

**City of Lake Forest Park – Tree Board Meeting**  
**Special Meeting Minutes: November 29, 2023; 6:00-9:00pm**  
**Hybrid Meeting Held in the Forest Room at City Hall and Virtually via Zoom**

**Tree Board Members present:** Chair Richard Olmstead, Board Members Mark Phillips, Doug Sprugel, Marty Byrne (via Zoom), and Sandra LeVar (via Zoom)

**Staff and others present:** Phillip Hill, City Administrator; Matt McLean, City Clerk; Councilmember Larry Goldman; Elizabeth Talavera, Assistant Planner; Kim Frappier, Project Manager from DCG/Watershed, and Sam Payne, Data Analyst from DCG/Watershed

**Members of the Public present:** none.

**Tree Board Members absent:** None.

**Call to order:** 6:20 PM

**Introductions:** The Tree Board members and City staff introduced themselves.

**Short Reflections:** Chair Olmstead gave a short reflection.

**Approval of Meeting Agenda:** Vice-Chair Sprugel moved to approve the agenda. Board Member LeVar seconded, and the motion to approve the agenda carried unanimously.

**Approval of Minutes:** Vice-Chair Sprugel moved to approve the July 5, 2023 and October 4, 2023 minutes. Board Member LeVar seconded, and the motion to approve the minutes carried unanimously.

**Public Comment:** There are no members of the public present.

**Communication:**

City Clerk informed the Board that the city had received three applicants for the Tree Board.

**Old Business:**

Website and Social Media Outreach

The Board discussed the proposed changes to the website and social media outreach.

Proposed Flyer for City Newsletter

The Board discussed the proposed flyer to be used for events.

The Board agreed to send their proposed changes to Mr. McLean for further discussion at a future meeting.

**New Business:**

Draft Urban Forest Ecosystem Services and Values Report from DCG/Watershed

1 Ms. Frappier and Mr. Payne reviewed the Draft Urban Forest Ecosystem Services and Values  
2 Report. The Board reviewed possible changes and additions that would need to be to the report  
3 before it is presented to the City Council for approval.  
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5 **Reports and Announcements:**

6 November Arborist Report

7 The Board reviewed the November Arborist Report.  
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9 **Agenda for Next Meeting:**

10 The Board discussed the need to review the tree list at a future meeting.  
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12 **Adjournment:** The meeting adjourned at 8:45 PM.  
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15 APPROVED:

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18 Richard Olmstead, Chair