



**Urban Tree Board
Regular Meeting
February 3, 2026 - 2:00 PM
Classroom, Auburn Community and Events
Center**

AGENDA

CALL TO ORDER

PUBLIC PARTICIPATION

- A. The Urban Tree Board Meeting scheduled for Tuesday February 3rd, 2026 at 2:00 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253-215-8782

Toll Free: 253-205-0468

Zoom: <https://us02web.zoom.us/j/83289650129?pwd=p3boL25UM6K4MLYYwieU5Ah9alI9qX.1>

Meeting ID: 832 8965 0129

Passcode: 564977

ROLL CALL

AGENDA MODIFICATIONS

PUBLIC COMMENT

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 2:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Alexa Bragg, Parks Administrative Assistant

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Alexa Bragg, Parks Administrative Assistant

Fax number: 253-931-4005

Email written comments to: abragg@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Parks, Arts and Recreation Department in person, by phone (253) 931-3043, or by email (abragg@auburnwa.gov).

APPROVAL OF MINUTES

- A. Approval of November 4th Tree Board Minutes

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Tree Giveaway Information from Heidi Watters, Urban Environmentalist with the City of Tukwila, WA

DISCUSSION ITEMS

- A. Tree Maintenance Policy - Park Planning Manager Thaniel Gouk
- B. Discussion of Tree Board Responsibilities

ACTION ITEMS

UNFINISHED BUSINESS

NEW BUSINESS

- A. 2026 Arbor Day Celebration Planning and Discussion

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).



AGENDA BILL APPROVAL FORM

Agenda Subject:

Approval of November 4th Tree Board Minutes

Meeting Date:

February 3, 2026

Department:

Parks, Arts & Recreation

Attachments:

Tree Board Minutes Nov 4

Budget Impact:

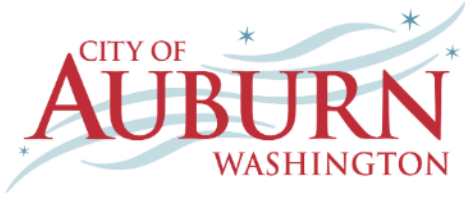
Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



**Urban Tree Board
Regular Meeting
November 4, 2025 - 2:00 PM
Classroom, Auburn Community and
Events Center**

MINUTES

CALL TO ORDER

Call to Order: 2:05pm

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ROLL CALL

Attendance: Chairperson Bryce Landrud, Vice-Chairperson Linda Bielejec, Member James Tournageau, & Member Benjamin Woodhouse

Staff: Parks Planning Manager Thaniel Gouk, Administrative Assistant Alexa Bragg

AGENDA MODIFICATIONS

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APPROVAL OF MINUTES

A. Approval of October 15th Special Tree Board Minutes

Chairperson Bryce Landrud motioned for approval of October 15th Special Tree Board Meeting Minutes, Vice-Chair Linda Bielejec second the motion and the Special Meeting Minutes passed for approval.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

DISCUSSION ITEMS

A. Vote on the 2025 Heritage Tree

The Dogwood Tree on M St & Main St was voted on and approved as the 2025 Heritage Tree. The proclamation will be entered and the tree board will be made aware of the Council meeting date the proclamation will be presented.

ACTION ITEMS

UNFINISHED BUSINESS

Chairperson Bryce Landrud talks about the unfinished business for his potential Tree Climbing competition. He states he spoke to the Events & Marketing Manager Kristy Pachciarz & Special Events Coordinator Amanda Valdez about the potential event. Bryce states that the above-mentioned staff were excited but had concerns about this going through legal and risk management. Parks Planning Manager Thaniel Gouk stated that he would fill out the Special Events Permitting application online. This is for a regional tree climbing competition. Bryce states this will be in July or August of next year. The organization will advertise this event, the Auburn Parks Department will potentially host it at Les Gove Park.

Member Benjamin Woodhouse talked about how he reached out to Auburn's planning department regarding the GSA lot and what the tree board's role is regarding tree management when it comes to private development in the City of Auburn. Park Planning Manager Thaniel states that Senior Planner Alyssa Tatro will speak to the Tree Board in January regarding the GSA development. Member Benjamin wonders if the board duties could be amended in the future. Chairperson Bryce Landrud states that the City of Auburn does not necessarily have a tree code. Member Benjamin Woodhouse states that the board could have a say in the future when trees are cut down.

A. Discussions of replacing Weeping Willow Tree at Les Gove Park

Park Planner Thaniel Gouk states that the 2020 Weeping Willow that was planted did die, but Parks Maintenance (Stefanie Coleman) will purchase a new Weeping Willow for this year and re-plant in Les Gove park.

NEW BUSINESS

A. Potential Tree Giveaway Ideas for 2026-2027

Chairperson Bryce Landrud states that he wasn't able to get into contact with the Washington State Department of Natural Resources regarding a tree giveaway program, and that it may take a grant writer to obtain trees for the tree giveaway. Chair Bryce states that we could potentially have a space on our website where we market and advertise a tree giveaway, especially with the Farmers Market booth for next summer. This would be a way to get involved with the community and increase the tree canopy of Auburn. There is a webpage the tree board has referenced where the Auburn Tree Board could follow suit. [Great Tree Search Nomination Form : NYC Parks](#)

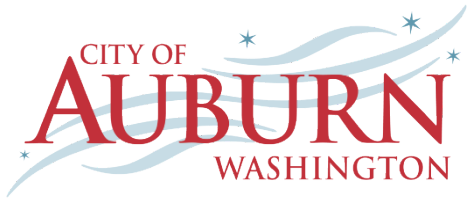
ADJOURNMENT

Adjournment: 2:51pm

APPROVED this ____ day of _____ 2024.

Thaniel Gouk, Director of Board

Alexa Bragg, Administrative Assistant



AGENDA BILL APPROVAL FORM

Agenda Subject:

Tree Maintenance Policy - Park Planning Manager Thaniel Gouk

Meeting Date:

February 3, 2026

Department:

Parks, Arts & Recreation

Attachments:

DRAFT 5510 Tree Maintenance
in Parks2

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

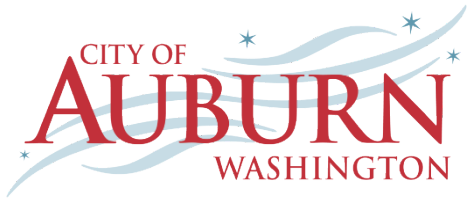
MANUAL OF POLICIES AND PROCEDURES
Auburn Parks, Arts and Recreation Board Auburn, Washington
Number 5510

Effective: Month Day, 2026
Section 5000 Natural Resources
Subject 100 Vegetation Maintenance
Title 10 Tree Maintenance

PURPOSE: To establish clear procedures and standards for the management of trees within Auburn’s park system, ensuring that trees are planted, maintained, and removed in a manner that supports a healthy environment and strong communities. Residents living next to properties within the City’s park system recognize and understand the importance of trees and the inherent risk of doing so.

POLICIES:

- A. Tree management decisions will prioritize public safety, park function, and tree health.
- B. Trees will not be removed, trimmed or pruned for private views, aesthetics, or debris complaints.
- C. Trees will not be trimmed or pruned solely for purpose of trees overhanging onto or over private property.
- D. Residents may prune branches or roots to their property line if no harm is done to City trees and the work is consistent with applicable City codes.
- E. Residents shall not trespass onto public property to remove or otherwise alter trees.
- F. If a private property owner believes a tree on City park property is hazardous or should be removed, they may request that the City conduct a visual assessment of the tree. The City, at its discretion, may perform the assessment and inform the requestor of its decision. If the private property owner disagrees with the City’s assessment, or if the City denies the assessment request, the owner may hire an ISA-certified arborist to provide a written assessment. The City will review the arborist’s report and make the final determination regarding whether the tree is hazardous and may be removed or must be preserved..
- G. If the City reviews the arborist’s report and determines that tree trimming or removal is warranted, City crews will perform the approved work. If the City does not approve the work, no trimming or removal will be performed by the City.
- H. The City will make every effort to clean up tree trimmings resulting from approved work. Any debris remaining on private property after the work is completed is the responsibility of the property owner to remove.
- I. Responsibility for fallen trees, branches, etc. rests with the property where the tree or branch lands.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Discussion of Tree Board Responsibilities

Meeting Date:

February 3, 2026

Department:

Parks, Arts & Recreation

Attachments:

TB Manual DRAFT 01272026

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

CITY OF AUBURN PARKS AND RECREATION BOARD MANUAL



Urban Tree Board Manual
Approved by the Board xxxxxxxx x , 2026

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Overview

The purpose of the City of Auburn Urban Tree Board is to assist the Parks and Recreation Board and the City Council in promoting preservation and beautification of trees through involvement of the citizens and through public education. The tree board shall recommend rules and procedures regarding the administration and management of trees located in parks, public places and public rights-of-way in the city of Auburn. All recommendations, rules and regulations will be submitted to the Parks and Recreation Board through Parks Staff and forwarded to the City Council as necessary.

The Urban Tree Board is an integral part of the City's status as a Tree City USA by the National Arbor Day Foundation and its members support celebrations such as the yearly Arbor Day tree planting. Additionally, the Board works with the community to nominate and recognize unique, rare, or endangered tree species for the City's Heritage Tree program.

City Liaison

Thaniel Gouk, Parks Planning & Development Manager

Email: tgouk@auburnwa.gov

Phone: 253-931-3043

Terms

Serve a three-year term; or may be assigned to fill the unexpired term of the person they are replacing. Terms expire December 31 of the corresponding year.

Members

There is a Urban Tree Board, consisting of seven members, who shall be appointed by the mayor and confirmed by the city council. The City Liaison will request the Mayor re-appoint members in December of said year unless a member requests not to continue on the board.

Meetings

2:00 p.m. on the First Tuesday of each month (after the First City Council Meeting of the month), Auburn Community & Event Center Classroom, 910 9th St SE, Auburn WA 98002

Governing Codes and Documents

The Urban Tree Board is governed by Ch. 2.43 ACC (as amended).

Parks and Park facilities within the City of Auburn are regulated by Ch. 2.22 ACC (as amended).

The Park Policy Manual (as amended)

Organizational Values

From the City's adopted Comprehensive Plan:

Auburn's Comprehensive Plan is organized around seven main value statements. The value statements provide a foundation and format for the Comprehensive Plan and its implementation, which includes the development of capital facilities, transportation, and parks and open space plans. The value statements also establish a basis for evaluating future City policies, regulations, actions, investment, budget priorities, grant-seeking priorities, and other community decisions. As such, the value statements can be found in the Core Plan and within each Element of the Comprehensive Plan. The manner in which each Element is consistent with the value statements of the Comprehensive Plan is provided for within each Element.



CHARACTER means developing and preserving attractive and interesting places where people want to be. We will create and maintain high quality neighborhoods, places, and spaces.



WELLNESS means the promotion of community-wide health and safety. We will build and maintain an environment that promotes public safety and healthy lifestyle options.



SERVICE includes providing transparent government service. We will be an efficient, approachable, and responsive City government.



ECONOMY includes encouraging a diverse and thriving marketplace for consumers and businesses. We will provide a diverse and vibrant local economy with employment, retail, and entertainment opportunities for citizens and a growing marketplace for homegrown and regional-scale businesses.



CELEBRATION includes celebrating our cultures, heritage, and community. We will celebrate diversity and creativity and come together to teach, learn, and have fun.



ENVIRONMENT means stewarding our environment. We will protect the natural environment, preserve open space, and create appropriate access.



SUSTAINABILITY means creating a sustainable future for our community. We will balance natural resource protection, economic prosperity, and cultural vibrancy in order to build a thriving and long-lasting community.

Board Responsibilities and Functions

Role of a Board Member

Board members are in a critical position to shape and influence Board decisions and actions. It is important that each member keeps informed and up to date on issues, council activity, and ordinances affecting the board. Individuals who accept an appointment to a board make a commitment to attend meetings and become involved in deliberations.

To function well, the Urban Tree Board of the City of Auburn expects its members to:

- Attend regular meetings and work sessions and actively participate in discussions and decision-making, while respecting the Board’s time constraints and the rights of other Board members to be heard.
- Serve on committees as appointed.
- Appear before the City Council in support of Board and interests.
- Attend Parks, Arts & Recreation Department-sponsored events.
- Develop a knowledge of the policies, procedures, and goals of the Board.
- Become individually knowledgeable about Parks and Recreation issues so that our collective advice as a Board is credible. This includes reading appropriate literature, visiting sites, talking with citizens, and other actions. To advise means to give an opinion, to inform, to counsel, and to recommend.
- Encourage citizen involvement at all levels.
- Generate ideas, such as for community awareness or outreach, projects, education, workshops, fundraising, or special events, in keeping with the overall plan, and without creating additional burdens for existing staff.

Attendance

A Board seat may be considered vacant if a Board member is unexcused and “*misses two consecutive meetings of the commission or board, or more than 25 percent of the regular meetings*” It is important for the work of the Board and the decisions and deliberations the Board makes. Regular attendance is essential so that decisions may more truly represent the Board as a whole. In addition, regular attendance enables Board members to keep abreast of Board business and concerns. This helps ensure that issues are examined from a variety of perspectives.

Elections

Each year, at the first meeting of the board, the members will select a chairperson and a vice-chairperson. Each serves for one year and is eligible for re-election.

Vacancy

If the position of Chairperson becomes vacant, the Chair would be replaced by the Vice-Chair of the Park Board. *Any vacancies created by removal of a member of a board or commission shall be filled in the same manner in which members of the board are regularly chosen.*

Chair: The Chair assists staff in developing agendas, runs the meeting, and provides leadership to the Board.

The Chair:

- Keeps the discussion on the topic
- Clarifies and rephrases if people are not understood
- Assures that board members are heard on any given topic
- Manages the pacing of the meeting
- Separates areas of agreement from areas of disagreement
- Summarizes
- Tests for agreement
- Gets feedback
- Makes sure all members know the decisions that are being made

Vice-Chair: The Vice-Chair assists the Chair in fulfilling his or her duties. In the absence of the Chair, the Vice-Chair performs all duties of the Chair.

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Urban Tree Board Meetings

Public Meetings

Meetings of the Urban Tree Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW

Meetings & Meeting Time

Meetings shall be scheduled for the first Tuesday following the first City Council meeting each month. Hours are generally 2:00 p.m. to 3 p.m. but may run longer than that on occasion. Robert's Rules of Order shall form the basis of the operation of the meetings. The Chair may participate in discussion under the same limitations as exist for other members and may vote.

Conducting the Meeting

In the event of the absence of the Chair and Vice Chair, the senior member of the Board present shall act as Chair for that meeting or may delegate the responsibility to another member.

Quorum

A quorum is required to hold an official meeting. A majority of the board shall constitute a quorum for the transaction of business, and affirmative votes from a majority of the members present and voting shall be necessary to carry any proposition

If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum. If quorum is not reached by the RSVPs in advance of the meeting, a meeting may be canceled at the notice of the Chair provided at least 24 hours in advance.

Voting

A simple majority vote of the quorum present shall be sufficient to take action on the matters before the Board. Voting by secret ballot is prohibited. The Chair shall have the full right to have his/her own vote recorded in all deliberations of the Board. Unless stated otherwise by abstention or nay, the Chair's vote shall be considered to be affirmative for the motion.

Agenda

The agenda for each meeting shall be determined by consultation of the Chair and Department Director. Board members who wish items on the agenda may contact the Chair prior to the printing of the agenda, at a regular meeting during adoption of the agenda, or at a regular meeting for the upcoming meeting. The agenda and accompanying information packet are emailed on Thursday of the week preceding the regular meeting. The agenda includes a proposed allotted time for each agenda topic, and the purpose for which it is presented. Where appropriate the name of the presenter of each agenda item shall be included in the topic listing.

The order of topics shall be as follows:

- Call to Order. The Chair announces, "The meeting will please come to order."

- Public Participation. The public may speak as directed through the Chair.
- Roll Call. The Chair will notice that a quorum is present, meaning that four or more members are present. If a quorum is not present the meeting may discuss subjects, but no decision may be rendered through a vote.
- Agenda Modifications. This is the time to modify the agenda if necessary
- Audience Participation. This is the time for the audience to speak as directed through the Chair
- Approval of Minutes. The Chair asks “Are there any corrections? If no, the minutes stand approved.”
- Announcements, Reports and Presentations. This is the time for the Parks Department staff to present, to speak about any reports, and any announcements from the department
- Discussion Items.
- Actions Items. These items will be voted on, there has to be a quorum to allow voting.
- Unfinished Business. This item includes anything that has been previously talked about that needs further discussion.
- New Business
- Adjournment.

Business

Members of the public may attend board meetings. It is at the discretion of the Board via the Chair when the Board wants to hear from them. Guests may not understand the procedures of the meeting. It is helpful to make it clear how the meeting will proceed. The chair can establish reasonable time limits for each speaker. Members should communicate with the Chair any item they wish to be placed on the agenda. A majority of the members may place an item on the agenda. Public comments will be limited to 3 (three) minutes

Minutes

The Board shall adopt rules for transaction of business and shall keep written minutes of its proceedings which minutes shall be a public record.

A member of City staff shall act as the Secretary for the Park Board and shall keep a record of all meetings of the Board. The minutes will be provided to the Board at the next regular meeting for the Board’s approval of the accuracy of the record. These records shall be retained at the City Clerk’s Office.

Meeting Preparation

City staff members will provide meeting minutes, reports, proposals, and other information to help Board members make informed decisions. Do not hesitate to request any additional information needed in order to make thoughtful and appropriate decisions.

Effective Board members:

- Attend all regularly scheduled and special board meetings.
- Arrive well prepared and on time for meetings.

- Recognize that serving the public interest is the top priority.
- Recognize that the Board must operate in an open and public manner.
- Become knowledgeable of legislative process/issues affecting the Board
- Examine all available evidence before making a judgment.
- Communicate effectively and actively participate in group discussions.
- Are aware that authority to act is granted to the Board as a whole, not to individual members.
- Possess a willingness to work with the group in making decisions.

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Meeting Facilitation

Unless specifically provided in these rules, all Park Board meeting discussions shall be governed by *ROBERTS RULES OF ORDER, NEWLY REVISED* (latest edition).

