

TREE BOARD  
Special Meeting  
April 15, 2024

The Tree Board of the City of Norman, Cleveland County, State of Oklahoma, met for a meeting appearing on the 15th day of April 2024, at 4:06 P.M.

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ROLL CALL

Present:	Members Ackmann, Buthod, Fagin, Janaway, Roux and Tedder-Loffland
Tardy:	Chair Menzie
Absent:	Members Barksdale and Spain
City Officials:	James Briggs, Park Development Manager Colin Zink, City Forester Karla Sitton, Admin Tech IV

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ITEM 1, being:

APPROVAL OF THE MARCH 4, 2024 MEETING MINUTES

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

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

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ITEM 2, being:

DISCUSS EARTH DAY EVENT – APRIL 21, 2024

Member Fagin said Earth Day is scheduled on Sunday, April 21<sup>st</sup> at Reaves Park and the Tree Board will have a booth at the event with the Park Foundation. He asked for Board Members to help with the event. Staff will bring the 200-loblolly tree saplings, with planting information, to be given out first come first serve, as well as crafts for children. Staff said there would be citizen volunteers to help with the event. Member Fagin said he would display the Annual Tree Story and Art Contest winners, including their stories and art, at the booth.

Mr. Colin Zink, City Forester, said he would plant a Lebanon cedar tree at Reaves Park to celebrate the event.

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ITEM 3, being:

URBAN FOREST MASTER PLAN AND TREE INVENTORY PROJECT UPDATE

Mr. Colin Zink, City Forester, highlighted proposed Tree Ordinance stating the proposed ordinance establishes policies, standards, and regulations for the protection, maintenance, and growth of Norman's urban forest.

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Chair Menzie arrived at the meeting at 4:27 p.m.

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Mr. Zink said the *Definitions* section gave more explanation to *Private Street Tree* (trees located within the street tree right-of-way and are the responsibility of property owners and/or homeowners' associations and *Public Street Tree* (trees growing within the public right-of-way in the commercial areas as well as in most street medians and are the responsibility of the City of Norman). He said there are prohibited activities regarding trees and described those to the Board. Mr. Zink said it is unlawful for any person to intentionally alter or remove any regulated tree without first obtaining the permission of the City. He said those who provide commercial tree maintenance and care (to include pruning and/or removal) for trees 10 feet in height or greater will need to obtain a license and permit from the City of Norman.

Mr. James Briggs, Park Development Manager, said a fine, not to exceed \$750.00, could be assessed or in lieu of a fine, a replacement tree(s) in excess of two-inch (2") caliper can be planted. He said all funds collected by the City shall be deposited into a special Tree Fund and utilized for the sole purpose of replanting trees on public property in the same vicinity as the removed tree(s). Mr. Briggs said this newly created account currently has a balance of \$100,000 because of the new OGE substation recently constructed at 48<sup>th</sup> Avenue NW and Franklin Road, i.e. OGE cleared many trees for the construction of the substation and in doing so, paid a fine to the City. Mr. Zink said the Historic Tree Designation section and highlighted those to the Board.

Member Fagin asked whether un-used nonprofit funds could be allocated to the newly created special Tree Fund and Staff said nonprofit funds could not be combined with City funds. He asked how the license fees would be collected and Staff said the City Clerk's Office would collect the fees and the fees would be deposited into the new special Tree Fund account. Member Tedder-Loffland asked whether the penalty fees collected for fines also be deposited into the new special Tree Fund account and Staff said yes.

Mr. Briggs said the proposed ordinance would be an agenda item for Council consideration in mid to late May, 2024 and it will go into effect 30 days after it is approved by Council.

Chair Menzie requested the Board look over the proposed ordinance before the next meeting (May 6, 2024) and bring back any comments and/or suggestions.

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### MISCELLANEOUS DISCUSSION

None

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### ADJOURNMENT

Member Fagin made the motion and Member Buthod 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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