

**City of Lake Forest Park – Tree Board Meeting**  
**Normal Meeting Minutes: March 6th, 2024; 7:00-9:00pm**  
**Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**

**Tree Board Members present:** Richard Olmstead, Doug Sprugel, Mark Phillips, Stacey Spain, Victoria Kutasz

**Staff and others present:** Larry Goldman, LFP City Council; Elizabeth Talavera, Assistant Planner, Mark Hofman, Community Development Director

**Members of the Public present:**

**Tree Board Members absent:**

**Call to order:** 7:00 PM

**Short Reflection:**

**Introductions:** The Board introduced themselves to the public.

**Approval of Meeting Agenda:** No new amendments were proposed. Mr. Phillips motioned to approve. Ms. Spain seconded. Approved unanimously.

**Approval of Minutes:** February 2024 minutes – no changes. Mr. Phillips motioned to approve. Ms. Spain seconded. The minutes were approved unanimously.

**Public Comment:** No public comments.

**Next meeting:** The next regular meeting occurs on Wednesday, April 3, 2024.

**Communication:**

None.

**Old Business:**

2024 Work Plan

Chair Olmstead discussed how he incorporated the revisions from the previous meeting into this draft of the Work Plan. The Tree Board discussed corrections and listed priorities from the Work Plan. Mr. Phillips moved to accept the Work Plan with the modifications and Ms. Kutasz seconded. The Work Plan was approved unanimously.

DCG/Watershed Report review for additional questions

The Tree Board confirmed unanimously that there are no further questions for the DCG/Watershed report.

Election of Chair and Vice Chair Officers

Chair Olmstead nominated Mr. Sprugel for the position of Chair and Ms. Spain seconded. The Board approved unanimously the position of Chair for Mr. Sprugel. Mr. Sprugel nominated Mr.

1 Phillips for Vice Chair and Ms. Spain seconded. The Board unanimously approved the position of  
2 Vice Chair.

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4 Changes to General Tree List

5 Chair Sprugel discussed proposing to amend the General Tree List to include an additional list of  
6 trees. The Board agreed to table this issue to wait for the urban forest planner at the next meeting.

7  
8 **New Business:**

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10 Arbor Day

11 Ms. Spain discussed the press release and details for the Arbor Day event. Ms. Spain and Vice Chair  
12 Phillips discussed the roles for members during the event.

13  
14 Green Fair

15 Vice Chair Phillips discussed having a table during the Green Fair. Vice Chair Phillips and Ms. Spain  
16 volunteered to be at the event and table the fair to represent the Tree Board.

17  
18 Outreach Materials

19 Ms. Kutasz discussed the outreach materials for events and education. The outreach materials were  
20 approved unanimously by the Board. Council member Goldman discussed the idea of creating a  
21 brochure for new future residents to inform them of the Tree Board and tree issues within the City.

22  
23 **Reports and Announcements:**

24  
25 Tree Board Member Update

26 No Tree Board updates.

27  
28 Councilmember Goldman Update

29 Councilmember Goldman reminded the Board of the Public Meeting Act, including its rules and  
30 regulations.

31  
32 City Staff Recruitment Update

33 Community Development Director announced the City has hired an arborist, who will begin  
34 working at the City on March 18, 2024.

35  
36 **Agenda for Next Meeting:** The Tree Board agreed to discuss the Comprehensive Plan regarding  
37 trees and tree code amendments in the next meeting.

38  
39 **Adjournment:** Meeting adjourned at 9:00 PM  
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42 APPROVED:

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44 Richard G. Olmstead, Chair  
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