

Harry Kim
Mayor



County of Hawaii

ARBORIST ADVISORY COMMITTEE

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Minutes

Meeting on February 20, 2008

Planning Department Conference Room – Aupuni Center – Hilo, Hawaii

Present: AAC Members: Chairperson Jan Anderson, Vice Chairperson Sharron Stanbro, Leonard Bisel, and Maija Cottle (Planning).

County Representatives: Julie Mecklenburg (Corporation Counsel)

Members of Public: Tim Rees

CALL TO ORDER

The meeting was called to order at 10:22 a.m. by Chair Anderson.

ADMINISTRATIVE MATTERS

Acceptance of minutes from the January 16, 2008 meeting was deferred.

PUBLIC STATEMENTS

None

UNFINISHED BUSINESS

1. Discussion Regarding Signage for Exceptional Trees

L. Bisel reported on the cost of using aluminum stakes rather than concrete bases for installing signs into ground. Committee discussed the sturdiness of stakes and the pros and cons of stakes versus concrete bases. M. Cottle proposed hiring a planning consultant from the professional services list to coordinate procurement and installation of the signs. The Committee discussed the advantages (reduces time constraints for encumbering Council contingency funds and procuring signage through the County procurement process by the

end of this fiscal year) versus disadvantages (increased cost for paying consultant) of this proposal. Committee discussed the cost of signage project and timing of County Council approval process. Committee discussed signage installation: County parks and recreation committed to install signs in County parks, County Public Works committed to install signs for Puna groves, M. Cottle will request State DLNR to install signs on State land and parks, Counsel Mecklenburg will draft a release of liability form for private property owners to install a sign on their property and a form for private property owners to grant permission to County to install a sign if they choose not to. L. Bisel recommended that the signs be displayed at an angle rather than straight up and down, regardless of what type of base is selected. S. Stanbro prefers a stake with sign at an angle. Chair Anderson prefers a stake. S. Stanbro will ask a welder she knows to make a mock up angled stake, and provide a cost estimate. M. Cottle suggested phasing the signage project, which will make the procurement process easier. L. Bisel suggested focusing on signage on County property first since the AAC has commitment from DPW and P&R to install the signs on County property. S. Stanbro would like to include signs on private property on the west side of the island as well since those owners have committed to install their own signs. Committee discussed the best way to request funds from Council. Chair Anderson made a motion to revise draft letter to request funds from County Council for Phase I of the signage project. L. Bisel seconded the motion. Motion passed unanimously.

2. Status of Installing the Tree Signs for the Mango Groves

J. Anderson and Rene Siricusa marked the road indicating the location of where the signs should be installed, and created a map to give to DPW. M. Cottle will coordinate with DPW for them to install the signs for the two groves in Puna, and will report back at next meeting.

3. Status on the Proposal to Submit Grant Requests to Kaulunani Council

M. Kraus was unable to attend the meeting. Item continued to next meeting.

4. Discussion of the Exceptional Tree Assessment Protocol

a. Status from sub-committee of accepting form created by Fred Fogel to document work on exceptional trees

M. Kraus was unable to attend the meeting. Item continued to next meeting.

b. Current need for research and assessment of trees, including possible site visits

Counsel Mecklenburg suggested the Committee submit a proposal in writing to Corporation Counsel of type, frequency, and nature of assessments the AAC would like to conduct and request an opinion of whether the AAC has authority to conduct regular assessments of the exceptional trees. Chair Anderson said that she and M. Kraus would work on this proposal.

5. Discussion of Land Ownership Changes and how New Owners are Notified of Exceptional Trees

M. Cottle reported that she is working with the County Real Property Tax Office to determine if they will be able to notify Planning Department of ownership changes for properties that contain exceptional trees, and will provide the status at the next meeting. S. Stanbro drafted a letter for new property owners to notify them that an exceptional tree is on

their property. The Committee reviewed the letter. L. Bisel suggested including information notifying the new owners of regular assessments in order for the Committee to be proactive. S. Stanbro suggested providing the new owners a history of the exceptional tree. Counsel Mecklenburg will review the letter in more detail and report back at the next meeting.

NEW BUSINESS

None

ANNOUNCEMENTS

The next meeting will be held at 10:00 a.m. on Wednesday, March 19, 2008 in the Planning Department Conference Room. The Committee agreed to hold the April meeting on April 23rd.

ADJOURNMENT

The meeting adjourned at 11:35 a.m.

Approved: March 19, 2008