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## Northern Kentucky Urban and Community Forestry Council

C/o Boone County Extension Service

P.O. Box 876

Burlington, KY 41005

### **March 16, 2005 Meeting Minutes Campbell County Extension Office 3500 Alexandria Pike, Highland Heights**

#### **Call to Order**

Chairman Kris Stone called the meeting to order.

Those present were: Don Smyers, Mike Klahr, Kris Stone, DJ Scully, Jenny Gulick, Tom Davis, Steve Myers, and Don Girton.

Mike Klahr introduced Brian Jones, new Horticultural Agent for Jefferson County.

#### **Minutes of Previous Meeting**

Kris Stone requested corrections or additions to the minutes. The February 16, 2005 minutes were approved by Don Girton and seconded by Don Smyers.

#### **Treasurer's Report**

Mark Leopold distributed a current report. A motion was made by Sherry Carren to approved the report as submitted and was seconded by Don Girton.

#### **Old Business**

##### **1. Administrative Contract / Executive Director**

A pre-proposal was submitted by Davey Resource Group to perform grant writing and administrative related duties. The Executive Committee solicited comments from the general membership; generally the proposal was accepted. The next step is to submit to KY DOF for approval. Motion made by Sherry, seconded by Don Girton, to move forward with this proposal given KDOF's approval and further input from Don Smyers on other details and options for accomplishing this function.

##### **2. Kenton County Forest Assessment Phase 2**

Results of the public meeting held on 3/14/05 at Durr Annex were discussed. The attendance and discussion was good. The audience, Council members, and KDOF present at the meeting made many good suggestions. Additional comments and input were received from a previously mailed questionnaire. The Council decided that the standing Subcommittee for this project should convene another meeting, with an invitation to NKAPC for staff participation, to determine an action plan for Phase II.

##### **3. Boone County Phase III Template**

Don Girton reported on subcommittee meeting. Dave Goehagen from Boone County Planning was present and related items that would be helpful to support the current comp plan update process and goals. The subcommittee approved a conceptual layout of a simplified map and concise messages related to the Council, trees values and functions, and urban forestry resources. Davey is currently working on a template for Council review, input, and approval.

##### **4. Northern KY Public Workers Seminar Update**

Very successful program was held on March 10th; there were 67 registrants and others had to be turned away due to facility capacity. The date and location for the 2006 Public Workers Seminar have already been set. The plan is to hold the seminar on 3/9/06 at the Boone County Extension in a room that holds 150. Don Smyers reported on results of



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questionnaire.

Policy issues revealed include having a better meeting facility and better communicating the role of both Council and the Extension offices as regional urban forestry leaders and the best sources of information on tree care and planting.

### **5. TIOC 2005 Grants**

Steve Myers reported that letters were written and sent to grant recipients and mailed on April 25<sup>th</sup>. John Volz was responsible for communicating with those entities that did not receive the grant.

### **6. Arborist Training**

The applications for the 2005 Certified Arborist Scholarship Program have been released. Mike Klahr has contacted over 300 individuals and agencies; Kris Stone is mass-emailing the announcement and application, and John Volz is contacting tree service and landscape companies listed in the phone book. Three (3) applications have been received to date. The due date for the applications is April 30, 2005. DJ mentioned that Campbell County Extension could host future training and testing facility needs. 2005 test dates and sites should be determined with OH ISA and KAA.

### **7. Library Partnership**

A Subcommittee meeting was held at Boone Co. Extension to finalize details. Books are on hand and Extension agents were recommended to contact libraries to set up the donation and request that the Council be invited to give an educational program at a library branch in each county.

### **8. TIOC Grant Application Training**

(No report; tabled until next meeting)

## **New Business**

### **1. KY Division of Forestry Grant Application 2005**

The application is due May 5<sup>th</sup>. The Subcommittee will prepare a draft for Council approval at the April meeting; DJ, Sherry, Kris, John will work on this task.

### **2. Other New Business**

- The Council's April/May Newsletter issue is due for publication. DJ needs news items by 3/28/05.
- Jenny Gulick announced that she recently passed one of the ISA's newest certifications, the Certified Arborist – Municipal Specialist.

Meeting was adjourned. Executive Session preceded the general Council meeting.

**Next meeting will be held April 16<sup>th</sup>, 11:30 a.m. at the Campbell County Extension office.**

Respectfully submitted,  
Jenny Gulick  
Secretary