

Windermere Tree Board

TREE BOARD MEETING MINUTES

June 19, 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: Susan Norris-Carter (Chairman), Frank Krens (Secretary), Jacqueline Rapport, Leslie Brabec, and Debra Neill

Town Manager: Robert Smith

Town Liaison: Chris Sapp

- 1. CALL TO ORDER:** WTB Chair, Susan Carter, called the regular meeting of the WTB to order at 6:03pm at Windermere Town Hall. It was attended by all five Tree Board members:
 - Susan Carter, Chair
 - Frank Krens, Secretary
 - Jackie Rapport
 - Leslie Brabec
 - Debra Neill

Other Attendees:

- Town Council liaison, Chris Sapp, was present
- Town Public Works Director, Scott Brown was present
- Town resident, Brandi Haines was present.

All agreed to move the regular meeting time to 5pm.

2. PUBLIC COMMENT

Brandi Haines asked for clarification on the accounting of Tree Board and Parks & Recreation funds used for design of the Fernwood and Central Park improvements. Scott Brown stated that he would request accounting details from Town Finance Director, Nora White.

3. APPROVAL OF MINUTES

Frank Krens made a motion to approve the May minutes as written. Jackie Rapport seconded and they were approved 5/0.

4. OLD BUSINESS

a. Meeting with Jason Arnold at the historic citrus grove on 6/16/19 for final walk-through before proposal

Susan Carter stated that she received an invoice from Mr. Arnold for \$2590 for replanting of citrus trees, irrigation repair, removing of dead trees, and fertilizing. She also received an invoice for \$600 to remove four moss-covered citrus trees. The two invoices are provided as attachments to these minutes. After discussion, Susan made a motion to recommend to Town Council that Tree

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Board funds up to \$4,000 be committed to cover the work specified in both invoices plus application of insecticide and fungicide. Jackie Rapport seconded and it was approved 5/0. Susan Carter said she would ask Mr. Arnold to revise his invoices to cover those items.

b. Possible date set for Marina Bay tree walk-through before planting

Susan Carter said that she and the Marina Bay HOA representatives will agree on a date to walk the site, mark utilities, and determine what remaining Arbor Day trees are appropriate to plant and where to plant them.

On a related matter, Chris Sapp stated that re-paving by the Willows HOA could affect about 40 trees. Arborist support will be included in the bid package.

c. Update on Fringe Tree for Town Square

Scott Brown stated that the tree has been ordered and should arrive in a few weeks.

d. Tree Ordinance – update on price of third party

Susan Carter and Frank Krens gathered general cost and capabilities information from two potential suppliers of urban forest related planning, administration, maintenance, and education – to include updating of the Windermere Tree Ordinance. This information enables the Tree Board to prepare a scope of work for competitive procurement of those services and to apply for a matching grant under the “Florida Urban and Community Forestry Grant Program”. Frank Krens agreed to draft a scope of work for this support for review by the Board at the next meeting. Frank noted that the Urban Forest Management Plan written by Earth Advisors in 2006 is out of date, but provides a useful reference and point of departure for the next iteration. Scott Brown noted that the scope of work should be general, but that bidders should demonstrate understanding of the work and relevant standards, define their approach, and provide examples of previous similar work.

e. Community Outreach

Leslie Brabec was congratulated on providing an excellent article for publication in the Windermere Gazette. Scott Brown noted that it’s not too early to begin planning for the next one.

f. Fernwood Park – pricing for removal of invasive species on shoreline

Scott Brown said he received an estimate of \$9,000 to remove invasive growth from Fernwood Park and the Lake Down Fourth Avenue Park dock area. After discussion, Leslie Brabec made a motion that the cost be shared with Parks & Rec and that a maximum of \$4,500 in Tree Mitigation funds be dedicated for that. Frank Krens seconded and the recommendation was approved 4/0 with Jackie Rapport abstaining.

g. Central Park Tree Planting

Action on this was tabled till the Fall or after the Park improvements are done.

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5. NEW BUSINESS

a. Davey Resource Group Master Forestry Plan Review

This is tabled to next meeting. See item 1.d above for background and rationale.

b. Treebute options to grow or re-image

The following ideas were presented in brain-storming fashion:

- new vendors
- new sponsors
- better advertising, e.g. via Facebook
- involvement of Boy Scouts
- pre-ordering of specific trees by residents
- cost-saving by ordering smaller trees, fewer large trees

It was agreed to form a subcommittee to plan the expanded / re-imagined Treebute. Susan Carter offered to lead it and Leslie Brabec and Frank Krens agreed to participate. The first meeting was scheduled for July 10 at 11am, location to be announced.

c. Structural Pruning of trees in Town Square

Susan Carter showed photos of several Town Square trees in need of pruning and recommended that cost estimates for pruning work be obtained. Scott Brown stated that pruning work is normally done by the hour and that it would be difficult to obtain meaningful estimates. Frank Krens noted that there is more work needed than we can afford and that we allocate a set amount of money to address the most critical items. Susan Carter maintained that the Tree Board be involved in prioritizing and selecting the work that gets done and in ensuring that we get our money's worth. Scott Brown said he would attempt to get representative cost information.

d. Review/discuss UFMP generated for TOW by Earth Advisors in 2006

Frank Krens noted that this document is relevant, though out of date, is worth reviewing by the Board, and would be helpful as a point of departure for generation of a new plan. Further action on this was tabled to the next meeting.

e. Overview and status of the Florida Urban and Community Forestry Grant Program

Frank Krens provided a synopsis of the program prior to the meeting. Further action on this was tabled to the next meeting.

f. Rough order of magnitude costs for UFMP and related services

Action on this was deferred to the next meeting.

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STAFF & COUNCIL LIAISON REPORTS –

- a. **Town Manager Robert Smith** – Robert Smith did not attend but provided notes on Tree Mitigation funds status and recommendations for conduct of the meeting by email.
- b. **Public Works Director Scott Brown** – Input provided on specific topics and actions taken.
- c. **Council Liaison Chris Sapp** – Input provided on specific topics.

Adjournment – With no further business, Jackie Rapport moved to adjourn, Leslie Brabec seconded and the meeting was adjourned by 5/0 vote at approximately 7:30pm.

- **Next Regular Meeting Thursday – July 11, 2019 at 5:00pm**

Attachments:

1. The Showcase of Citrus Invoice for replanting of 8 trees - \$2590
2. The Showcase of Citrus Invoice for removal of 4 trees - \$600