

THE TOWN OF  
**Windermere**



**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*

**15 August 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. **July Windermere Tree Board Meeting Minutes (Attachment)**
4. **Old Business**
  - a. **Citrus Grove at Historic Site complete**
  - b. **Marina Bay walk through on 8/3/19: waiting on dates for planting from HOA**
5. **New Business**
  - a. **Treebute Sponsor Letter and Vendor Applications, updated**
  - b. **Advertising Budget for Treebute-FB ads, free ads**
  - c. **The Willows: Request to review trees to be removed and replanting**
  - d. **Name Tags**
  - e. **Article for Gazette**
6. **Adjourn**

# Windermere Tree Board

## TREE BOARD MEETING MINUTES

**DRAFT**

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

Town Manager: Robert Smith

Town Council Liaison: Chris Sapp

- 1. CALL TO ORDER:** WTB Chair, Susan Carter, called the regular meeting of the WTB to order at 5:01pm 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
- Town Public Works Director, Scott Brown
- Town resident, Brandi Haines

## 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 June minutes with two changes – 1) clarifying that funds from the Tree Board Account are to be used for work on the historic citrus grove, and 2) correcting the date set for the July meeting. Jackie Rapport seconded and June minutes were approved 5/0.

## 4. OLD BUSINESS

### a. School House Citrus Grove Update

Susan Carter stated that Mr. Arnold started pruning and removal of debris and that he plans to return July 19 to finish that and to begin preparations to plant replacement trees.

### b. Marina Bay Planting Update

Susan Carter said that this has started, and that some utilities are marked, but that further action was delayed waiting availability of Marina Bay HOA representatives. The next step is to identify suitable trees from the Arbor Day leftover inventory to plant.

# Windermere Tree Board

Jackie Rapport expressed concern about possible interference with the planned roundabout. Public Works Director, Scott Brown, said that there would be no conflict with the roundabout.

## **c. Town Hall Landscape: Fringe Tree Update**

The tree is in place and healthy.

## **d. Tree Ordinance/Management Plan: Scope of Work for RFP for Urban Forest**

Frank Krens provided a draft Scope of Work by email before the meeting and a copy is attached to this document. Frank noted that grants are typically \$25,000 or less and are applied on a reimbursement basis after the work is done. Scott Brown said he would review the draft Scope of Work and offered to review the previous (2006) grant proposal with Frank to help guide a new Scope of Work and grant proposal. Frank offered to try to open the files from the previous (2006) tree survey. Susan said she would pass the Tree Board laptop with the 2006 tree survey to Frank.

## **e. Community Outreach – Florida Friendly Education Series Discussion from Rotary Meeting on 7/9**

Orange County Senior Forester, Dana Sussmann, presented urban forest management practices and ideas to the July 7, 2019 Rotary Club of Windermere meeting. Tree Board Members Susan Carter, Frank Krens, and Leslie Brabec; Parks & Recreation Committee member, Nora Brophy; and Town Council members, Chris Sapp, and Liz Andert were present.

Dana presented materials and opportunities for urban forest education and ideas for enhancing our Treebute event. She suggested tying our tree give-away program with an education series.

Dana offered her continued support - to help with our tree planting projects, to answer questions, and to advise us regarding the urban forestry grant process and other resources. She provided the following links to helpful publications and education opportunities:

Florida Yards and Neighborhood publications:

<https://ffl.ifas.ufl.edu/homeowners/publications.htm>

[https://ffl.ifas.ufl.edu/materials/FYN\\_Handbook\\_2015\\_web.pdf](https://ffl.ifas.ufl.edu/materials/FYN_Handbook_2015_web.pdf) Helpful info on pages 13-14 about hiring a landscape maintenance professional

[https://ffl.ifas.ufl.edu/pdf/FYN\\_Plant\\_Selection\\_Guide\\_2015.pdf](https://ffl.ifas.ufl.edu/pdf/FYN_Plant_Selection_Guide_2015.pdf)

Green Industry Best Management Practices (GI-BMP)

[https://ffl.ifas.ufl.edu/pdf/GIBMP\\_Manual\\_Web\\_English\\_2015.pdf](https://ffl.ifas.ufl.edu/pdf/GIBMP_Manual_Web_English_2015.pdf)

There is an upcoming class in Osceola County

Florida-Friendly Best Management Practices for Protection of Water Quality (GI-BMP)

UFIFAS Extension Osceola County Wednesday, September 18, 2019 8:00 a.m. – 4:00 p.m. - Fees apply.

<http://occeu.eventbrite.com> For landscape/pest management/property management

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professionals

This training is required to obtain the new Commercial Fertilizer Applicator License. Fees apply.

For information about the National Arbor Day Foundation's Tree City USA Growth Award:

<https://www.arborday.org/programs/treecityusa/growthAwards.cfm>

Dana's contact information is:

Dana Sussmann  
Senior Forester  
Orlando District  
Florida Forest Service  
Department of Agriculture and Consumer Services

407-888-8775

[Dana.Sussmann@freshfromflorida.com](mailto:Dana.Sussmann@freshfromflorida.com)

## f. Treebute: Updates from Sub-Committee

The following discussions and actions were taken during the July 18 WTB meeting:

- **Forms Update** - Susan Carter will update the Treebute "Program" and vendor and sponsor forms. She will delete references to T-shirts. We may decide not to buy T-shirts this year as they have been a net cost in past years.
- **TOW Resolution** - Chris Sapp noted that a "Resolution" must be declared to officially schedule the Arbor Day activities. He said he would request this to be on the agenda for the next Town Council meeting.
- **Subcommittee Meetings** – The minutes from the July 10, 2019 Arbor Day subcommittee meeting are provided in full as Attachment 2. The next Treebute Sub-committee meeting is tentatively scheduled for July 30 at 11am in the Town Hall. It was agreed that a series of subcommittee meetings will be needed.

## 5. NEW BUSINESS

### a. Tree Clinics – Should we offer tree clinics in town and tie attendance to pre-ordering your tree for Treebute:

Tree clinics and pre-ordering were discussed, but no clear action defined. Pre-ordering was generally considered to be problematic.

### b. Ideas for Gazette Article to connect with Tree Clinic and possible dates

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Leslie Brabec agreed to provide another article for the Gazette. The cut-off date for submittal is August 23. Ideas discussed were native vs invasive vs exotic and issues associated with those categories of trees and inclusion of links to educational materials.

- c. **Plant it Forward** – Susan Carter presented this as a slogan the Tree Board could use for events.

## **STAFF & COUNCIL LIAISON REPORTS –**

- a. **Town Manager Robert Smith** – No report.
- 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, Susan Carter moved to adjourn, Leslie Brabec seconded and the meeting was adjourned by 5/0 vote at 6:21pm.

- **Next Regular Meeting Thursday – August 15, 2019 at 5:00pm**

## **Attachments:**

1. Draft Urban Forestry Scope of Work
2. Windermere Tree Board Arbor Day Subcommittee Meeting July 10, 2019 - Minutes

# Windermere Tree Board

## ATTACHMENT 1

### **DRAFT** 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:

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- 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).
- 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



# Windermere Tree Board

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## ATTACHMENT 2

## Windermere Tree Board Arbor Day Subcommittee

MEETING MINUTES

**DRAFT**

July 10, 2019

This meeting took the form of a brainstorming session, generally following the agenda.

6. **CALL TO ORDER:** WTB Chair, Susan Carter, called the meeting to order at 11:15am at Windermere Town Hall. It was attended by three Tree Board members:
  - Susan Carter, Chair; Frank Krens, Secretary; Leslie Brabec; no other attendees
7. **PUBLIC COMMENT** - None
8. **NEW BUSINESS**
  - a. **Date and time of Treebute 2020:** Saturday January 18<sup>th</sup>, details as last year
  - b. **Sponsor Search:**
    - i. **Start now** – need all WTB members to engage ASAP, knowing that sponsors commit early to their next year’s sponsorship
      - Davey – usually sponsors climbers
      - Enviro – usually pays for climbers’ lunch
      - Duke – usually provides give-aways of small trees
      - Rotary – usually participates, Frank will pursue sponsorship
    - ii. **Update/create forms** – (need to assign, mark up last year versions)
  - c. **Vendor Applications**
    - i. **Secure now**
    - ii. **Update/create forms** – (need to assign, mark up last year versions)
    - iii. **Down Brothers commitment** – Frank mentioned to Jeff, he penciled in, Susan will call to confirm
  - d. **Plan to grow/improve Treebute**
    - i. **Kid-friendly activities & program** – expand, advertise more (e.g. “nextdoor & TOW websites, FB), tie-dying T-shirts, Boy Scouts project, leaf rug, fish for seed packets, Frank contact Olympia Interact students for crafts, ask Art shop, (silent auction not successful in the past), consider pre-ordering trees and education clinic
    - ii. **Raptors/snakes (possibly sponsored)**
    - iii. **Booths/vendors** – Need outreach, consider: 3-4 food trucks, Pet rescue, native artists, Sun Hats, garden tool/equipment suppliers, fertilizer/landscaping suppliers, more plant-oriented vs trees,...
    - iv. **Climbing competitions**

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- v. **Tree planting** – expecting Garden Club to handle
- vi. **Tree purchase list/supplier** – probably use Eddy McKeithen again
- e. **Outline**
  - i. **Assign responsibilities**
  - ii. **Volunteers** – Rotary Interact and NHS students
  - iii. **Day-by-day schedule** – consider assigning numbers to those in line for trees, provide educational materials for them to read while they wait, provide shade.
  - iv. **Program summary sheet update** – consider pre-ordering specific trees for individuals, coordinating with an education clinic suggested by Dana Sussman
  - v. **Rain plan** -

## 9. Adjourn