

Minutes
Northern Kentucky Urban & Community Forestry Council
May 19, 2004

John Volz called the meeting to order.

Present were John Volz, Kris Stone, Mark Leopold, Barry Schwartz, DJ Scully, Don Smyers, Jenny Gulick, Gary Johnson, and Sherry Carran.

Jenny asked if she could give her reports first as she had to leave early.

...She reported that the Kenton County Forest Assessment is ahead of schedule and that field studies will begin. She passed out a draft of the data map. She asked that the Council Members review this draft and then let her know of any updates to the data, such as sites that have recently been developed or cleared.

...She then reported that she met with Boone County Planning, May 11th, regarding the health and safety aspects of the Boone County Forest Assessment. She said the Boone County staff seemed very positive about the study overlays and the potential for this information to be used as a planning tool. Kevin Costello, Boone County Planning, will be setting a date to present the study to the Boone County Planning Commission. He suggested the study be presented to the 'green groups' first (Boone County Urban Forest Commission, Boone Conservancy, and Boone County Conservation District). This way they have the information and can support it when the Planning Commission Members have questions. A presentation will be given to Northern Kentucky Area Planning Commission. Kevin will let Jenny know about the presentation to Boone County Fiscal Court.

...Jenny then mentioned a suggestion regarding the Council's 2005 Kentucky Division of Forestry (KDF) Grant request. She thought it would be good to relate the grant projects to KDF's strategic plan. This could be done by relating a 'recommended action' to each of the efforts proposed by the Council. Everyone liked this idea and in fact Barry had mentioned a similar idea at the earlier Executive meeting.

...Jenny also commented on the webcast, Seeing Green with Trees, held May 18th in partnership with Northern Kentucky Area Planning. She thought it was a good program and worth while. It made her think about all the groups the Council partners with and that it would be nice to recognize some of these efforts with an award. DJ said the webcast made him realize that Council's work is right up there with some of the innovative efforts being highlighted in the webcast. He thought some of the Council's efforts should be promoted state or nation wide as a model for other groups. Sherry thought that creating a power point or video of some of the Council's work as a model, would make a good grant project.

Regarding the webcast effort, Sherry reported that over 200 announcements went out to city officials, city administrators, planning & zoning commission members, and tree board members. The webcast was held at Northern Kentucky Area Planning Commission (NKAPC) with Keith Logsdon taking care of the technical elements. NKAPC offered continuing education hours to their commission members for attending the webcast. Only about 10 people attended, including some our Council members. The Boone, Kenton and Campbell County Planning Agencies were represented and they all thought the webcast very informative. After the webcast Jenny talked a little about the history of Urban Forestry and how the Cincinnati area played an important role. She also passed out an outline of the history. DJ asked Sherry if she could write up a report on the webcast and she said she would.

John asked if there were any corrections to the minutes. Don Smyers made a motion to accept the minutes, Gary second the motion and the motion was approved.

Mark went over the Financial Report as of 5/19/04. Last reported balance on 4/21/04 was \$4,267.56. Ending balance on 5/19/04 is \$4,136.68.

Kris reported on the certified arborist effort. On May 3rd the committee (Kris, John, Jenny and Thom Davis) reviewed 6 applications and they were all approved. 3 other applications have been received and Kris asked if there were enough monies to sponsor them. John thought that \$400 would cover the cost of study materials, the testing, and membership for each applicant. If the Council decides to do a training day that may have some extra cost. Later in this meeting we will be going over the 'community capacity funds' and Mark said we can decide then. The testing day is November 3rd. If the applicants are not ready they can take the test on the next testing day. The test is divided into 12 domains and if one domain is failed that one domain can be retaken.

Sherry gave an update on the Kyles Lane Project. Larry Klein, Ft. Wright City Administrator, has decided not to apply for the current 319 EPA Grant to implement parts of the project. Larry, Melissa Jort, Don Girton, Gary Wolnitzek, Paul Hemmer Jr., John Lyons (SD#1), Ed Thompson (Transportation Dept.) and Sherry attended a meeting with Toyota to see if they would contribute funds to the project. It was decided after that meeting that because of the large scale of the project that more sponsors were needed. Melissa has been asked to give a presentation on the Project at a transportation seminar in Kentucky.

Barry reported on the Greater Cincinnati Foundation (GCF) event at the Drees Pavilion in Devou Park. Barry and John represented the Council at the event. Barry said the event was good and that it was a chance to do some networking and to thank Helen Mattheis, Community Investment Program Officer - GCF, for supporting the Council's efforts.

Kris reported on the Spring Fling that happened May 15th at the Boone County Arboretum. The event was rained on again, just like last year, which affected the turn out. Jenny did a presentation on the Boone County Forest Assessment. John, Thom Davis, and Sherry helped with the Council's booth.

Mark reported on the Council's 2002 IRS return. A notice was received that there was a math footing error. This basically means that the math calculations were incorrect. Mark has sent in an amendment to the 2002 IRS return which should take care of everything. Steve O'Brien, an accountant who volunteers his time to the Council, checked over the 2003 return and everything seemed to be in order. Steve did say that the Council does need to fill out a 1099 form on Emily who worked for the Council last year. Mark did talk to the Kentucky Revenue Cabinet by phone and the Council will need to file with the State.

DJ asked for approval to spend \$200 for the June newsletter. Mark suggested that we go over 'building community capacity' funds first and then make motion. DJ did ask for articles for the newsletter. So far the articles he has are: Jenny - the History of Urban Forestry; Barry has an article; and Kris's Corner. DJ also reported that Campbell County has received a grant from the Kentucky Dept. of Agriculture to do a Farmland Preservation Study for the County. This same thing is currently being done in Kenton County. Mary Kathryn Dickerson, Program Coordinator for the Conservation Districts, is in charge of these projects. DJ wanted the Council to know because the Council did send in a letter of support for this Study.

John brought up 'building community capacity' funds. DJ listed the projects and amounts on a display board.

▪ 5 newsletters @ \$200 each mailing	\$ 1,000
▪ 'certified arborist program' – 9 scholarships @ \$400 each plus training day	\$ 4,300
▪ 'webcast' – Seeing Green with Trees	\$ 200
▪ 'conservation design' presentation to Home Builders with guest presenter	\$ 2,500
▪ 'tree data base' – graphics	\$ 2,000
 Total	<hr/> \$10,000

John mentioned that there was a mistake in the 'pass through grants' and that we needed an additional \$250. Mark said that should be okay because there was money left over from the 'public workers seminar'. He said he did talk to Sarah Gracey, Ky. Div. of Forestry, and she said that would be okay. Mark also noted that the Council's Fall Dinner & Award Program does not fall under 'building community capacity'. DJ made a motion to accept the listed 'building community capacity' projects as listed. Don Smyers second the motion and the motion carried. This answers two questions asked earlier in the meeting. There is enough money and approval to fund 3 more certified arborist scholarships, and to do a total of 5 newsletters for the year.

Barry went over the application for the 2005 Ky. State Urban & Community Forestry Grant.

- \$10,000 'pass through grants'
- \$10,000 'building community capacity'
- \$20,000 partial salary for executive director
- \$ 8,000 administration
- \$20,000 Phase II Kenton Canopy Study
- \$ 5,000 model project for using software CITYGeeen

\$73,000 Total

DJ made a motion to accept and submit the proposed State Grant application. Don Smyers second the motion and the motion carried. Barry mentioned driving the application down to Frankfort instead of overnight mailing. The application is due this Friday, May 21st. The Council thought that the overnight mailing should work. There was concern about Barry spending his time in this way. This brought up the subject of reimbursing Barry for mileage. It was agreed to reimburse in the amount of 37 cents per mile which seemed to be the amount state agencies use. It was also agreed that there had to be some guidelines for when mileage would be reimbursed.

John asked if there was any other business. Barry did ask for in-kind hours. Next meeting will be June 16th at Campbell County Extension. Meeting adjourned.

Respectfully submitted,
Sherry Carran