

## TREE BOARD

March 6, 2023

The Tree Board of the City of Norman, Cleveland County, State of Oklahoma, met for a meeting appearing on the 6th day of March 2023, at 4:04 P.M.

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### ROLL CALL

Present: Chair Menzie and Members, Fagin, Gourley, Janaway, Pape and Tedder-Loffland

Absent: Members Buthod and Spain

Tardy: Member Ackmann

City Officials: Colin Zink, City Forester  
Lisa Griggs, Senior Program Coordinator  
Karla Sitton, Admin Tech IV

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ITEM 1, being:

### APPROVAL OF THE FEBRUARY 6, 2023 MEETING MINUTES

Member Fagin made the motion and Member Pape seconded to approve the minutes. The vote was taken with the following results:

YEAH: Chair Menzie and Members, Fagin, Gourley, Janaway, Pape and Tedder-Loffland

NAY: None

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ITEM 2, being:

### DISCUSS THE 2023 EARTH DAY EVENT SCHEDULED FOR APRIL 23, 2023

The Board began discussing the 2023 Earth Day Event. Chair Menzie said the winners of the Tree Story Contest will be displayed at the Earth Day Event scheduled on April 23, 2023, at Reaves Park and Member Fagin said he would prepare the poster to be displayed at the Tree Board booth.

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Chair Ackmann arrived to the meeting at 4:13 p.m.

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Ms. Lisa Griggs, Senior Program Coordinator, said the Tree Board will need to complete an application for a booth at the Earth Day event and send it to Michele Loudonback in the Utilities Department. Member Fagin asked whether there would be volunteers and Ms. Griggs said yes, as well as members from the Park Foundation. Member Fagin suggested setting up a shift schedule for the Tree Board and Park Foundation to ensure someone is at the (shared) booth during the event.

Mr. Colin Zink, City Forester, said he will work on an informational brochure to distribute at the Earth Day event and Ms. Griggs said she would order supplies for kids who would like to do crafts.

Staff will contact the Forestry Division in Goldsby, Oklahoma to see if they have any tree saplings to give away at the event.

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ITEM 3, being:

### DISCUSSION REGARDING THE ARBOR DAY AND EARTH DAY PROCLAMATIONS AT THE MARCH 28, 2023 CITY COUNCIL MEETING

Ms. Lisa Griggs, Senior Program Coordinator, said the Mayor will be presenting the Arbor Day and the Earth Day Proclamations at the March 28th, City Council meeting and asked if any of the Tree Board

members would like to attend and accept them. Chair Menzie said he or his daughter would represent the Tree Board and accept the proclamations.

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ITEM 4, being:

**CONTINUED DISCUSSION REGARDING THE TREE PHOTO CONTEST PLANNING**

Member Tedder-Loffland said she attended the February Park Foundation meeting. She expressed that the Tree Board was interested in bringing back the Tree Photo Contest and asked how the application fees should be collected. Member Tedder-Loffland said the Park Foundation said they have a Pay Pal account that will be acceptable in collecting fees from applicants.

Member Fagin said he also attended the Park Foundation meeting and said the Foundation is very supportive and excited the Tree Board is bringing the Tree Photo Contest back! Member Tedder-Loffland said the Tree Photo Contest sub-committee would meet to discuss categories for the contest and bring them back to the Board for approval. She asked whether information about the contest can be uploaded to the Parks and Recreation Facebook page and Staff said yes.

Member Tedder-Loffland said applicants will submit a digital photo and if their photo is selected to be displayed (and voted on) in one of the categories, they will need to frame the photo at that time. She said she would research other cities and/or professionals who held similar contests to gather information as well as see what fee(s) they charged. Member Tedder-Loffland asked whether cash prizes could be given to the winners and the Board said yes, but felt more discussions are needed to determine the amounts, etc. She said if this contest is well received; it could become an annual event.

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ITEM 5, being:

**DISCUSS THE "FRIENDS OF TREES" RECOGNITION PROCESS**

Mr. Colin Zink, City Forester, said the "Friends of Tree" Recognition could be announced at the Earth Day Event on April 23, 2023. He asked whether a person, an organization or a developer could be considered for the annual award. Chair Menzie said yes, and felt self-nominations could be submitted as well and the Board agreed. Chair Menzie said he would work on the requirements and will bring a list of requirements and the application process to the Earth Day event. Member Tedder-Loffland suggested researching other cities to see how they run similar recognition programs and Member Pape said she would bring back some details to the April meeting. Chair Menzies said he would reach out to the Norman Transcript and ask if they would add another category to their annual Reader's Choice Contest, i.e., Best Tree Neighborhood.

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**MISCELLANEOUS DISCUSSION:**

Mr. Colin Zink, City Forester, said Staff published an RFQ on March 3rd for an ordinance update, a right-of-way street tree inventory and Urban Forestry Master Plan. He said once bids are received and a contract is accepted, the contractor(s) will likely work on the tree inventory for six months and on the Urban Forestry Master Plan for six months.

Mr. Zink said there was some tree damage in Norman from the February 26th storm event. He said the Eagle Cliff Addition had a lot of Black Locust trees destroyed and East Ridge Park was hit as well, although not a lot of trees were damaged.

Chair Menzie said he presented the prizes to all the winners of the Tree Story Contest except for those who attend Washington Elementary School. He said he will coordinate with School staff and get them done soon.

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**ADJOURNMENT**

Member Tory Tedder-Loffland made the motion and Member Pape seconded to adjourn. The vote was taken with the following results:

YEAH: Chair Menzie and Members, Ackmann, Fagin, Gourley, Janaway, Pape and Tedder-Loffland

NAY: None

Passed and approved this 3rd of April 2023

Don Menzie, Chairperson



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