

**Minutes of the Tree and Landscape Board  
City of College Park  
Virtual Meeting  
May 18, 2022, 7:00PM**

<u>Term Exp.</u>	<u>Members</u>	<u>Present</u>	<u>Absent</u>
Staff	Brenda Alexander, Public Works Assistant Director	<input checked="" type="checkbox"/>	
06/30/2022	John Lea-Cox, City Forester	<input checked="" type="checkbox"/>	
06/30/2023	Christine O'Brien, member	<input checked="" type="checkbox"/>	
06/30/2022.	James Meyer, member		<input checked="" type="checkbox"/>
06/30/2021	Todd Reitzel, member	<input checked="" type="checkbox"/>	
06/30/2023	Rashawna Alfred, Chair		<input checked="" type="checkbox"/>
06/30/2024	John Horowitz, member	<input checked="" type="checkbox"/>	
	Dylan Burns, CBE, representative		<input checked="" type="checkbox"/>
	Caroline Wick, CBE representative		<input checked="" type="checkbox"/>

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Also Present: Carleveva Thompson, Contract Secretary

Ms. Alexander called the meeting to order at 7:07 p.m.

- 1. Approval of Meeting Agenda:** The agenda for the May 18, 2022, meeting was reviewed. The agenda was amended to add a discussion to align the City Forester position with the City Arborist position and to add a discussion on next steps after approval of the Tree Ordinance.

**Motion:** Accept agenda as amended.

**Moved:** Dr. Lea-Cox

**Second:** Ms. O'Brien

**Aye:** Unanimous

**Nay:** 0

**Abstain:** 0

- 2. Approval of April Meeting Minutes:** The Board reviewed the meeting minutes of the April 20, 2022 meeting and edits were made to the minutes.

**Motion:** Accept April meeting minutes as amended.

**Moved:** Dr. Lea-Cox

**Second:** Ms. O'Brien

**Aye:** Unanimous

**Nay:** 0

**Abstain:** 0

- 3. Public Works Department Report:** Ms. Alexander shared the following highlights:

- All trees were given away at the Free Tree Giveaway held on April 23rd. Any remaining trees were planted in various locations in the City.

- Summer annuals have been delivered and the landscape crew are prepping the planting beds to plant them.
- Playground mulch will be added to the City's playgrounds for safety surfacing.
- Continuing to interview for the vacant position on the landscape crew. One part-time person started this week and one part-time opening is still available.
- The Odessa Park project is moving along. Work was completed for the micro bioretention and the base coat for the trail to access the playground was installed. The next work will be landscape screen planting around the perimeter of the park.
- Public Works clean-up day is scheduled for Saturday May 21<sup>st</sup> to encourage students and landlords to bring items to be disposed instead of leaving on the curbside.

**4. CBE Report:** No report provided.

**5. Old Business**

a. Review and vote on TCEP Guideline Revisions

The Board reviewed the following revisions to the TCEP:

- Clarified the \$150 reimbursement is provided annually/fiscal year.
- Clarified the TCEP application must be approved by the City Horticulturist or designee prior to tree purchase and installation.
- Added the applicant will be contacted following review of their TCEP application to discuss tree selection and planting location.
- Added the word native to the recommended tree list and the native tree list will be included with the TCEP application.
- Included to avoid planting the tree under overhead utility lines.
- Updated the minimum tree size to 1.25.
- Added the property owner will water the tree for a minimum of 2 years to encourage survival.
- Clarified that a paid sales receipt must be submitted to receive reimbursement.

**Mr. Horowitz motioned to approve the amended TCEP guidelines. Second by Dr. Lea-Cox. All members in favor; no opposed. Motion carries, 4-0-0.**

b. Municipal Scene Article

The June article will be a summary of the newly approved Tree Ordinance.

**6. New Business**

a. Next Steps for approved Tree Ordinance

Ms. Alexander informed the Board there is a meeting scheduled with the City's Communications Coordinator to discuss how to get information out to residents on the newly approved tree ordinance.

b. **Align City Forester position with City Arborist**

Dr. Lea-Cox suggested for the City Arborist to also be the City Forester. Dr. Lea-Cox currently volunteers as the City Forester and would like the Arborist to also serve as the Forester to avoid any interference. Ms. Alexander suggested this request be included in the Board's annual report.

**7. Next Meeting Date**

The next meeting is scheduled on Tuesday, June 14, 2022, at 7:00 p.m.

**8. Adjourn**

Dr. Lea-Cox motioned to adjourn the meeting. Second by Ms. O'Brien. The meeting was adjourned at 9:06 p.m.