

THE TOWN OF
Windermere



TOWN OF WINDERMERE TREE BOARD

Committee Members

Chair: Susan Carter

Secretary: Frank Krens

Jackie Rapport

Debra Neill

Leslie Brabec

Town Council Liaison: Chris Sapp

Agenda

Agenda

September 19, 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)
3. Project Updates:
 - a. The Willows
 - b. Lake Bessie
 - c.
4. New Business:
 - a. Budget for Treebute:
 - i. advertising
 - ii. entertainment
 - iii. public works
 - iv. police
 - v. portapotties
 - vi. Waste Management
 - vii. Additional Expenses?
 - b. Approve Tree Budget and pricing by November TB meeting(at the latest)
 - c. Request for sales from Windermere Garden Club
5. Schedule Next Sub-Committee Meeting
6. Adjourn

Windermere Tree Board

TREE BOARD MEETING MINUTES

DRAFT

August 15, 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 5:04pm 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

- 2. PUBLIC COMMENT - None**

- 3. APPROVAL OF MINUTES**

Frank Krens made a motion to approve the July minutes with one change – clarifying that requests for accounting details regarding WTB and P&R cost sharing should be requested from the Town finance administrator. Jackie Rapport seconded and July minutes were approved 5/0.

- 4. OLD BUSINESS**

- a. School House Citrus Grove Update**

Susan Carter stated that the contracted work is complete, and noted that:

- no mulch was applied or wanted
- that the contractor, Mr. Arnold of The Showcase of Citrus provided a separate invoice in the amount of \$750 for a year of periodic maintenance
- the first half of the contract work had been paid and Susan would ask Mr. Arnold for a second invoice for the remainder of the work.

- b. Marina Bay Walk-Through on 8/3/19**

Susan Carter said that she and the head of the HOA walked the area on August 3, 2019, that the HOA has not yet set a date for the planting, and that she estimates that there is space for 7-10 trees.

NEW BUSINESS

Windermere Tree Board

a. Treebute Sponsor Letter and Vendor Applications

Susan expects to have them complete by the next meeting.

b. Advertising Budget for Treebute

There was discussion of ways to exploit available free advertising resources, including the Town website and Facebook page and the “Nextdoor” website. Chris Sapp noted that Facebook exposure can be “boosted” for around \$20 per campaign and that \$100 total might be appropriate to spend on that.

c. The Willows: Request to review trees to be removed and replanting

Public Works Director, Scott Brown, gave an overview of the issues associated with failing trees and damage from tree roots, the Town’s and HOA’s approach to resolve them, and how the costs would be shared by the Town and the HOA.

d. Name Tags

Susan Carter recommends that WTB members have name tags for use at Treebute and other functions. Scott Brown noted that they should use the Town’s logo and name tag format and that Diane Edwards can provide details and sourcing.

e. Article for Gazette

WTB member Leslie Brabec provided a synopsis of her draft for the next issue of the Gazette. The article includes information on native trees and their benefits, invasive and exotic species and their issues. She stated that it will meet the deadline for submittal and other requirements for publication.

f. Other –

Frank Krens noted that the Parks and Recreation Committee has scheduled its annual walk of the Town parks on August 24 from 9am to noon, starting at the Windermere Recreation Center and that WTB members are invited to participate.

STAFF & COUNCIL LIAISON REPORTS –

- a. **Town Manager Robert Smith** – No report.
- b. **Public Works Director Scott Brown** – Scott noted that removal of invasive species from the Fernwood park is nearly complete
- c. **Council Liaison Chris Sapp** – Input and comments provided on specific topics.

Adjournment – With no further business, Jackie Rapport moved to adjourn, Debra Neill seconded and the meeting was adjourned by 5/0 vote at 6:02pm.

- **Next Regular Meeting Thursday – September 19, 2019 at 5:00pm**