

# NORMAN TREE BOARD ATTENDANCE RECORD 2017

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Norman Tree Board  
Regular Meeting  
December 4, 2017  
Executive Conference Room  
201 W. Gray Street  
Norman, Oklahoma  
4:00 p.m.

1. ITEM: ROLL CALL

2. ITEM: APPROVAL OF THE NOVEMBER 6, 2017 MEETING MINUTES

ACTION NEEDED: Motion to approve or reject the minutes.

ACTION TAKEN: \_\_\_\_\_

3. ITEM: APPROVAL OF THE AGENDA

ACTION NEEDED: Motion to approve or reject the agenda.

ACTION TAKEN: \_\_\_\_\_

4. ITEM: RELEAF BERRY PROJECT

ACTION NEEDED: Acknowledge presentation.

ACTION TAKEN: \_\_\_\_\_

5. ITEM: TREE STORY CONTEST

ACTION NEEDED: Acknowledge presentation.

ACTION TAKEN: \_\_\_\_\_

6. ITEM: NORMAN CHRISTMAS PARADE

ACTION NEEDED: Acknowledge presentation.

ACTION TAKEN: \_\_\_\_\_

7. ITEM: MISCELLANEOUS COMMENTS

ACTION NEEDED: Acknowledge presentation.

ACTION TAKEN: \_\_\_\_\_

8. ITEM: ADJOURNMENT

TREE BOARD  
November 6, 2017

The Tree Board of the City of Norman, Cleveland County, State of Oklahoma, met in the Study Session Room on the 6th day of November 2017 at 4:00 P.M.

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ITEM 1, being:

ROLL CALL

Present: Chairman Menzie and Commissioners Fagin, Grisso, Huffman, Janaway, Lavastida, and Spain

Absent: Commissioners Guistozzi and Winegardner

City Officials

Present: James Briggs, City of Norman Park Planner  
Karla Chapman, Administrative Technician IV

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ITEM 2, being:

APPROVAL OF THE OCTOBER 2, 2017 MEETING MINUTES

Commissioner Huffman made the motion and Commissioner Lavastida seconded to approve the minutes. The vote was taken with the following results:

YEAH: Chairman Menzie and Commissioners Fagin, Grisso, Huffman, Janaway, Lavastida, and Spain

NAY: None

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ITEM 3, being:

APPROVAL OF THE AGENDA

Commissioner Huffman made the motion and Commissioner Spain seconded to approve the agenda. The vote was taken with the following results:

YEAH: Chairman Menzie and Commissioners Fagin, Grisso, Huffman, Janaway, Lavastida, and Spain

NAY: None

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ITEM 4, being:

#### **SUBCOMMITTEE REPORTS**

Chairman Menzie asked Staff to look at previously submitted “tree tips” and place on the City website. He said he recently gave a presentation to the Master Gardeners and impressed on the group how much the City needs a Forester. At that meeting, suggestions were made to contact the City and/or Councilmembers.

Chairman Menzie said the Norman Holiday Parade is Saturday, December 9<sup>th</sup> at 5:00 p.m. He said the theme is “Christmas in Lights,” and said the Tree Board will have a float in the parade. Chairman Menzie said he would provide the trailer and generator and welcomed any suggestions regarding decorating the float.

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ITEM 5, being

#### **TREE STORY CONTEST**

Chairman Menzie said he has received 4–6 Tree Story Contest entries from Reagan Elementary. He said usually students from Lincoln Elementary submit entries and is hopeful this year will be no different. Commissioner Fagin said he sent material to Norman Public School (NPS) to go into the Thursday Folders and thanked Commissioner Huffman for making and getting all the copies organized for him. Chairman Menzie said the Tree Story Contest began on October 16<sup>th</sup> and will end on November 17, 2017. He said he will pick out the top 5-10 submissions and bring them to the December meeting so the full Tree Board can chose 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> places. The Tree Board discussed and felt it would be a good idea to give the awards to the winners at a school assembly. Chairman Menzie said Mariah Menzie could put on the “tree” costume and help hand the awards out before the Christmas Break. Commissioner Janaway suggested giving participation awards to everyone who participated.

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ITEM 6, being:

#### **MISCELLANEOUS COMMENTS**

Chairman Menzie requested Commissioner Janaway to give an update on the Re-Leaf Berry Road project. Commissioner Janaway said approximately ten (10) locations, between Dakota Street and Iowa Street, have been located where 10 trees can be planted. He said he has been working with Commissioner Spain on drafting a letter for the homeowners who will sign an agreement to care for the tree, accept the tree(s), and place a sign in their yard proclaiming they were part of the ReLeaf Berry Road Project.

Commissioner Janaway said he met with the Park Foundation a couple of weeks ago to discuss funding. He said OKIE locates will be done in the area after sending letters out to the property owners to determine whether or not they would like a tree.

Commissioner Janaway said the tree staging area will be at Berry Road Baptist Church located at 500 N. Berry Road and will include not only trees but wood chips as well. He said there are many underground utility lines in the area; therefore, all the trees being planted will need to be hand dug. Commissioner Spain asked whether any local nurseries would donate trees and Commissioner Janaway said he has talked to Marcum’s Nursery and felt they would give good prices.

Commissioner Huffman distributed a Tree Canopy brochure from the City of Edmond reflecting their percentage of tree canopy. He asked Commissioner Fagin whether or not he could create a similar type graphic for the City of Norman and Commission Fagin said he would look at doing so in the near future.

Chairman Menzie said the next meeting is scheduled for December 4th. He said the first Monday in January is New Year's Day and the Board discussed and agreed the January meeting should be cancelled.

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ITEM 7, being:

**ADJOURNMENT**

Commissioner Huffman made the motion and Commissioner Janaway seconded to adjourn. The vote was taken with the following results:

YEAH: Chairman Menzie and Commissioners Fagin, Grisso, Huffman, Janaway, Lavastida,  
and Spain

NAY: None

Passed and approved this \_\_\_\_\_ of \_\_\_\_\_ 2017

Don Menzie, Chairperson

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