

**MINUTES**  
*Final*  
**City of Dallas**  
**Urban Forest Advisory Committee**

**Tuesday, March 7, 2006, 4:00pm**  
**Park and Recreation Department Conference Room**  
**Dallas City Hall**

**Attending Committee Members:**

*Michael Anderson, Chip Clint, Matt Grubisich Michael Hellmann, Steve Houser, Chair; Councilmember Pauline Medrano, Councilmember Ed Oakley, Gary Olp, Jeff Quinters, Bill Seaman, Norm Strang, Michael Sultan*

**Absent Committee Members:**

*Councilmember Leo Chaney, Jr., Wesley Harder, Frank Libro, Mayor's Chief of Staff; Cassandra McLaughlin, Ernie Salva, Keith Thomas*

**Attending Guests:**

*Jared White, Dallas Park and Recreation Department.*

Chairman, Steve Houser, called the March 2006 meeting of the Urban Forest Advisory Committee to order at 4:10pm. The meeting agenda was distributed and a Sign-In sheet was passed around the table while Mr. Houser welcomed the attendees. Mr. Houser then informed the committee that Mr. Thomas and Ms McLaughlin would not be able to attend, and Mr. Libro would be late.

Mr. Houser distributed the minutes from the February meeting and asked the committee members to review them and submit any corrections or additions. With no changes offered, Mr. Houser asked for a motion to accept the minutes as written. The motion was made by Councilmember Oakley and seconded by Mr. Strang. The motion passed.

Chairman Houser informed the committee that Ernesto Silva had submitted his resignation as a committee member. The resignation had been accepted and the Mayor would make an appointment to fill the position.

Mr. Houser stated that he and Councilmember Oakley had the opportunity to meet on Monday, and that their meeting was very constructive, having helped both of them to have a better understanding of important issues relating to the actions of the committee.

Mr. Houser ask for each committee member to please record and track all volunteer hours related to committee work. He will ask for that information in November and December. The information is important for reports and committee projects and will be an important tool in the future.

A request for official project status from the North Texas Master Naturalists organization has been submitted. The request asks that Master Naturalists be credited for volunteer time on any project that supports the activities of the Dallas Urban Forestry Advisory Committee. Blanket approval would help provide the committee with a major source of volunteers without having each individual project pre-approved. A response from the Master Naturalists Board is expected soon.

Mr. Hellmann reported on the scheduled Arbor Day Celebration. After presenting each committee member with a "Dallas Trees!" lapel pin, he stated that the Park and Recreation Board had been briefed on the department's tree-related activities of the recent past, its current projects, and its plans for the future, including the 117<sup>th</sup> Annual State Arbor Day Celebration, scheduled to be held at Dallas City Hall on Friday, April 28, 2006 at 2:30pm. A print copy of the presentation was distributed to the committee members. The Mayor's proclamation for the occasion was being completed and invitations would be sent in three or four weeks. Press releases would also be distributed in hopes of getting substantial media coverage. He stated that the planting of the new trees in the City Hall Plaza had begun and the planting of the final tree would coincide with the Arbor Day activities.

Mr. Hellmann introduced Jared White to the committee. Mr. White is a grant writer for capital projects for the Park and Recreation Department.

Mr. Houser stated that there had been no committee members to volunteer as chairs for the Critical Area Teams; however, team members to date are as follows:

- Team 1. Land Planning and City Codes**—Councilmember Pauline Medrano, Bill Seaman, Luis Salcedo, and Kassandra McLaughlin
- Team 2. Tree/Forest Surveys, Inventory and Tracking**—Bill Seaman, Luis Salcedo.
- Team 3. Tree Planting/Transplanting**—Council member Pauline Medrano
- Team 4. Management/Maintenance of Trees and Forests**—None to date
- Team 5. Fundraising**—None to date

Mr. Houser added that no Education Team was being established at this point since it was the responsibility of all committee members to be involved in education.

Mr. Hellmann updated the committee on the progress made in interviewing and selecting a person to fill the new Urban Forester position. He stated the position was posted as an "open until filled" listing, and that he was hopeful that there would be some very qualified applicants submitting resumes. Mr. Houser added that the new Urban Forester will be the Administrative Assistant to the committee and will help develop a website that will be a crucial part of the committee's education efforts. Councilmember

Oakley added that the website will be a way to educate the public and act as a clearinghouse of Urban Forest related information. The information would be available for councilmembers to link to as part of their district newsletters, posted on websites or in print, based on how each councilmember communicates with constituents.

Mr. Houser distributed information regarding Rockwell Collins' Green Communities Program that in 2006 is awarding grants for grassroots environmental efforts. Grant awards range from \$500 - \$2,500 and will be announced on April 22, 2006.

Mr. Houser announced that as a result of his contacting the Editorial Department of the *Dallas Morning News*, and invitation had been extended for the committee to meet with the Editorial Review Board. There was a general discussion by the committee members, concluding that the best time to meet with the Editorial Review Board would be in April shortly before the 21<sup>st</sup>, Earth Day; which will be followed by Arbor Day, April 28<sup>th</sup>, the following Friday. The approach is designed to "piggy-back" these two events. Mr. Houser stated that he would work with Carol Portele at the *DMN* to get an appropriate date and time set.

Mr. Houser opened the floor for discussions regarding the committee's report to the Mayor and what the report might be called. He asked that committee members review the draft management plan that had been distributed and make any appropriate comments. Mr. Hellmann distributed copies of the Denver Parks and Recreation Department's Forestry Section Strategic Plan and a copy of the Final Report of the Inside the Loop Committee (August 2005) for committee members to review as they relate to the committee's forest management plan. Mr. Quenters stated he would like to see a report that was in a format that makes the goals stand out and be easily recognizable as goals.

There was also general discussion regarding the inclusion of a set of adoptable urban forestry practices and city standards. Information and statistics regarding the benefits of trees need to be quantifiable, and all statements need to be followed by a research source. It was generally discussed and agreed to that the report would be called an "Urban Forest Strategic Plan" and the plan would suggest the need for a more comprehensive "Urban Forestry Management Plan". However, no votes were taken.

Mr. Houser asked for a motion to adjourn the meeting. A motion to adjourn was made by Mr. Quenters and seconded by Mr. Strang. The March meeting of the Dallas Urban Forest Advisory Committee was adjourned at 5:10pm.

Minutes respectfully submitted,  
Bill Seaman, Committee Member