR grant for 20 additional trees, the 2020 Arbor Day can be held at Centennial Park.
C.	Hazard Trees After Storms	The Mayor requested that the Tree Board discuss putting out a public-education brochure on what to do after a storm. She had many questions on social media regarding broken branches and wires on private or public property. Joe Walker reported that Public Works will talk to people that call in, but many times a broken branch is on private property, and the city cannot do anything on private property. Many people don't realize that they may live in the county even if they have a Pousbo mailing address. If Joe determines that it is a public tree, he will go out and decide what should be done with it. PSE also has a protocol when trees are mixed up with wires. Bess suggested that the board have an education booth at Arbor Day that talks about what to do with hazard trees. How to prepare for a storm, what to do during a storm, and what to do after a storm. The board members felt that there are educational brochures/resources out there, so not to re-invent the wheel. Janet has also talked with DNR Community Forestry Division about such a brochure. Everyone will do some research and then discuss it again at the next meeting.
D.	Tree Topping Follow Up (Joan)	Postpone to next meeting.
E.	2018 Annual Report	Send to Mayor/Council.
F.	2019 DNR Small Communities Grant	Mary reported that the city has been invited to submit a full proposal for the Centennial Park Arboretum grant through the DNR. It is due Feb. 15. They would like to see a planting site plan with the final proposal. Jim said that this is an opportunity to put together a really good planting plan. The board has put together a preliminary list of possible trees from the planting guide list.
G.	Finalize Student Internship	The board reviewed the draft for the student intern. Jenise tweaked the dates to be sure to go over the (dry) summer. The board still has some questions. Can it include the fall? Can it be lengthened? Can the intern

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		use the watering truck? Contractor or employee? How would they get water to the trees? Is the number still \$2500? Is there flexibility on projects? They feel that the expectations are realistic. Joan suggested reducing the number # of hours per week and expand the number of months. Could the money go toward two interns? Does she require 10 hrs per week? Mary will meet with Jenise to go over the questions.
3.	Department Reports	
A.	City Arborist	Kevin will be doing a tree assessment on Wednesday near the roundabout on Lincoln. He also assessed a shore pine at the south end of waterfront park. Stress from the construction project and the pine bark beetle killed it. One more plum tree will come out at the south end as well. It is not in the greatest shape. He also asked how and when will the 12 new trees on Viking be installed? Are there any service groups to help?
B.	Public Works	Joe reported that Bess did a great training with Public Works staff. The crew was very engaged. He suggested that the board take a look at trees at Nelson Park in the near future.
C.	Parks & Recreation	None
4.	Misc. Board Comments	None
6.	Adjournment	

Minutes respectfully submitted by Mary McCluskey