



TOWN OF WINDERMERE TREE BOARD

Committee Members

Chair: Susan Carter

Frank Krens

Jackie Rapport

Debra Neill

Leslie Brabec

Town Council Liaison: Chris Sapp

Agenda

Agenda

18 July 2019

5:00 PM

TOWN HALL

520 Main Street

Windermere FL 34786

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceeding should contact the Office of the Town Clerk at least 48 hours beforehand at (407) 876-2563

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversations shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council.
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. **PLEASE NOTE:** IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the testimony and evidence upon which the appeal is to be based.

AGENDA

1. **Meeting is called to order 5:00 PM**
2. **Public Comment (limited to 3 minutes)**
 - a.
3. **Approval of Minutes:**
 - a. **June Windermere Tree Board Meeting Minutes (Attachment)**
4. **Old Business**
 - a. **School House Citrus Grove Update**
 - b. **Marina Bay Planting Update**
 - c. **Town Hall Landscape: Fringe Tree Update**
 - d. **Tree Ordinance/Management Plan: Scope of Work for RFP for Urban Forest Management Plan**
 - e. **Community Outreach: Florida Friendly Education Series discussion from Rotary Meeting on 7/9**
 - f. **Treebute: Updates from sub-committee**
5. **New Business**
 - a. **Tree Clinics-should we offer tree clinics in town and tie attendance to pre-ordering your tree for Treebute?**
 - b. **Ideas for Gazette article to connect with Tree Clinic and possible dates**
 - c. **Plant it Forward**
6. **Adjourn**

Windermere Tree Board

TREE BOARD MEETING MINUTES

DRAFT

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

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SCOPE OF WORK FOR URBAN FORESTRY SERVICES Town of Windermere, FL

1.0 BACKGROUND AND INTENT

The Town of Windermere (the “Town”) is, to a large extent, defined by the health and vitality of its urban forest. The trees provide broad economic and environmental benefits. The Town has been recognized with “Tree City USA” status for 25 years.

Windermere’s urban forest, while robust, has suffered extensive loss and faces ongoing challenges. Many trees have been lost to storms, age, disease, and lack of knowledge and care. Many are in poor condition. A few species dominate, with some threatened by blight.

The Town has an Urban Forest Management Plan (UFMP), generated in 2006. Town staff then lacked the resources to make productive use of it. The 2006 plan is still relevant, but needs an update and focus on current issues and goals. Under new management, the Town now has the personnel, financial and organizational resources, motivation, and community support to plan and implement sound urban forestry strategies and plans.

2.0 APPLICABLE DOCUMENTS

- 2.1 Town of Windermere Comprehensive Plan, particularly Chapters 5 – Conservation Element, and 6 – Recreation and Open Space
- 2.2 “The Tree Ordinance” (Ordinance No: 2014-16 as of this writing)
- 2.3 “Windermere Urban Forest Management Plan” by Earth Advisors, Inc. dated 06/07/06
- 2.4 Town of Windermere Tree Inventory, compiled in 2006 by Earth Advisors
- 2.5 Town of Windermere boundaries and Town public properties GIS mapping data
- 2.6 Windermere Tree Board Bylaws

3.0 REQUIREMENTS

3.1 Tree Inventory Generation and Data Management

The contractor shall generate an up-to-date tree inventory covering all Town public properties, including those annexed since 2006. The contractor shall:

- 3.1.1 Hold a project kick-off meeting at a Town facility. Address proposed data collection methods, inventory data fields, and deliverable user-friendly software and hosting platforms.
- 3.1.2 Conduct web-based data collection. Cover all Town facilities, parks, street rights of way, and other public property.
- 3.1.3 Demonstrate successful integration/link of the inventory with the Town’s Geographic Information System (GIS).

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- 3.1.4 Conduct user training in access, input, update, and maintenance of the inventory software and data base.
- 3.1.5 Conduct mid-term and project completion presentations.

3.2 Urban Forestry Planning and Management Services

Based on the updated tree inventory, provide guidance, documentation, and educational materials to support the Town in making the tree canopy more abundant, sustainable, maintainable, enjoyable, and survival in storms. The contractor shall:

- 3.2.1 Meet with Town officials to review the Town's goals, plans, resources, infrastructure development, annexations, and other local issues to guide the work under tasks 3.2.2. and 3.2.3.
- 3.2.2 Update obsolete portions and aspects of the existing UFMP and generate a new document. Estimate requirements for new personnel and financial resources to implement the updated UFMP.
- 3.2.3 Update the existing Windermere Tree Ordinance - in particular, the mitigation fee valuations and structure.

4.0 TOWN OF WINDERMERE PROVIDED MATERIALS AND SERVICES

- 4.1 See 2.0 Applicable Documents
- 4.2 Access to TOW plans, documents, and personnel for supporting data

5.0 DELIVERABLES

- 5.1 Kick-off Meeting Minutes
- 5.2 Progress and Financial Reports
- 5.3 Tree Inventory
- 5.4 Tree Inventory Management Software, Training Materials, and Support
- 5.5 Updated UFMP
- 5.6 Updated Tree Ordinance