MEETING MINUTES

I. 4:00pm: MEETING CALLED TO ORDER | SAMIRA MALONE

II. 4:01pm: ROLL CALL | SARAH O’KEEFFE

   a. The following appointees are pronounced absent: Jose Hernandez and Roger Tokars.

   b. New appointments: Xavier Bay has replaced Allison Hennie as the new City Planning appointment.

   c. The Commission’s Youth Resident appointment is vacant.

   d. All other appointees are present, eight (8) appointees establish a Quorum.

III. 4:02pm: CHAIR’S WELCOME REMARKS | SAMIRA MALONE

   a. Chairwoman, Samira Malone opens the meeting with a brief statement on the commission’s purpose and advisory status to the City of Cleveland.

   b. Samira invites the UFC’s newest member, Xavier Bay to introduce himself:
      • Xavier Bay, Senior Assistant City Planner in the Zoning and Technology section. States that he is excited to use this opportunity to promote more intentional use and planning of green spaces and trees in the public right-of-way.

IV. 4:04: APPROVAL OF MINUTES | SARAH O’KEEFFE

   Minutes from the last meeting (January 24, 2023) were sent via email to commission appointees for review and posted online. Minutes are public record and accessible to the general public.

   a. CORRECTIONS RECEIVED:
      • Tom Schreiber states that his job title was recorded incorrectly; to be henceforth recorded as Manager of Urban Forestry.

      • No further corrections. Motion to approve meeting minutes is seconded and approved.

V. 4:05pm: UNFINISHED BUSINESS | SAMIRA MALONE
a. DRAFT RULES AND REGULATIONS DISCUSSION & APPROVAL

A draft of the commission’s rules and regulations was sent to all appointees via email for review and feedback. Chairwoman allows time for open discussion and questions:

- Topics of discussion:
  - What is the process by which the commission can establish its subcommittees?

The commission plans to follow Roberts’s Rules to establish subcommittees (i.e. propose a motion or by majority vote). However, the commission maintains flexibility in the formation process of its subcommittees.

- What is the allowed composition of subcommittees, can non-appointees of the UFC participate? (e.g. general public).

At the moment, it is understood that all subcommittees must be fully comprised of UFC appointees only. This topic is to be further discussed and reviewed with the legal department; several appointees note that they would like the ability to allow non-UFC appointees to participate in subcommittees.

- Are subcommittees allowed to establish their own structures e.g. appoint chair, vice-chair, secretary, etc…?

Yes – subcommittees can establish its own structure, however, must meet at least once between regular UFC quarterly meetings.

b. COMMENTS & EDITS RECEIVED

Sarah O’Keeffe notes that all appointees are actively participating in the Tree Academy course. They do not anticipate any subcommittees to be formed until completion. Proposes to approve the draft rules and regulations with the intention of amending the subcommittees section.

c. APPROVAL

- Motion to approve the draft rules and regulations is seconded and Rules and Regulations were approved with the contingency of amending the subcommittees section.

VI. 4:21pm: NEW BUSINESS

a. URBAN FORESTRY DEPARTMENT 101 | JENNIFER KIPP

Jennifer Kipp, Vice-Chair and Urban Forestry Manager with the City of Cleveland
provides a presentation on the organizational structure and work processes of her department.

- **Organizational Structure:**

  Mayor > Chief of Operations > Director of Public Works > Commissioner of Park Maintenance and Properties > Urban Forestry Manager

![Organizational Structure Diagram]

- **Services Provided:**

  The Urban Forestry Team consists of 17 in-house arborists that provide services such as tree removals, tree pruning, and planting & establish of new trees, 24/7 emergency response, etc…

- **Trees We Manage:**

  The Urban Forestry department manages an estimated 90,000 street trees located on city-owned property. This includes trees located on vacant lots, parks, cemeteries, recreation centers, etc…

  The team also identifies and mitigate the risk of trees located in the right-of-way (ORC 723.01).

- **Who Does the Work:**

  The City has Field Operations Foresters (FOF) that rotate 24/7/365 as first responders to incidents. The FOFs supervises 5-6 crews of arborists deployed daily. On average, crews prune 2,400 trees annually, remove 1,200 trees annually and provide storm response and clean-ups.

  The City also contracts with outside businesses to provide critical supplemental assistance and support.

b. TREE COMMISSION ACADEMY REPORT OUT | DAN LEAMON
All UFC appointees have registered to begin training with the Tree Commission Academy (TCA). This is a four (4) part course provided by the Ohio Department of Natural Resources for created for public officials to better understand the basics of urban forestry and public resource management.

Dan Leamon, residential appointee gives a brief report-out of his TCA training to date. He states that he enjoys the class structure and appreciates the level of support provided by the State, looks forward to continuing his training.

VII. 4:59pm: PUBLIC COMMENT

a. The commission acknowledges one (1) public comment submitted online:

- Has any thought been given to potentially banning or blacklisting tree companies that do shoddy trimming work for utilities, in some cases with taxpayer money, that ends up requiring the city to remove the affected trees? For instance, VanCuren Tree Services hacked away at trees so badly on Monroe Avenue in Ohio City back in 2018 that the trees ended up having to be removed. And yet, I read a social media post from a friend just earlier today (April 3rd) that VanCuren is on her street in Tremont hacking away at trees. With such an already critically dwindling canopy, I really feel there needs to be some accountability as to whom the city either hires or allows to be hired/gives permit approval to, so that we don’t keep losing trees to clearly substandard work. - **Submitted by Cassandra Vasu of Ward 15.**

  - Commission addresses the comment and appointees discuss the City’s bidding process, including the roles and services that contractors provide.

  - Jennifer Kipp, requests to offer additional comments at another time on the acceptable practices and procedures to provide better education on the processes of utility contractors.

b. No further public comments.

VIII. 5:10pm: ANNOUNCEMENTS

a. ARBOR DAY, APRIL 29TH | JENNIFER KIPP & SAMIRA MALONE

   The City of Cleveland and many community partners will host several events across the City in celebration of Arbor Day.

b. TREE CITY USA | JENNIFER KIPP

   The City of Cleveland has received Tree City USA recognition from the Arbor Day Foundation, U.S. Forest Service, and the National Association of State Foresters. This recognition highlights Cleveland’s dedication to tree planting, tree
care, and the vital action of utilizing trees to tackle global challenges like air quality, energy usage, and community well-being.

c. DECARBONIZING GREATER CLEVELAND | SARAH O’KEEFFE

The City of Cleveland – Mayor’s Office of Sustainability will host the Decarbonizing Greater Cleveland: A Technical Design Summit on April 13, 2023.

The aim of the summit is to strengthen the City's climate goals, emphasizing the need for increased emission reductions and the development of resilience in Cleveland. The general public is encouraged to participate in the morning public gathering to learn about the work being done towards achieving carbon neutrality in the region.

Selected participants of the afternoon sessions will receive confirmations later this week.

d. The Commission is still looking for a Youth Resident appointment. If interested, Cleveland residents aged 11-17 with parental permission are encouraged to apply online at: https://forms.gle/2jqZyhwJkHLdYenb6. You may also email Jennifer Kipp at jkipp@clevelandohio.gov or call (216) 664-2388.

IX. 5:17pm CLOSING REMARKS | SAMIRA MALONE

a. The next meeting is set for July 11, 2023 to ensure compliance with the approved rules and regulations dictating that meetings occur on the first Tuesday of the first month of each quarter.

b. Further discussions to be held on subcommittees and priorities once appointees have gone through the Tree Commission Academy training.

X. 5:19pm – MEETING ADJOURNED

NEXT MEETING

Tuesday, July 11, 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