



# CITY OF NORMAN, OK TREE BOARD MEETING

Development Center, Parks and Recreation Conference Room, 225 N.  
Webster Avenue, Norman, OK 73069  
Monday, March 04, 2024 at 4:00 PM

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## AGENDA

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### ROLL CALL

### MINUTES

1. APPROVAL OF THE FEBRUARY 5, 2024 MINUTES

### REPORTS

2. DISCUSS EARTH DAY EVENT - APRIL 21, 2024
3. URBAN FOREST MASTER PLAN AND TREE INVENTORY PROJECT UPDATE
4. REVIEW AND DISCUSS THE CITY OF NORMAN TREE STORY AND ART CONTEST APPLICATIONS

### MISCELLANEOUS COMMENTS

### ADJOURNMENT

TREE BOARD

February 5, 2024

The Tree Board of the City of Norman, Cleveland County, State of Oklahoma, met for a meeting appearing on the 5th day of February 2024, at 4:05 P.M.

ROLL CALL

- Present: Chair Menzie and Members Ackmann, Buthod, Fagin, Janaway, Roux and Tedder-Loffland
- Absent: Members Barksdale and Spain
- City Officials: Colin Zink, City Forester  
Karla Sitton, Administrative Technician IV

ITEM 1, being:

APPROVAL OF THE DECEMBER 4, 2023 MEETING MINUTES

Member Tedder-Loffland made the motion and Member Ackmann seconded to approve the minutes. The vote was taken with the following results:

- YEAH: Chair Menzie and Members Ackmann, Buthod, Fagin, Janaway, Roux and Tedder-Loffland
- NAY: None

ITEM 2, being:

URBAN FOREST MASTER PLAN AND TREE INVENTORY PROJECT UPDATE

Mr. Colin Zink, City Forester, said the City hired DAVEY Resource Group to review Norman’s Tree Ordinance and begin work on an urban tree inventory, which will help produce an Urban Forest Master Plan for Norman. He said DAVEY has finished the proposal Ordinance Update and the Legal Department is reviewing it. Mr. Zink said Staff should be able to present it at the March meeting.

Mr. Zink said DAVEY would begin inventorying the trees in City Parks and on City property in the spring, excluding Ruby Grant Park and Sutton Urban Wilderness. He said the tree inventory would take approximately six weeks. Mr. Zink said DAVEY will start on the Urban Forest Master Plan in July, 2024 (new fiscal year) using the tree inventory data collected. Staff will also gather public input and input from developers and DAVEY will have one year to complete the Master Plan. Mr. Zink said the City accepted an Oklahoma Forestry Services grant to help with this project felt the Urban Forest Master Plan will produce a guiding document for the Forestry Division for years to come. Member Tedder-Loffland asked whether the Board could request additional funding on the canopy plan and Mr. Zink said yes, after the Master Plan is complete. He also felt the Master Plan would include preservation rules and/or requirements that would assist with the canopy plan.

ITEM 3, being:

REVIEW AND DISCUSS THE CITY OF NORMAN TREE STORY AND ART CONTEST APPLICATIONS

Chair Menzie said Staff scanned and emailed 19 Tree Story and Art Contest applications to the Board. He said he brought in 10 additional Tree Story and Art Contest Applications prior to the meeting and suggested Staff scan and email them to the Board. He requested the Board look over all the applications and bring

their top five to the March meeting. Member Fagin asked whether a rubric would be helpful in making a decision for selecting the top five or should each Member individually pick their top five. Some Members liked picking them individually, while others felt like a rubric would help stay consistently objective. Member Buthod said she used her “own” rubric, but thought it might be a lot of criteria for the entire Board to use. Member Fagin said he would put together a rubric with a couple of simple questions and email it to Staff. Member Buthod said she would update the spreadsheet with names, story titles and grade and email it to Staff. Staff will email the rubric and spreadsheet to the Board.

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MISCELLANEOUS DISCUSSION

Earth Day is scheduled on Sunday, April 21<sup>st</sup> at Reaves Park. Staff will contact the State Forestry Division about donating tree samplings for the event.

Mr. Zink said Staff has planted approximately 58 new trees in several parks and beautification areas such as 12<sup>th</sup> Avenue NE (south of Lindsey), along Legacy Trail (between Gray and Acres), along Lindsey Street (from Berry to 24<sup>th</sup> Ave NW) and Andrews Park.

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ADJOURNMENT

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

YEAH: Chair Menzie and Members Ackmann, Buthod, Fagin, Janaway, Roux and Tedder-Loffland

NAY: None

Passed and approved this \_\_\_\_\_ of \_\_\_\_\_ 2024

Don Menzie, Chairperson

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