

Community Forestry Advisory Board Quarterly Meeting Minutes

Location: Parks & Recreation Administration Office, 3131 O Street, Third Floor

Date: Tuesday, September 13, 2022

Time: 4:00 p.m.

Attendees: Members Present: Jessica Gieseke, Lachel Bradley-Williams, Erin Chambers, Brian Munk, Pete Smith, Mark Wilson, Kendall Weyers
Members Absent: None
Staff Members Present: Sara Hartzell, Lorri Grueber, Adam Klingenberg, Michael Fallon, Kaylyn Nerverve, Ryan Steggall, J.J. Yost, Pam Hoffman
Other City Staff Members: Jocelyn Golden, Assistant City Attorney
Members of the public present: None

Agenda items

1. **Call to Order:** Jessica Gieseke called the meeting to order at 4:00 p.m. and recognized the Open Meetings Act posted on the wall.
2. **Roll Call:** Roll Call was taken. Quorum was present.
3. **Minutes from the April 12, 2022, meeting approved.** Motion made by Erin Chambers and seconded by Mark Wilson.
4. **Public Comments:** None.
5. **Introduction of New Members:** Pete Smith is a Program Manager for the Arbor Day Foundation and has been an Urban Forester for 20 plus years. Brian Munk is the Maintenance Director for the Downtown Lincoln Association and has been involved in Urban Forestry since 2008.
6. **Annual Board Training** – Jocelyn Golden, Assistant City Attorney.
 - a. **Public Records Law** – Board duties and details are listed in the Lincoln Municipal Code Chapter 4.54 is the information for the Community Forestry Advisory Board. The duty of the board is to act in an advisory capacity to the Mayor, City Council, and Director of Parks and Recreation regarding the planting, maintenance, and preservation of publicly owned arboreal resources and associated vegetation. Meetings are subject to the open meetings act. It is required that agenda is posted and may not be altered later than 24 hours prior to a meeting. The agenda will be posted and made available to the public. Any action on any motion must be by a roll call vote of the public body in open session. Minutes and Agendas are available for public view. There must be a quorum. Abstention and conflict of interest: if you were not at a meeting and want to abstain from a vote, you may do so. A member should also abstain from any vote where they have a direct personal interest. Public records – can be requested by the public. Board business in an email is considered a public record, even from a personal email address. Discussing potential business outside of meetings with a quorum should not be done, as it could violate the Open Meetings Act. Board Operations – the bylaws say there are 7 members on the committee and 4 members are needed for a quorum. Appointments are for 3 years, but there are no specific term limits, the Mayor makes the call on who stays on the committee. If attending a meeting via Zoom, you may not vote on any items.

- b. Jessica Gieseke – What would it take to be able to expand the Board to nine members (would make a quorum five members). Jocelyn Golden - there would have to be an ordinance change and a vote by the City Council. You would also have to have a member of the City Council sponsor the change. Erin Chambers - There have been times where it has been a struggle to fill the seats on the Board, what if there is a struggle to have a quorum? Jessica Gieseke – this is why would like to have nine members so there is a better chance for a quorum. Currently there are two subcommittees and would like to have at least 2 members per subcommittee and it would give a couple members an option not to be on a subcommittee. Pete Smith – Public Tree Care Ordinance – if trying to make the changes to the ordinance, may want to look at the entire ordinance and look at making any necessary changes all at the same time. Would like to see staff also be able to weigh in on items in the ordinance as well and maybe the Policy Committee could review the ordinance. Jessica Gieseke – The Policy Committee could review the code.

7. Appointment of Policy Subcommittee Chair and Subcommittee positions for new members

- a. **Events Sub Committee** – Work with events and public outreach. Lachel Bradley-Williams is the chair, other members will be Brian Munk and Erin Chambers.
- b. **Policy Subcommittee** – Works with policy information. Jessica Gieseke is the chair, other members will be Pete Smith, Mark Wilson, and Kendall Weyers.

8. Committee Reports:

- a. **Events:** Lachel Bradley-Williams and Kaylyn Nerverve had discussions about distributing trees with Arbor Day Foundation this fall. Kaylyn Nerverve – it will be on October 22nd at Mahoney Park and there will be a giveaway of 250 trees. Trying to target low to moderate income neighborhoods. Will rotate to Northwest Area in the spring (possibly Air Park area). There will also be a costume contest at the event and would love to have Board members participate if they can. Jessica Gieseke – would it make sense to include a quarter size information sheet about the Ash Removal Grant. Kaylyn Nerverve – we could do that. Sara Hartzell – 10/11 (and some streaming services) have a way to target areas for advertising using IP addresses. Fifteen neighborhoods have been identified that need trees. There will be a digital message board outside of Mahoney Park advertising the event and there will be a tree planting demonstration.
- b. **Policy:** Kendall Weyers - Concluded that we are not ready to submit final document to vote on but agreed on having two documents: one for new developments and one for older neighborhoods. Agreed that it should be put off until Master Plan is developed or when it is being developed.

9. Appointment of Nominating Committee for 2022 slate of officers – Action item for December meeting: The Vice-President will move to President, to simplify the issue. The Nominating Committee will consist of Erin Chambers, Mark Wilson, and Pete Smith.

10. Staff Reports

- a. Kaylyn Nerverve – Planting 200 trees this fall. There is a planting event this Friday, September 16th at Beal Slough. Would love to have Community Forestry Advisory Board members participate if possible. Working with Lincoln Flying Disk Club for the plantings and there was a grant received from the Forest Service.
- b. Sara Hartzell – Street Tree Master Plan – \$75,000 approved for Master Plan. Looking to update street tree inventory. Staff is discussing items for an RFP. Will likely need to increase the amount for the street tree inventory. Kendall Weyers – Federal legislation is being passed, so there could be funds from there.
- c. \$470,000 grant for ash removal and replanting on private property. Treatment of ash, control planting and maintenance for ash replacements, all for low to moderate income neighborhoods. Requires a match of funds, some will come from CIP funds.

- d. Subdivision ordinance change – list of trees at preliminary level. Meet the goal of limiting trees to no more than 10% of any one genus in the urban forest.
- e. Changes to Buyout Vouchers – only if there are six lots or less left in the final plat or less than 10% of trees left. A Zoom Open House Meeting is planned for developers and letters are also being sent out for developers.
- f. St Mark’s Church provided funds/money for tree planting in Peach Park area. The trees will be planted in mid-October. 36 to 37 trees will be planted.

Adjourn: Meeting adjourned at 5:10 p.m. Motion made by Mark Wilson and seconded by Lachel Bradley-Williams.

Minutes prepared by Pam Hoffman, Office Specialist.

Next Quarterly Board meeting will be on December 13, 2022.