

Harry Kim  
Mayor



## County of Hawaii

### ARBORIST ADVISORY COMMITTEE

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#### Minutes

Meeting on October 17, 2007

Planning Department Conference Room – Aupuni Center – Hilo, Hawaii

**Present:** AAC members: Chairperson Leonard Bisel, Vice Chairperson Jan Anderson, Sharron Stanbro, Michael Kraus, Renee Schoen (Corporation Counsel staff) & Maija Cottle (Planning staff)

#### CALL TO ORDER

The meeting was called to order at 10:18 a.m. by Chair Bisel.

#### ACCEPTANCE OF MINUTES

It was moved by J. Anderson and seconded by S. Stanbro to accept the September 19, 2007 meeting minutes. Motion carried unanimously. Acceptance of minutes from the July 12, 2007 meeting was deferred.

#### PUBLIC STATEMENTS

None.

#### UNFINISHED BUSINESS

1. Sample Tree Signs, including the mock-up for the Moreton Bay Fig - Chair Bisel

Chair Bisel sent bid requests to two more companies for fabrication of signs and prefabricated concrete blocks. Chair Bisel will seek bid requests for sign installation from private companies, but also suggested seeing if County Department's would be willing to install signs on County property. M. Cottle will check with DPW and County Parks & Recreation. R. Schoen will provide committee with County procurement procedures for procuring and installing tree signs.

2. Status of Installing the Tree Signs for the Mango Groves - M. Cottle

Signs are ready to be installed. Department of Public Works (DPW) needs Committee to show them the location of where signs should be installed. J. Anderson, Chair Bisel, and possibly Renee Siricusa will go to Mango Grove site and show DPW the location of where replacement exceptional tree signs should be placed. J. Anderson will contact Renee Siricusa for site visit.

3. Status on the proposal to submit Grant Requests to Kaulunani Council - M. Kraus

M. Kraus will submit grant proposal to Kaulunani Council once Chair Bisel provides estimate of exceptional tree signage.

4. Status on the Exceptional Tree Assessment Protocol - J. Anderson/M. Kraus

M. Kraus created a Pruning Request Form for Committee to review at next meeting. J. Anderson created an Assessment Form for pre and post pruning activities, and will work with M. Kraus to combine assessment form with pruning form. M. Kraus and J. Anderson would like to have Committee conduct site visits to establish the health of all current exceptional trees, and to take photos of each tree for public education purposes. R. Schoen will report at next meeting on how the Sunshine Law may affect site visit assessments.

5. Request from the Legislative Auditor's office to consider rearranging the list of the exceptional trees to facilitate amendments. Review and approve reformatted exceptional tree list. - M. Cottle

M. Cottle presented re-formatted exceptional tree list. Committee discussed adding GPS coordinates and date of inception to ordinance list and decided these two items should be added to personal use list, not ordinance list. Chair Bisel suggested adding Hawaiian names of trees on ordinance list and signs. Committee discussed corrections in tree names and tax map key numbers on list. Committee will review at next meeting the exceptional tree list with Hawaiian names added.

## **NEW BUSINESS**

1. Status of requesting discretionary funds from County Council for signage program - Chair Bisel/ J. Anderson/ S. Stanbro

S. Stanbro talked briefly with two council members about funding the signage program and seemed to get a positive response. Chair Bisel presented a draft letter requesting discretionary funds from Council for committee to review and edit. It was moved by S. Stanbro and seconded by J. Anderson to accept Chair Bisel's letter to Council with corrections. Motion carried unanimously. R. Schoen recommended advising Mayor of intent of AAC to pursue funding from Council. Chair Bisel will draft letter to Mayor notifying of intent.

## **ADMINISTRATIVE MATTERS**

It was moved by S.Stanbro and seconded by J. Anderson to not hold a committee meeting in December due to conflicting holiday schedules. The motion carried unanimously.

## **ANNOUNCEMENTS**

The next meeting will be held on Wednesday, November 21, 2007 in the Planning Department Conference Room at 10:00 am.

## **ADJOURNMENT**

The meeting adjourned at 11:30 am.