



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

Subject	Regular Meeting Minutes	Date	November 12, 2018
Recorder	Mary McCluskey	Start Time	7:00 pm
Committee Chair	Jenise Bauman	End Time	8:55 pm
Committee Members	Jenise Bauman, Bess Bronstein, Janet Brown, Joan Hett, Gayle Larson, Jim Leary, Joe Seals		
Staff Present	Mary McCluskey, Parks and Recreation; Joe Walker, 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	None
C.	Approval of Minutes: 09/10/2018	M/S/A JL/GL. There was some discussion of the cemetery committee and projects with the Leos. It was decided that each of these is a project and not a separate committee.
2.	Agenda Items:	
A.	Financial Report	The report shows that about 55% of the 2018 budget has been spent through October. Public Works would like to purchase some pruning equipment and a leaf blower. Joe would also like to replace some Viking Avenue street trees that have been damaged. Kevin can put together a suggested list and send to the board. The board is recommending the purchase of some replacement trees. Bess is available to do some training for public works staff, but asked if that might be a "conflict of interest" since she is a board member. Mary said that she will check with others and will let her know. The board then voted to recommend that Bess do some training for Public Works staff who deal with trees. Jim also suggested buying trees for Centennial, but all agreed that trees for Centennial would be a great 2019 Arbor Day project.
B.	Committee Reports	Education: Bess reported that the Pest Class and Tree Walk in October both went well. There tends to be a few no-shows, so to make it worthwhile, Mary recommended a utilizing a

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		<p>modest class fee. Move to recommend charging \$5 per adult for public classes. Bess would like to see a minimum of 10 per classroom class. The Education committee will discuss a tree series in time for the next class catalog.</p> <p>Bess commented that the pruning of the library trees was a poor job. She will contact the librarian. The upcoming Pruning classes are March 5; March 10; March 17.</p> <p>Events: Salmon Tours 2018 event went well. The people counts totaled 882, though some might have been counted twice. Mary has an idea to stamp hands in order to count people just once.</p> <p>Joan reported that the Leos will help the WWU students plant plants at Centennial Park On November 17.</p>
C.	Cemetery Landscape Plan	The subcommittee met November 2. All agreed that the trees selected for this area have to be tough and fend for themselves. A 10' mulched border would be good where possible. They have put together a preliminary list, and want to limit it to 8-10 species. It is time to hand over the list to the cemetery committee. They are probably 2 seasons away from actual planting. The bigger the list the better for shopping or contracting. The subcommittee should have a meeting with the cemetery committee to go over strategy. There is no irrigation which certainly limits the type of trees. Jim will contact Jeff Bauman of the cemetery committee.
D.	Student Internship Job Description	Jenise handed out a job description for a city park/tree internship program. This could be a WWU or OC student from Kitsap County. Jenise will make tweaks and will get it back to the board in January. It could be administered through Parks & Rec or WWU. She is looking at an October 2019 start date, and will probably run into March 2020. A project committee of Joan and Jenise will review resumes.
E.	Centennial Park trees	Jim has put together a nice list of potential trees. If we are going to invest in the trees, the water must be there. The 8 selected trees must do well in dry soil conditions. This will make a great Arbor Day project.
F.	2019 Small Community Forestry Grants	The Centennial Park tree project would be a great project for this grant. Bess and Joe W. will look at the site to assess the soils and then put together the plan. Utilize the different organizations that have been involved in Centennial Park. Make it a nice community effort.
G.	Tree Topping (Joan)	Joan has concern about the utility's – specifically Asplundh - topping of trees in Poulsbo. The Public Tree Ordinance should be followed. Mary said that she had recently gotten a courtesy

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		call that PSE/Asplundh is in the city working on city properties. Joe said that the Engineering Dept does the ROW permit for this work – but is it being followed? Kevin should also be reviewing these permit applications. Joe will contact engineering first to see what the process is. Joan spoke of a tree replacement program in Seattle for utility removals. Remove 1 and replace with 3. Should we consider such a program? The board will discuss this at the next meeting.
3.	Department Reports	
A.	City Arborist	Kevin sat through a meeting with City staff on the Edward Rose development.
B.	Public Works	Joe reported that one of the Locust trees at Raab Park is failing.
C.	Parks & Recreation	None
4.	Misc. Board Comments	Joan said that Comprehensive Plan amendments are due Nov. 15. Gayle said that she is getting an example of a sign that would be attached on a wildlife snag to explain what it is.
6.	Adjournment.	

Minutes respectfully submitted by Mary McCluskey