



City of Tigard Tree Board — Minutes

MEETING DATE: October 7, 2009, 6:30 – 8 p.m.
MEETING LOCATION: Tigard Public Library, 2nd Floor Conference Room,
13500 SW Hall Blvd., Tigard, OR 97223

Members Present — Dennis Sizemore, David Walsh, Matt Clemo

Members Absent — Tony Tycer

Council/Staff Present — Todd Prager, John Floyd

Visitors — None

1. Introduction and Opening Remarks

At 6:31 p.m., Chairman Dennis Sizemore called the meeting to order and asked if there were any opening remarks. Todd Prager said he had a number of items he would like clarified by the Tree Board.

First, Prager asked the Tree Board to confirm that Dennis Sizemore would be taking over as interim Chair until Matt Clemo takes over as permanent Chair in May of 2010. All members present agreed.

Next, Prager asked if the Tree Board would like to use their \$1500, 2009 budget to honor former Tree Board Chair Janet Gillis with a bench and plaque to be incorporated into the 99W/Canterbury Square tree planting. All members present agreed.

Third, Prager reminded the Tree Board of their annual joint meeting with Council on November 17, 2009, and asked the Tree Board if they would prefer not to meet on November 4, 2009 as well. All members present agreed not to meet on November 4, 2009.

Prager also reminded the Tree Board that their membership is currently below the minimum required by Resolution and the City is currently advertising to fill the vacancies. He asked the Tree Board to go out in the community and actively try to recruit.

Dennis Sizemore said that churches, garden clubs, conservation groups, and schools are good resources for recruiting members. Prager agreed, and offered to contact the school district to send out notice in their newsletters. The Tree Board members then said they would reach out to other interested groups.

Finally, Prager commented that Tony Tycer has not participated in Tree Board meetings for several months, nor responded to emails or letters sent by staff. Prager suggested that staff send an email and letter to Mr. Tycer giving him a deadline to respond and state that if he does not respond by the deadline, the City will consider him resigned from the Tree Board. All members present agreed to staff's approach.

2. Review and Approval of June 3 and August 5, 2009 Meeting Minutes

The Tree Board unanimously approved a motion at 6:42 p.m. to approve the June 3 and August 5, 2009 meeting minutes (Attachment 1, October 7, 2009 Tree Board Meeting Packet).

3. Urban Forestry Outreach Materials Discussion

Prager then described the outreach postcard specific to Urban Forestry that was developed to target new residents (Attachment 2, October 7, 2009 Tree Board Meeting Packet). Prager said there were about 1200 new residents in Tigard each year, and the City's utility division could generate a list for mailing the postcards. Prager said the new residents are a mix of renters and owners. He added that funds for actually mailing the postcards would need to be budgeted for next fiscal year.

David Walsh commented that the outreach materials could help stimulate new members for the Tree Board. Mr. Walsh also suggested that the outreach materials target only property owners and not renters in order to reduce the cost of the outreach since property owners generally have more control over their trees.

Dennis Sizemore then identified a need for a plan for outreach materials. David Walsh noted that the Urban Forestry Master Plan says for the City to begin implementation of an outreach program in 2012. Prager responded that the delay in implementation is due to dedication of staff time to Code revisions over the short term.

David Walsh suggested the Tree Board develop a list of outreach materials and include web based information, postcards, and other types of materials to target a variety of audiences.

Dennis Sizemore suggested asking Council during their joint meeting to consider a line item in the budget annually for urban forestry outreach materials.

4. Annual Joint Meeting with Council Discussion

Dennis Sizemore then shifted the discussion to preparing for the Tree Board's annual joint meeting with Council on November 17, 2009.

Prager reminded the Board that in the past, the meeting is a chance for the Tree Board to update Council on their progress of the past year's goals, propose preliminary goals for next year, and receive feedback from Council on both.

David Walsh suggested that the Tree Board focus on the positive aspects of their program and recognize the work of former Chairwoman Janet Gillis at the meeting.

The Tree Board briefly reviewed their progress on the 2009 goals:

1. Complete the Urban Forestry Master Plan – *Completed in September*
2. Complete Interim Tree Code Revisions – *Shelved by Council in August*
3. Begin Comprehensive Tree Code Revisions – *Not Yet Begun*
4. Complete the Development of Urban Forestry Orientation Materials for New Residents of Tigard – *Completed in October*
5. Participate in Arbor Day celebrations – *Completed in April*

Dennis Sizemore then said he wanted to stress to Council that the Tree Board's role during the Code development phase would be advisory in nature, not to actually write the Code. He said the Tree Board should highlight their role in oversight, facilitation, and implementation of the Urban Forestry Master Plan.

David Walsh said the Tree Board should ask for an outreach budget as well. He also suggested Prager put together bullet points for Dennis to follow.

5. Closing Remarks and Adjournment

David Walsh then confirmed that he, Dennis Sizemore, and Phil Hickey would be testifying at the October 20, 2009 Council workshop on the Urban Forestry Master Plan as representatives of the Planning Commission, Tree Board, and Citizen Advisory Committee respectively.

Prager agreed and said he was preparing talking points for them as requested, and reminded them that they will not be making a recommendation to Council, but simply communicating their perspectives.

Mr. Walsh asked Prager to prepare a high level matrix for him that relates the main Comprehensive Plan goals to the main Urban Forestry Master Plan goals.

Matt Clemo commented that the Tree Board should focus next year on making their work more exciting such as through community outreach to drive up membership. The other Board members agreed.

The meeting was adjourned by Chairman Sizemore at 7:31 p.m.