



MEETING CANCELLED

City of St. Helena Tree Committee Regular Meeting

1480 Main St., St. Helena, CA 94574
Thursday, February 9, 2017 @ 3:30 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

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1. CALL TO ORDER
2. ROLL CALL
Committee Chair: Edie Kausch
Vice Chair: Scott Freeland
Members: Matthew Strouss
Alternates: Joan Westgate and Susan Allen
City Council Member Liaison: Mary Koberstein
Staff Liaison: Carlos Uribe
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF AND COMMITTEE:
Reports by staff and/or committee on items of general interest. **Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Tree Committee.**
5. CONSENT CALENDAR:
Members of the Tree Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.
 - 5.1. Tree Committee Meeting Minutes of 01/12/2017
[1-12-2017 Minutes Draft](#)
6. SCHEDULED MATTERS:
 - 6.1. Oath: City Clerk Cindy Black to administer Oath of Office for new member Kim Lancashire.
 - 6.2. Discussion: Christina Cook to present updated heritage tree

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designation form.

6.3. Report: Matthew Strouss to report findings of research on Tree City USA grants.

7. DISCUSSION OF ITEMS TO BE PLACED ON THE NEXT MEETING AGENDA:
8. ADJOURNMENT

The next regular Tree Committee meeting is scheduled for March 9, 2017 at 3:30 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on February 6, 2017.

Christina Cook, Public Works Administrative Assistant

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

Tree Committee Members:

Edie Kausch - Chair
Scott Freeland - Vice Chair
Matthew Strouss
Susan Allen-Alternate
Joan Westgate-Alternate

**MINUTES
ST. HELENA TREE COMMITTEE
ST. HELENA CITY HALL, CONFERENCE ROOM
1480 MAIN STREET, ST. HELENA
Regular Meeting – Thursday, January 12, 2017
3:30 pm – 5:00 pm**

1. ROLL CALL @ time: 3:35 pm

Present: Edie Kausch, Matthew Strouss, Susan Allen

Absent: Scott Freeland, Joan Westgate

Staff: Maintenance Manager Carlos Uribe, Public Works Admin Chrissy Cook

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- *Dave Knudson* at 1700 Pine St., St Helena shared his idea to have the Tree Committee members and/or volunteers inventory the City's large trees, both public and private. After an inventory was completed then reach out to tree owners and encourage them to register their tree as a heritage tree.

REPORTS BY STAFF AND COMMITTEE: Reports by staff and/or committee on items of general interest. *Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Tree Committee.*

- *Carlos Uribe* reported on tree loss during storm.
- *Carlos Uribe* discussed the practice of having Committee members review the minutes that are agenzized for approval before the meeting.
- *Committee members* discussed and formed a sub-committee existing of Susan Allen and Edie Kausch to take on the task of the large tree inventory.

2. CONSENT CALENDAR: Members of the Tree Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommendation actions.

A. Tree Committee meeting minutes of 10/13/2016.

Approved. Strouss motioned to approved, Susan Allen seconded. **Vote 3-0.**

B. Tree Committee meeting minutes of 12/08/2016.

Approved. Kausch motioned to approve, Susan Allen seconded. **Vote 2-0.**

3. SCHEDULED MATTERS:

A. Permit Review: Tree pruning at 1777 Adams Street. Britton Tree Services, Inc. requests consideration to prune two (2) walnut trees in the City right of way.

Approved. Edie Kausch motioned to approve, Michael Strouss seconded. **Vote 3-0.**

B. Permit Review: Tree removal at 1140 Paulson Court.

Approved with conditions. Edie Kausch motioned to approve, Matt Strouss seconded. **Vote 3-0.**

C. Permit Review: Tree removal at 1160 Paulson Court.

Approved with conditions. Matthew Strouss motioned to approve, Edie Kausch seconded. **Vote 3-0.**

D. Discussion: Committee member discussion about modifications to the Heritage Tree designation and maintenance of Heritage Trees.

➤ Review of heritage tree nomination form.

➤ Review of municipal code designation of heritage trees.

Action: Public Works Administrative Assistant will draft new heritage tree designation form.

E. Discussion: Tree Committee applying for Tree City USA grants.

Action: Matthew Strouss researching and will report at February 9, 2017 meeting.

4. TENTATIVE AGENDA ITEMS FOR NEXT MEETING:

➤ Discussion: Draft of new heritage tree designation form.

➤ Report: Matthew Strouss to report findings of research on Tree City USA grants.

ADJOURNMENT: Adjourn at 5:05 pm

Approved:

Edie Kausch, Chair

Attest:

Carlos Uribe, Maintenance Manager