I. 4:04pm: MEETING CALLED TO ORDER

II. 4:05pm: COUNCIL LEADER REMARKS | Jenny Spencer, Ward 15
   a. Jenny Spencer gives remarks as the City Council President Appointee. She expresses the importance of preserving our trees as well as planting trees. The purpose of this commission is to look at policies and system changes within the City to improve our tree canopy and health outcomes for our community.

III. 4:10pm: MAYOR’S REMARKS | Mayor Justin Bibb
   a. Introduced by Jennifer Kipp, Urban Forestry Manager, Mayor Bibb gives brief remarks. In his statement, the Mayor congratulates and thanks the commission members for their participation. He notes, that on his campaign trail access to trees and health disparities were major concerns from citizens. Through this revitalization of the Urban Forestry Commission (UFC), we will work to improve our tree canopy in underrepresented neighborhoods by addressing equitable tree coverage, reducing health disparities, and many other sustainability and climate injustices within the City.

IV. 4:13: ROLL CALL
   a. As no appointments for commission officers have yet occurred, the following people will serve as “pro-tempore” for this initial meeting of the UFC:
      • Chairperson: Sarah O’Keeffe
      • Vice Chairperson: Jennifer Kipp
      • Secretary: Brittany Montgomery

   b. The Commission’s Youth Resident appointment is vacant. If interested, Cleveland residents aged 11-17 by parental permission are encouraged to apply. Those interested can email Jennifer Kipp at jkipp@clevelandohio.gov or call (216) 664-2388.

   c. Eight (8) members establish a Quorum, all members present.
V.  **4:15 - INTRODUCTIONS OF UFC MEMBERS**

a. Bernie Jackson, Assistant Commissioner at Cleveland Public Power (CPP). Has experience working alongside the Urban Forestry Department to address wire issues with trees. States that CPP understands the value of keeping trees healthy and looks forward to improving their operations.

b. Roger Tokars, Resident Volunteer currently working as an engineer at NASA. Has experience collaborating with City Council members to help improve his neighborhood's tree canopy.

c. Jenny Spencer, Councilwoman Ward 15 defers to her earlier remarks but also recognizes her colleagues councilmen Brian Kazy, Ward 16 and Kerry McCormack, Ward 3 whom co-sponsored the legislation to revive the UFC.

d. Allison Hennie, City Planning Manager of Urban Design and Architecture has worked on several projects that requires knowledge of public right-of-way and maintaining street trees.

e. Dan Leamon, Resident Volunteer with tree planting experience. He has planted trees with the Western Land Conservancy and maintained towpaths with the Cleveland Metroparks.

f. Mikal Jeanbaptiste, Real Estate Developer with Burten, Bell & Carr Development, Inc. In his role, he collaborates with the Western Reserve Land Conservancy and other partners to plant trees in our communities.

g. Jose Hernandez, Manager of Engineering for Cleveland Water. He comes to this role with experience working with the City's Urban Forestry Division, in which many projects require tree protection specifications for construction projects.

h. Jennifer Kipp, City of Cleveland’s Urban Forestry Manager, defers to earlier comments but also states that she is excited work with every member on the commission.

i. Sarah O’Keeffe, City of Cleveland’s Director of Sustainability & Climate Justice.

j. Samira Malone, Director of the Cleveland Tree Coalition. She works with Jennifer Kipp and other City as critical partners to reforest Cleveland. She expresses her excitement of using the commission as a “body” of governance to provide a better quality of life our residents.

k. Tom Schreiber, Manager of Thriving Communities with the Western Reserve Land Conservancy. In this role, he trains tree stewards, organize tree giveaways to residents and plants trees in Cleveland neighborhoods.

l. Divya Sridhar, Manager of Climate Resiliency with Neighborhood Progress. In this role, she is tasked with advancing tree canopy by ensuring that our neighborhoods have an equitable distribution of tree canopy.
m. Rick Switalski, Manager of the Division of Engineering and Construction in the Mayor’s Office of Capital Projects. He states, the majority of his projects involve the public right-of-way and he is constantly learning techniques to better maintain our trees.

n. Grai Oleksy, Certified Arborist who works as a tree care professional and is currently employed with the Cleveland Natural History Museum.

VI. 4:22 - MEETING MANAGEMENT

a. QUICK READ OF COMMISSION’S PURPOSE
   - Trees contribute to the quality of life of urban dwellers and are a valuable and beautiful asset throughout the City. The Urban Forestry Commission will serve in an advisory capacity to assist the Mayor, Cleveland City Council, Urban Forestry Section of the Division of Park Maintenance and Properties, and the City Planning Commission in ensuring the many benefits trees provide to citizens of the City by making recommendations as defined in Ordinance 163.01.

b. ROBERTS RULES OF ORDER
   - Commission meetings will follow Roberts Rules of Order. All commission members have been provided information on handling motions for items of business.

c. OVERVIEW OF COMMITTEE LEADERSHIP ROLES
   - Chair (elected by commission) – lead the commission, will set agendas for and run quarterly meetings, communicate with members and understand points of view.
   - Vice Chair (appointed by Chair) – second leader for the work of the commission, stand in for Chair at meetings, request items for agenda.
   - Secretary (appointed by Chair) – will take roll call, record minutes during meeting, share minutes afterwards.

VII. 4:25 - URBAN FORESTRY OVERVIEW

a. Jennifer Kipp, gives a presentation on the status of Urban Forestry in Cleveland and an overview of the Division’s 5-year strategic plan.
   - Urban Forestry Mission:
     - Promote trees as critical green infrastructure essential for the wellbeing of citizens.
     - Reduce risk in urban forest.
     - Establish young trees and protect existing trees.

   - Goals 2023-2027
     - Trees as critical green infrastructure; trees can intercept stormwater run-off, reduce energy costs, air pollution, build community and attract new residents.
     - Conduct a comprehensive street tree inventory and develop a management plan; the city’s current inventory is 50-60% accurate.
This will allow for better management and oversight of tree care and diversity of our urban forest.

- Perform systematic street tree maintenance on a nine year cycle, currently on a 26 year cycle;
- All departments to adopt tree protection specifications in contracts and hire project arborist to enforce.
- Add UF in the City’s workflow for plan review and tree permitting
- Give foresters authority to ticket for tree damage. Money collected will paid into the tree fund, which this commission will oversee.

- Collaboration across departments and partners to protect and maintain healthy trees.

VIII. 4:35 – ELECTION OF CHAIR AND APPOINTMENTS OF VICE CHAIR AND SECRETARY

a. Election of Chair
   - Mikal Jeanbaptiste nominates Samira Malone as Chairperson, he has worked with her in the past and believes that she is a great leader capable of succeeding in this role.
     - Samira Malone, accepts the nomination and gives brief remarks; states that her work as the Director of the Cleveland Tree Coalition is in tandem with the goals of the commission and the City’s efforts to increase and protect our tree canopy. She is honored to have been nominated and looks forward to working in this role.
     - No other nominations are given. In accordance with Roberts Rules of Order, an official vote is taken; all members unanimously raise their hands in favor of Samira Malone as Chairperson.
       - Samira Malone is confirmed as the new elected Chairperson.

b. Appointment of Vice-Chair
   - Jennifer Kipp self-nominates, states that she has a proven record of being a team leader; Samira Malone, newly elected Chairperson calls for the appointment of Jennifer Kipp as Vice Chair.

c. Appointment of Secretary
   - Jenny Spencer requests to have the appointment of secretary postponed and asks that the Mayor’s Office of Sustainability continue to provide assistance and fill the role as Secretary pro-tempore.
     - Samira Malone appoints the Mayor’s Office of Sustainability as Secretary pro-tempore; Sarah O’Keeffe accepts.

IX. 4:57 - DRAFT RULES AND REGULATIONS DISCUSSION

a. Jennifer Kipp motions to have the rules and regulations discussion held until the next meeting; motion is seconded and approved.

X. 5:00 – SCHEDULE OF NEXT MEETING

a. Sarah O’Keeffe motions to have the next Urban Forestry Commission meeting on April 4, 2023 from 4pm-5:30pm; motion is seconded and approved.
XI. 5:04 - PUBLIC COMMENT – Sarah O’Keeffe states that this is not a question and answer period. The commission is working on method for accepting public questions that require an answer from the commission as a whole, but welcomes any comments.

XII. 5:06 – MEETING ADJOURNED

NEXT MEETING

Tuesday, April 4, 2023 @ 4pm-5:30pm
Cleveland City Hall, Room 514
601 Lakeside Ave.
Cleveland, OH 44114

Minutes taken by: Brittany Montgomery
Meeting Documents & Recording: sustainablecleveland.org/urban_forestry_commission