



AGENDA

Windermere Tree Board May 16, 2019 6 pm Town Hall

Mission Statement:

Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest. Beautification of our Windermere Parks and Recreation Areas.

Tree Board Members:
Chair-Susan Carter,
Secretary-Frank Krens
Jacqueline Rapport
Debra Neil,
Chris Sapp (Town Liaison)

OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

OLD BUSINESS

1. Tree Ordinance Revisions (Discussion-Updates)
2. Gazette Articles (No Attachments-Board Discussion)
3. 1887 Schoolhouse Citrus Tree Replacement and Maintenance (No Attachments-Board Discussion)
4. Marina Bay Planting Project (No Attachments-Board Discussion)

NEW BUSINESS

1. April 18, 2019 Regular Meeting Minutes Approval (Attachment-Board Option)
2. Discussion hiring a company to give the Board either a five-ten year master forestry plan for our public trees that could also include working on Town Tree Ordinance. (Discussion item-No Attachments-Board Option)
3. Volunteer Application Leslie Brabec (Attachment-Board Option)
4. Overview of ISA-sponsored "Trees and Storms" class (Frank Krens)
5. Request from P&R for WTB to clear invasives at Fernwood park
6. Proposed Tree Plantings
 - a. Live Oaks between Tim's and Main St
 - b. Hickories, LL Pines, Live Oaks, and understory trees, mostly along perimeter of Central Park
 - c. Cypress along Lake Bessie shoreline between 9th and 11th.

7. Review of Tree City USA status and consideration of "Growth Award" application

Staff & COUNCIL LIAISON REPORTS

- a. Town Manager Robert Smith:**
- b. Public Works Director Scott Brown**
- c. Council Liaison Chris Sapp**

ADJOURN

Windermere Tree Board

TREE BOARD MEETING MINUTES **DRAFT**

April 18, 2019

Mission Statement: Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest. Beautification of our Windermere Parks and Recreation Areas.

Tree Board Members: Frank Krens (Vice Chair and Acting Secretary), Susan Norris-Carter, Jacqueline Rapport, (Chair, Treasurer and Secretary positions were vacant)

Town Manager: Robert Smith

Town Liaison: Chris Sapp

CALL TO ORDER: WTB Chair, Susan Carter, called the regular meeting of the WTB to order at 6:00pm at Windermere Town Hall. The meeting was attended by all three Tree Board members:

- Susan Carter, Chair
- Frank Krens, Secretary
- Jackie Rapport

Town Manager, Robert Smith, was present for the initial part of the meeting. Town Council liaison, Chris Sapp, and Public Works Director, Scott Brown, participated.

Town resident, Leslie Brabec, also attended and expressed interest in serving on the WTB.

OPEN FORUM/PUBLIC COMMENT: None

OLD BUSINESS:

1. Tree Ordinance Revision

Susan Carter stated that the Tree Ordinance Subcommittee would be reestablished after the two anticipated new WTB members are on board.

2. Tree Board Finances

Robert Smith stated a desire that the WTB become financially self-sufficient and noted that the Town Council has historically subsidized the WTB by around \$5,000 a year.

3. Tree Mitigation Fund Balance

Scott Brown noted that there is now about \$25,000 in the "Tree Board" account and \$27,000 in the "Mitigation Trust Fund" and that Taylor Morrison will deposit \$25,000 to the Mitigation Trust Fund in recognition of the setback variances recently granted for two Estancia development lots.

Windermere Tree Board

4. Town Hall Landscape Plan

Decorative Tree at SE Corner of Town Hall - Several tree types were discussed for placement at the SE corner of Town Hall. Jackie Rapport made a motion that Public Works take the action, using "Tree Board" funds, to procure, plant, and irrigate a 15-gallon or larger fringe tree if it can be done for \$200 or less. Frank Krens seconded and it was approved 3/0.

Larger Trees to Replace Lost Oak at SE Corner of Town Hall – Scott Brown recommended that WTB consider planting relatively large trees at the entrance to the 5th Avenue parking area. Jackie Rapport made a motion that Public Works take the action, using Mitigation Trust Fund money to procure, plant, and irrigate two live oaks of 7" – 8" DBH on either side of the entrance to the 5th Avenue parking lot if it can be done for under \$3500 for each tree.

5. 1887 Schoolhouse Citrus Tree Replacement and Maintenance

Susan Carter stated that one of her arborist contacts may be willing to assess the condition of the remaining citrus trees. Frank Krens offered to contact the owner or the 6th Avenue grove, Bob Matheison, and citrus grove manager, Everette Fischer, both Rotary Club members, for advice on replacement of dead citrus trees and maintenance of the grove.

6. Remaining Arbor Day Inventory

Discussion - Board members noted that:

- The 2-week period advertised for residents to adopt remaining trees has passed.
- Only a few trees were adopted and about 35 remain.
- The priority is to get the remaining trees planted while they are still healthy.
- Marina Bay still wants to obtain and plant under-story trees along Maguire Road.
- The majority of the remaining trees are not under-story types.

Frank Krens stated that he still plans to adopt 3 or 4 trees, including the remaining two long-leaf pines, and would do so promptly.

Marina Bay Request for Under-Story Trees - Jackie Rapport and Susan Carter said that they would lead and coordinate the Marina Bay effort, helping with appropriate placement of the trees, with Marina Bay residents doing the actual planting work.

NEW BUSINESS:

1. March 21, 2019 Regular Meeting Minutes Approval

Approved with minor revision to clarify that tree removal permits will be provided to WTB for information, not for WTB participation in the review process.

2. April 10, 2019 Meeting Minutes Approval

Deferred to next meeting as complete copies were not available for review at the meeting.

Windermere Tree Board

3. Tree Board Goals and Objectives

Basic Guidelines for Organizational Management - Frank Krens presented, for consideration, a list of goals and strategies, provided as an attachment, to sustain and improve the urban forest and the effectiveness of the WTB. He noted that most of the items on his list are general in nature and are roughly modeled after the Quality Management principles of ISO 9000, a guide widely used throughout the world for effective and ethical business management.

Urban Forest Master Plan (UFMP) – This is first item on Frank’s list. Frank noted that, from his research, many, perhaps most “Tree Cities”, make and follow a written plan to establish and maintain their urban forest. Frank provided a sample UMFP, for the town of Dixon, CA, a town of 18,000 people, and offered to draft a similar, but simplified plan for Windermere.

Educational Materials -

Susan Carter said that she wants us to provide more educational materials and opportunities, in the Windermere Gazette and other publications, and as handouts at events.

Chris Sapp suggested that we consider placing educational materials in real estate offices.

Jackie Rapport suggested that we consider having promotional items to hand out at events.

4. Volunteer Recruitment

TOW received a WTB volunteer application from Debra Neill. Leslie Brabec attended the meeting and said that she wants to serve, loves trees, and will apply.

5. Events

There was general discussion on ways to expand the Arbor Day event, with plans to explore it further in future meetings.

STAFF & COUNCIL LIAISON REPORTS - None

Adjournment – With no further business, Frank moved to adjourn, Jackie seconded and the meeting was adjourned by 3/0 vote at 7:50pm.

- **Next Regular Meeting Thursday – May 16, 2019 at 6:00pm**

Windermere Tree Board

Attachment: Goals and Strategies presented by Frank Krens

Goals and Strategies presented by Frank Krens

- 1. Make and Follow an Urban Forest Master Plan**
 - Species, Age, Size Diversity
 - Education

- 2. Improve Communications, Relationships, and Image**
 - Town Council, Public Works, Admin, Contractors
 - Residents, Businesses

- 3. Plan and Execute Projects**
 - Treebute
 - Public Areas Improvement and Maintenance
 - Other

- 4. Clarify Process and Responsibilities**
 - Ordinance Update and Compliance
 - Bylaws

- 5. Improve Effectiveness and Results**
 - Leadership, Delegation, Decision-Making
 - Meetings

- 6. Understand, Manage, Grow Resources**
 - Board Membership, Training, and Succession
 - Funding, Sponsors, and Vendors

- 7. Team and Coordinate**
 - Parks and Recreation Committee
 - Garden Club
 - Rotary

- 8. Enjoy Our Efforts and Accomplishments**



Town of Windermere
 P. O. Drawer 669
 614 Main Street
 Windermere, FL 34786

COMMITTEE APPLICATION FORM

1. Name: Leslie Brabec Home Phone: 407-766-0362

2. Home Address: 520 Ridgewood Dr. Windermere

3. Business: N/A Business Phone: _____

4. Business Address: _____

5. Email: Leslie.Brabec@gmail.com

6. Brief Summary of Education and Experience:
BSN 40 years of being an RN in hospitals and community nursing.

- 7. Are you a U.S. Citizen? Yes X No _____
- 8. Are you a registered voter? Yes X No _____
- 9. Resident of the Town for 6 Months or longer? Yes X No _____
- 10. Do you hold public office? Yes _____ No X
- 11. Are you employed by the Town? Yes _____ No X
- 12. Do you now serve on a Town Board or Committee? Yes _____ No X

13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board _____	Development Review Board _____
Downtown Business Committee _____	Elder's Committee _____
Historical Preservation Committee _____	Long Range Planning Committee _____
Parks and Recreation Committee _____	Traffic Committee _____
Tree Board Committee <u>X</u>	

14. Why do you think you are qualified to serve on this board? I have a science background, love trees and gardening and feel our trees are vital to

***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**
 Signature: [Signature] Date: 4-23-19

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 23.

our health and environment.



Town of Windermere
 P. O. Drawer 669
 614 Main Street
 Windermere, FL 34786

COMMITTEE APPLICATION FORM

1. Name: DEBRA NEILL Home Phone: 407-973-6353

2. Home Address: 525 OAKDALE ST Windermere

3. Business: RETIRED Business Phone: —

4. Business Address: —

5. Email: DEBRA2BLUE @ HOTMAIL.COM

6. Brief Summary of Education and Experience:
BS - Elementary Education, MS Educational Leadership
Teacher, Trainer, Reading Specialist, Assistant Principal,
Principal, District Administrator

7. Are you a U.S. Citizen? Yes No

8. Are you a registered voter? Yes No

9. Resident of the Town for 6 Months or longer? Yes No

10. Do you hold public office? Yes No

11. Are you employed by the Town? Yes No

12. Do you now serve on a Town Board or Committee? Yes No

13. Indicate which Board(s) or Committee(s) you are interested in:

- | | |
|--|--|
| Code Enforcement Board <input type="checkbox"/> | Development Review Board <input type="checkbox"/> |
| Downtown Business Committee <input type="checkbox"/> | Elder's Committee <input type="checkbox"/> |
| Historical Preservation Committee <input type="checkbox"/> | Long Range Planning Committee <input type="checkbox"/> |
| Parks and Recreation Committee <input type="checkbox"/> | Traffic Committee <input type="checkbox"/> |
| Tree Board Committee <input checked="" type="checkbox"/> | |

14. Why do you think you are qualified to serve on this board? _____

***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**

Signature: Debra Neill Date: 4-12-2019

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 23.

I value our trees, our Urban Forest, and our Tree City designation, I believe cooperative decision making and teamwork are in the best interests of this wonderful town.