



City of Colleyville

Colleyville Tree Board Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Wednesday, October 1, 2014
7:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 21, 2013

3. REGULAR AGENDA ITEMS

3a Election of a Chair and Vice-Chair for the Colleyville Tree Board

3b Tree City USA Update

3c Tree Inventory and Maintenance Update

4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, October 26, 2014 by 5:00 p.m.

Kathy Moore
Administrative Secretary

A quorum of the Colleyville City Council may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Administrative Assistant at least 48 hours in advance at 817.503.1180, and reasonable accommodations will be made to assist you.



City of Colleyville

Colleyville Tree Board Minutes

City Hall
100 Main Street
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Monday, October 21, 2013
6:00 p.m.

Colleyville Public Library
110 Main Street
2nd Floor Meeting Room

1. CALL TO ORDER

Library/Parks and Recreation Director Mary Rodne called the meeting of the Colleyville Tree Board to order at 6:00 p.m.

Roll Call: Present Board members Moira Brucken, Roger Nelson, Carel Tornes, Suzanne Hughes and Kathryn Wheat. City Staff Mary Rodne, Tim Hightshoe, Terry Leake, Lisa Escobedo and Kathy Moore

Absent Board member Ginny Tighe

2. APPROVAL OF MINUTES

October 8, 2012

Board member Kathryn Wheat moved to approve the October 8, 2012 minutes as written. Moira Brucken seconded the motion. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Tree City USA Update

Tim Hightshoe, Parks Superintendent gave an overview of the criteria required for recertification for Tree City USA, noting that the City has been a designated tree city for the past fifteen years. Hightshoe stated that the City will be applying for recertification in December.

3b Approval of the updated bylaws of the Colleyville Tree Board

Director Mary Rodne explained to the Board that all boards, commissions and committees were asked to review and update their current bylaws. She stated that the City Secretary's office provided a new uniformed template for all groups to use when submitting their updated bylaws. Rodne continued, noting that at the October 2012 Colleyville Tree Board meeting, Board members were asked to review the

current bylaws and make suggestions on any updates they deemed necessary. She noted that staff incorporated the changes into the new template, and now request approval by the Board.

Roger Nelson voiced concerns with the new bylaws, stating that he did not feel comfortable approving the document, because he did not fully understand the process use to create the new bylaws. Assistant City Manager/Chief Financial Officer Terry Leake stated that the new bylaws were created using Ordinance O-98-1130, which was the establishing Ordinance for the Colleyville Tree Board. Leake stated that Ordinance O-09-1709 amended the original Ordinance and was also used to create the new set of bylaws.

Assistant City Manager Leake walked step by step though the new bylaws referencing where the information was found in the Ordinances. Discussion continued in reference to the election of a Chair and Vice-Chair for the Board; it was agreed that once the bylaws were approved by City Council, the Board would elect a Chair and Vice-Chair to preside over future meetings.

Leake assured Board members that the new bylaws did not change or rescind any information contained within Ordinances O-98-1130 or O-09-1709. She stated that the new format did however, implement some standardized language that pertained to all boards, commissions and committees, along with new standards, such as the Attorney General Texas Open Meetings Act (TOMA) on-line training course.

Assistant City Manager Leake noted that the numbering in Section 5 of the new bylaws was incorrect, and would be corrected before they are forwarded to City Council for their approval.

Carel Tornes made a motion to approve the new bylaws for the Colleyville Tree Board; Kathryn Wheat seconded the motion. Motion carried.

3c Update of the Proposed FY2014 Tree Plan

Parks Superintendent Tim Hightshoe gave an overview of a new tree inventory plan that staff will implement in the coming year. Hightshoe stated that staff was in the process of inventorying trees (6 calibers and up) at all City park sites, with plans to track all maintenance, tree removal and installation. Additionally, a value will be attached to the trees at each site, once the inventory is complete.

Superintendent Hightshoe passed out a draft outline of the Colleyville 2014 Urban Forestry Record data sheet for Board members to review and give their comments and suggestions. Discussion ensued. Hightshoe stated that staff would compile a report from the data gathered from the 2014 inventory, which will be available at next year's meeting.

4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

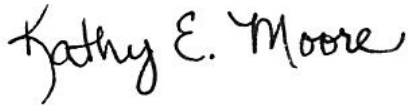
There were no citizen comments/presentations regarding items not on the agenda.

5. ADJOURNMENT

Board member Roger Nelson moved to adjourn at 6:23 p.m. Carel Tornes seconded the motion. The motion carried with a unanimous vote.

*APPROVED BY A VOTE OF ___ AYES, ___ NAYS, AND ___ ABSTENTIONS ON THIS THE 1st DAY OF **October, 2014.***

Minutes taken and prepared by:

A handwritten signature in black ink that reads "Kathy E. Moore". The signature is written in a cursive, flowing style.

Kathy E. Moore
Administrative Assistant



City of Colleyville Colleyville Tree Board Agenda Briefing

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Agenda Number 3a	Agenda Date 10/01/2014	Number
Type Regular Agenda Items		
Department Parks and Recreation		
Title		
Election of a Chair and Vice-Chair for the Colleyville Tree Board		

Explanation

The Colleyville Tree Board bylaws were updated in October 2013, and were approved by City Council on November 5, 2013. Article III, Section 3.2 states that the Colleyville Tree Board shall elect a Chair and Vice-Chair from among the members annually. Additionally, it states that the officers shall serve a one-year term or until a successor is elected.

Attachments



City of Colleyville Colleyville Tree Board Agenda Briefing

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Agenda Number 3b	Agenda Date 10/01/2014	Number
Type Regular Agenda Items		
Department Parks and Recreation		
Title		
Tree City USA Update		

Explanation

Parks Manager James Hubbard will provide an update and overview of the Tree City USA program.

The City of Colleyville has been designated as a Tree City USA city since 1999, making the 2014 submittal our sixteenth year for recognition.

As part of the application process, certain requirements must be met. Each entity must have an active Community Tree Ordinance, an active Tree Board or Department, a Community Forestry Program with an annual budget of at least \$2 per capita and an Arbor Day Observance and Proclamation.

Attachments



City of Colleyville Colleyville Tree Board Agenda Briefing

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Agenda Number 3c	Agenda Date 10/01/2014	Number
Type Regular Agenda Items		
Department Parks and Recreation		
Title		
Tree Inventory and Maintenance Update		

Explanation

Parks Manager James Hubbard will provide an update and overview of the effort to inventory trees throughout the City parks. The inventory will be used to collect data on the current trees, and to prioritize the planting of new trees. There will also be an overview of the current maintenance practices targeted at protecting and preserving Colleyville's trees.

Attachments