

**Minutes of the Tree and Landscape Board
City of College Park
Virtual Meeting
June 14, 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"/>
	Todd Larsen, CBE representative	<input checked="" type="checkbox"/>	

Also Present: Carleveva Thompson, Contract Secretary

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

- Approval of Meeting Agenda:** The agenda for the June 14, 2022, meeting was reviewed.

Motion: Accept agenda as presented.

Moved: Ms. Alfred **Second:** Ms. O'Brien

Aye: Unanimous **Nay:** 0 **Abstain:** 0

- Approval of May Meeting Minutes:** The Board reviewed the meeting minutes of the May 18, 2022, meeting and edits were made to the minutes.

Motion: Accept May meeting minutes as amended.

Moved: Ms. Alfred **Second:** Mr. Reitzel

Aye: Unanimous **Nay:** 0 **Abstain:** 0

- Public Works Department Report:** Ms. Alexander shared the following highlights:
 - Human Resources has advertised for the City Arborist position and there are two applicants that will be interviewing this week.
 - The landscape crew is fully staffed and are currently working on weeding, pruning, and watering in various locations.
 - Odessa Park project – the screen planting around the perimeter is complete and the plants in the micro bioretention are installed. The playground equipment should arrive in August.

4. CBE Report: Mr. Larson provided the following report:

- Continuing to work on labeling trees along the Trolley Trail. More tree labels will be purchased to label additional trees.
- Continuing to work on the storm drain painting project. A storm drain on Lackawanna St. was recently painted and currently planning to paint more storm drains in the Fall.
- Currently working on a plastic bag ban ordinance with the Council.
- Interested in providing education on trees with the recent approval of the Tree Ordinance.

5. New Business

a. FAQ and digital application form

The FAQs and online application will be provided in the June Municipal Scene and on the City's website on the trees page. The Board provided the following feedback on the online application:

- Include asterisks on the form for required information that needs to be included in the application.
- Clarify the signature can be typed in the application and does not need to be an actual signature.
- Update name to property owner name.

b. Fall vine removal workshop

The Board discussed planning a vine removal workshop and will need to identify locations, set a date and time, and obtain volunteers. It was suggested to create a video for homeowners to watch or use a video that is already created on YouTube and post to the tree website. Mr. Horowitz volunteered to take the lead on the vine removal workshop and will draft a proposal to present to the Board.

c. Fall contracted tree planting

Ms. Alexander is developing a list from residents that have completed the online interest form. Casey Trees asked for a list of trees by the summer to plan for Fall planting. Ms. Alexander will contact Casey Trees in July to see if they are still interested in doing the contract tree work.

6. Old Business

a. TCEP Application

The TCEP application has been revised and is now an online form on the trees page.

b. **Municipal Scene Article**

The article for July is due June 24th and will be focused on a checklist for hiring an arborist.

7. Next Meeting Date

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

8. Adjourn

Ms. Alfred motioned to adjourn the meeting. Second by Mr. Reitzel. The meeting was adjourned at 8:40 p.m.