



WINDERMERE TREE BOARD

Chair: Frank Krens

Vice Chair: Vicki Hearst

Secretary: Bonnie Di Cocco

Treasurer: Pamela Schrimsher

Joan Foglia

Olga Aleksandrova

Elena LaRochelle

Agenda

Agenda

Council Liaison: Tom Stroup

February 15, 2024

9:30 AM

**COMMUNITY CONFERENCE ROOM
614 MAIN STREET, BUILDING 100
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 proceedings should contact the Office of the 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 Windermere Tree Board:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation 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 Windermere Tree Board 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 Windermere Tree Board 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

AGENDA

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

3. MINUTES

a. January 18, 2024 Meeting (Attachment)

4. OFFICER/COMMITTEE REPORTS AND ADMINISTRATIVE ISSUES

a. Administration - Roberts Rules of Order (Attachment) (Frank Krens)

b. Financial Report (Pam Schrimsher)

c. Other

5. OLD BUSINESS

a. Tree Giveaway Review and Lessons Learned (Vickie Hearst)

b. Bylaws Update – if not present, members can call and listen only (Bonnie de Cocco)

c. Historic Grove Update and Plans- The Historic Orange Grove

d. Tree Survey Review / Status / Plans (Tonya Elliott-Moore)

e. Input/Coordination with Other TOW Committees (Vickie Hearst)

f. Vision/Mission/Strategic Plan Workshop Facilitator and Planning (Tonya Elliott-Moore)

g. 500 Block Update (Brad Cornelius)

6. NEW BUSINESS

a. Urgent / Time-Critical Matters and Opportunities (all)

i. Strategic Plan

b. Potential New Projects (all)

i. Heritage Tree Walk (like WG Bloom & Grow Garden Society) (Frank)

ii. Replace Live Oak the Uprooted at Fernwood Park (Frank)

iii. Other (all)

c. Library Storywalk

7. POTENTIAL AGENDA ITEMS FOR NEXT MEETING (ALL)

8. CONSIDER MOVING DATE OF MARCH MEETING (NEITHER CHAIR FRANK KRENS OR VICE-CHAIR VICKIE HEARST WILL BE AVAILABLE MARCH 21)

9. ADJOURN (FRANK KERNS)



MINUTES

**Windermere Tree Board
January 18, 2024**

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. Beautify our Windermere Parks and Recreation Areas.

Tree Board Members: Frank Krens, Vicki Hearst, Pamela Schrimsher, Bonnie DiCocco, Joan Foglia, Elena LaRochelle, Olga Aleksandrova

1. THE MEETING IS CALLED TO ORDER

Tree Board Chairman, Frank Krens, called the meeting to order at 9:34am in the Windermere Town Hall at 520 Main Street, Windermere, FL 34786. The requirement for a quorum was met.

Participants:

- **Tree Board** – Frank Krens, Pamela Schrimsher, Bonnie DiCocco, Elena LaRochelle, Olga Aleksandrova. Joan Foglia joined the meeting at 9:40am. Vicki Hearst joined the meeting at 10:58am.
- **TOW Public Works** – Tonya Elliott-Moore, Travis Mathias
- **Town Council Members**– Tom Stroup, Brandi Haines
- **Town Residents** – Kimberly Orlor joined the meeting at 10:15am

2. OPEN FORUM / PUBLIC COMMENT – No public comments were made.

3. OLD BUSINESS –

a. Annual Tree Giveaway - Plans, Preparations, Logistics and Other Considerations

- i. 10 volunteers from Olympia High School will arrive at 7:30am. Their arrival time may be amended by Frank, per his discretion.
- ii. Bonnie DiCocco is to hang banners upon arrival.
- iii. Tom Stroup is bringing and/or setting up a tent for volunteers.
- iv. Frank Krens had staff print educational handouts for residents.
- v. Joan Foglia to tag trees Friday 1.19.2024.
- vi. Elena LaRochelle will check Town residents against list and map.
- vii. Non-residents will be allowed to come at noon and purchase any remaining trees.
- viii. Joan Foglia is to bring water for volunteers.
- ix. Public Works is to provide vests for any volunteers in the streets.
 1. Travis is delivering these to Joan Foglia's home.
- x. At 9:52, the Tree Board attended the Garden Club's Arbor Day Proclamation.
- xi. The meeting resumed at 10:14am.
- xii. Cleanup designations:
 1. Joan Foglia is bringing large trash bags.
 2. Remaining trees are to be moved to the old schoolhouse after the event and distributed accordingly.
 3. Frank will ensure fencing, hose and signs are returned to the Tree Board's trailer.
 4. Joan Foglia is bringing new locks for the Tree Board's trailer.
 5. Travis and Frank are to retain a copy of the new lock keys.

b. 500 Block Update

- i. Elena LaRochelle requested to put this agenda item on each subsequent agenda for the duration of the 500 Block project.

- ii. Brad Cornelius, Town Planner, was detained in traffic. Tonya Elliott-Moore began the update in his absence.
 - 1. Per Tonya, Brad worked continually over the past month to ensure the integrity of the efforts being made to save the designated trees within the 500 Block project.
 - 2. Tonya Elliott Moore, Brad Cornelius and several other of the Town's staff met with the developer January 11, 2024 to ensure fencing and signage to protect the designated trees were in place per the developer's agreement with the Town. Discrepancies were noted and attended to. See elaborated notes per Brad Cornelius below.
 - a. Frank Krens, Chairman, left the meeting at 11:05 am and Vicki Hearst, Vice Chair took the role of Chairman.
- iii. Brad Cornelius arrived at 11:06am and Tonya Elliott-Moore gave way to him for further updates on the 500 Block project.
 - 1. Septic permit from Orange County held up the development for several months. When the permit was received, a preconstruction meeting between Town representatives and V3, the developer, was held 1.11.2024.
 - 2. At the 1.11.2024 preconstruction meeting, noncompliance was determined on the part of the developer. There were a few untagged trees as well as 4', rather than 6' fences around the designated trees. Corrections were made swiftly.
 - 3. Eric Hoyer, the developer's arborist submitted a plan for how they'll manage drip line protection during construction.
 - 4. Trees in the right of way, where protection for the trees was on the outside, not inside, was discussed. Keith Silverman of V3 agreed to put tree protection on the inside as well.
 - 5. Brad Cornelius advised V3 that if they were compliant with the discrepancies, he would confirm compliance 1.15.2024 and approve the start of demolition.
 - 6. Robert Smith, Town Manager, gave Brad authorization to allow the start of demolition 1.15.2024.
 - 7. A follow up letter was also obtained from the developer's arborist, Eric Hoyer, stating their commitment to continued compliance.
 - 8. Brad stressed with the developer the importance of upfront

communication. Each instance of potential problems that arise needs to be discussed with the Town prior to the developer implementing a change.

9. Brad also implemented an additional letter stating that, even if items were not addressed specifically or spelled out previously, the developer must remain in compliance with all Town Code.
10. 20-45 days of demolition are expected on the project.
11. Building construction is estimated to take 1 year prior to the tenants beginning their interior build outs.
12. 'Tree 8' was assessed by Eric Hoyer and he had concerns for its structural integrity. He feels construction activities will further compromise the tree. He deemed it potentially non-viable. Our Town arborist, Jennifer Hitchcock, has assessed the tree as well and we are awaiting her report.
13. Brad Cornelius advised that the Tree Board will be utilized when the development progresses to the purchasing and planting phase for the replacement trees.

4. NEW BUSINESS -

a. Minutes –

i. Minutes were approved with 3 minor changes as noted below.

1. It is suggested that Town staff change the members noted on the template to reflect the current membership.
2. Pam Schrimsher suggested it be noted earlier in section 3.b.v.1. that Jennifer Hitchcock is with Orlando Tree Consultants.
3. In section 3.b.vi.1., it was Vicki Hearst that noted the Town's allocation of \$2 per person towards the Tree Board, not Pam Schrimsher.

ii. Pam Schrimsher submitted the January financial report (See attached)

5. NEXT MEETING – February 15, 2024, 9:30am

- a. Joan Foglia would like to add an agenda item to address the state of disrepair of the Tree Board's trailer, specifically the tires, at the next meeting.

- b. Pam Schrimsher is sending to Tonya Elliott-Moore her suggestion for future agenda items.
 - c. Jennifer Hitchcock, Orlando Tree Consultants, is invited attend the February meeting to share the results of her further assessment of the historic grove.
 - i. Vicki Hearst has already tagged some of the trees in the historic grove for removal based upon their viability.
 - ii. Public Works changed the irrigation to utilize rotary heads per the advisement of Jennifer Hitchcock.
 - d. A strategic plan meeting is to be scheduled for March. Tonya Elliott-Moore is trying to find someone to lead the discussion.
- 6. ADJOURN** – With no further business, the meeting was adjourned at **11:36am**.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** *stand and address the chair.*
- **If you approve the motion as is,** *vote for it.*
- **If you disapprove the motion,** *vote against it.*
- **If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*
- **If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate quorum or committee with instructions to report back.*
- **If you feel they can handle it better than the assembly,** *move to refer the motion to a quorum or committee with power to act.*
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*
- **If you want time to think the motion over,** *move that consideration be deferred to a certain time.*
- **If you think that further discussion is unnecessary,** *move the previous question.*
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee,** *move the motion be recalled.*
- **If you think that the assembly should give further consideration to a matter already voted upon,** *move that it be reconsidered.*
- **If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*
- **If you think that a matter introduced is not germane to the matter at hand,** *a point of order may be raised.*
- **If you think that too much time is being consumed by speakers,** *you can move a time limit on such speeches.*
- **If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

PARLIAMENTARY PROCEDURE AT A GLANCE

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS MOTION DEBATABLE	WHAT VOTE REQUIRED
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until...	No	Yes	No	Majority
Complain about noise, room temperature, etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something*	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until...	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by...	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object consideration of undiplomatic vote*	I object to consideration of this question	Yes	No	No	2/3 vote
Take up a matter previously tabled*	I move to take from the table...	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to...	Yes	Yes	Yes	Majority
Consider something already out of its schedule*	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

*Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatable	Amendable	Can Be Reconsidered	Requires 2/3 Vote
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdraw a Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Main or Procedural Motion	Yes	Yes	Yes	No

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

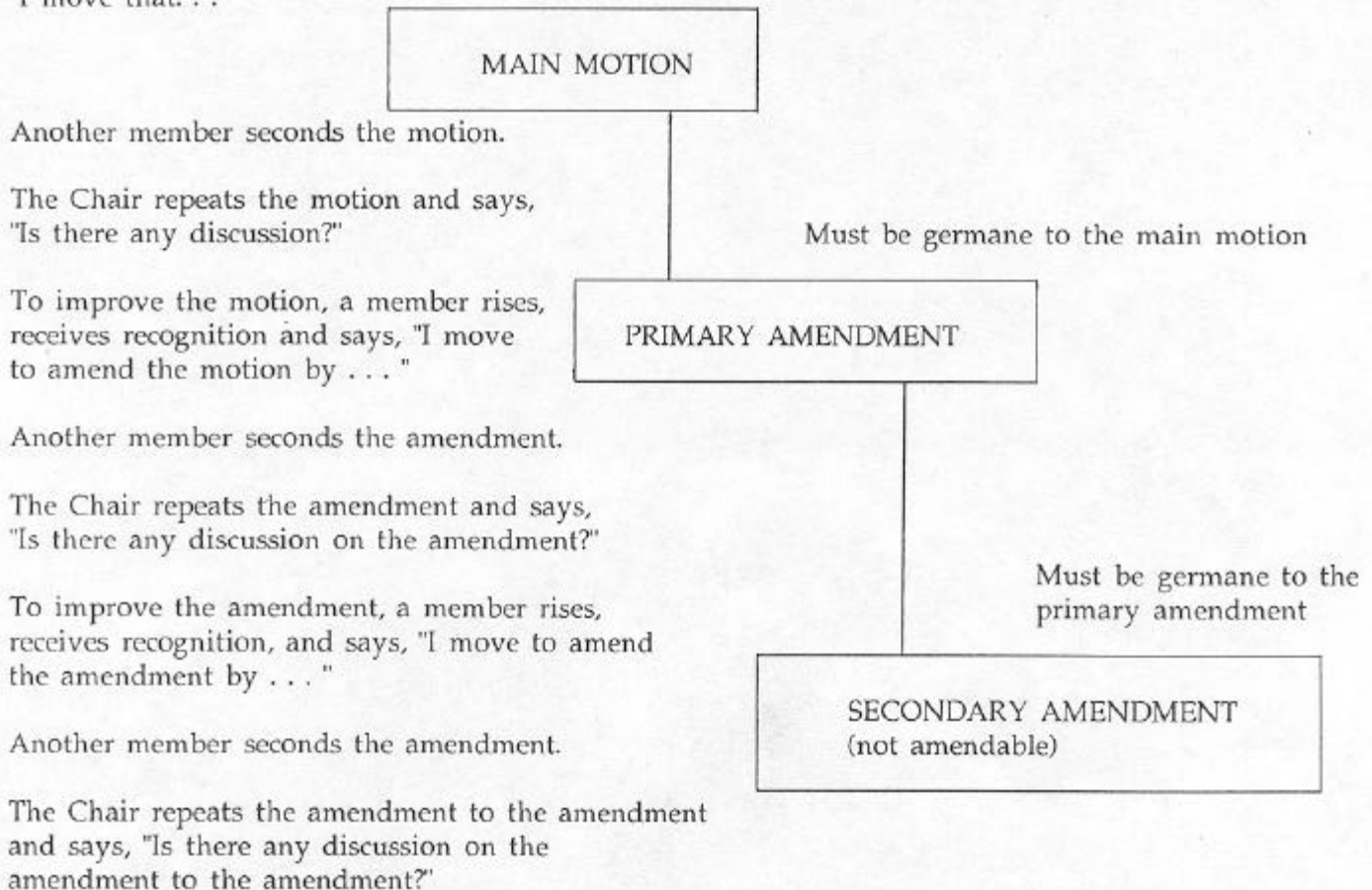
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that . . ."



- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.



**WINDERMERE
LIBRARY
PRESENTS**

STORYWALK®


**MONDAY, FEBRUARY 19, 10:30 A.M.
WINDERMERE BRANCH**

Windermere library is sponsoring a self-guided, outdoor reading experience! As participants stroll the parks in Windermere, they will be directed toward the next page in the story.

The Storywalk® Project was created by Anne Ferguson of Montpelier, VT and developed in collaboration with the Kellogg-Hubbard Library.

Storywalk® is a registered service mark owned by Ms. Ferguson.

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 Those needing special accommodations due to a disability may arrange for assistance by contacting the location at least 7 days prior to the event.