

## **Minutes**

Final Version

### **City of Dallas**

#### **Urban Forest Advisory Committee**

**Tuesday, January 3, 2006, 4:00pm**

**Park and Recreation Department Conference Room**

**Dallas City Hall**

#### **Attending:**

*Michael Anderson, Chip Clint, Matt Grubisich Michael Hellmann, Steve Houser  
Kassandra Mclaughlin, Gary Olp, Jeff Quenters Luis Salsedo, Bill Seaman, Norm  
Strang, Michael Sultan, Keith Thomas*

#### **Absent:**

*Wesley Harder, Ernie Salva; and honorary members Councilmember Leo V.  
Chaney, Jr; Councilmember Pauline Medrano, and Councilmember Ed Oakley.*

Steve Houser, Chairman, called the first meeting of the City of Dallas Urban Forest Advisory Committee to order at 4:00pm. A Sign-In sheet was distributed and Mr. Houser asked all those attending to please sign the document so there would be a record of their attendance.

A Committee Member contact information sheet was then circulated. Mr. Houser asked that each member review the information for accuracy and make changes as needed.

The Meeting agenda was distributed (see attachments).

Mr. Houser presented opening comments regarding the agenda and meeting management. They included:

- Meetings would start promptly at 4:00pm.
- There would be a set Agenda and primary business would conclude by 5:00pm.
- Last minute additions to the Agenda would be placed at the end of the Agenda.
- General discussion of urban forest/tree related issues could be discussed after the formal meeting but should conclude by 5:30pm.
- An established city protocol for meeting management for City of Dallas committees was being researched.
- Committee members are encouraged to be clear, concise and succinct so meetings would run smoothly and time efficient.
- Committee members were asked to demonstrate respect for all other members and all others who attend meetings.

- Committee members should bring their confidence to the meetings but check their egos at the door, focus on the Committee's mission and purpose and not individual people and personalities.
- Committee members should recuse themselves when they perceive or recognize a potential conflict of interest to protect the integrity of the Committee.
- Meetings will be open to the public and the Committee may frequently have various experts/officials address or brief the Committee on various topics.

Mr. Houser welcomed the committee members and liaisons, congratulated them for their being selected to be on the committee and thanked them for choosing to serve as committee members.

Mr. Houser asked that the committee take the time for each member to introduce himself/herself to the committee and share information that would be pertinent to the interest of the committee.

Mr. Houser reviewed the committee's Mission Statement as contained in the City Council's Urban Forest Advisory Committee resolution, which was passed during the Council's Meeting on December 14, 2005.

Mr. Houser discussed the committee's relationship with the City's departments, administration, and council. Michael Hellmann, Senior Park Planner, will serve as the liaison with the Park and Recreation Department, through its staff and board. Michael Sultan, Chief Arborist, will serve as the liaison with the Development Services Department. Councilmember Leo Chaney will act as liaison with the City Council through its Quality of Life Committee, which he chairs. Frank Libro, Mayor's Chief of Staff, will be the liaison with the Office of the Mayor. Mr. Houser stated that one of the goals of the Committee would be to support the many facets of city government as it interfaced with trees and the urban forest.

Mr. Houser distributed a draft copy of "Master Plan Potential Contents" (see attachments), and presented his thoughts regarding the committee and an Urban Forest Master Plan. An open discussion regarding the draft copy followed. No motions were made or votes taken. Mr. Hellmann updated the committee on the status of the Urban Forester position, stating that Human Resources would soon officially post the position. He stated that he was working with Mr. Grubisich and the Texas Forest Service, which is partially funding the Urban Forester position through a series of multi-year grants. Mr. Houser explained that the Urban Forest Advisory Committee would be working to support the position and the programs implemented by the Urban Forester.

Mr. Grubisich announced that the National Arbor Day Foundation had chosen the City of Dallas as one of several cities that were being targeted for Arbor Day tree

planting programs. He stated this would be an opportunity for the committee to introduce itself to the Dallas community and create a forum for presenting the committee's existence and goal. Michael Hellmann stated that to his knowledge, the Park and Recreation Department had not been contacted by the National Arbor Day Foundation regarding their plans. There was general discussion regarding the opportunity to plant trees in each Council District or each Park and Recreation Maintenance District.

There was general discussion regarding funds and fund raising. Mr. Hellmann noted that the Dallas Parks Foundation was available to receive contributions when a donor might be hesitant to gift the city. Mr. Hellmann also noted the Park and Recreation Department has a new position of Grant Writer. Also noted was the new Office of Environmental Quality. No motions were made, nor votes taken.

Mr. Houser noted all of the agenda items had been addressed. The next scheduled meeting would be on Tuesday, February 7, 2006.

Mr. Houser adjourned the meeting at 5:10pm.

Minutes respectfully submitted,  
Bill Seaman, Committee Member