



## TREE BOARD MEETING AGENDA

August 16, 2023 at 5:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

### DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

*(Each speaker shall be limited to three (3) minutes)*

### APPROVAL OF MINUTES

June 21, 2023, Meeting Minutes

### NEW BUSINESS

1. DISCUSSION & ACTION: TREE BOARD LOGO
2. DISCUSSION & ACTION: RESIDENTIAL & COMMERCIAL BEAUTIFICATION AWARD
3. DISCUSSION & ACTION: TREE TRIMMING AND REMOVAL UPDATE

### REPORTS FROM OFFICERS

Public Works Department Comments  
Town Administration Comments  
Board Member Comments  
Chairperson Comments

### ADJOURNMENT

**PUBLIC NOTICE:** *Please be advised that if you desire to appeal from any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (Florida statute 286.0105)*

*If you are a person with disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the town clerk's office at 202 east main street, Dundee, Florida 33838 or phone (863) 438-8330 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.*



# DUNDEE TREE BOARD

LOCATION: DUNDEE TOWN HALL  
202 MAIN STREET, DUNDEE, FLORIDA

## DUNDEE TREE BOARD MINUTES FOR JUNE 21, 2023

**CALL TO ORDER:** Sheila Aguilar  
**PLEDGE OF ALLEGIANCE:** Sheila Aguilar  
**ROLL CALL:** Melissa Glogowski

### BOARD MEMBERS

**Present:** Sheila Aguilar  
Michelle Smith  
David Joubert  
**Absent:**

**STAFF PRESENT:** Melissa Glogowski, Executive Administrative Assistant  
John Vice, Public Works Director  
Lorraine Peterson, Town Planner

### AGENDA

#### APPROVAL OF MINUTES

- Tree Board Meeting – January 18, 2023
- Tree Board Meeting – February 15, 2023

**MOTION TO APPROVE the Tree Board Minutes of 01/18/2023 & 2/15/2023 made by Board Member Smith. Seconded by Board Chair Aguilar. Passed Unanimously.**

*AYES: Aguilar, Joubert, Smith*  
*NAYS: None*

#### ITEM 1: DISCUSSION & ACTION – BOARD MEMBER RESIGNATION

Executive Administrative Assistant, Melissa Glogowski reported that Tracy Barnhill had submitted her resignation from the Tree Board.

**MOTION TO ACCEPT the resignation of Tracy Barnhill made by Vice Chair Smith. Seconded by Board Member Joubert. Passed Unanimously.**

*AYES: Aguilar, Joubert, Smith*  
*NAYS: None*

#### ITEM 2: DISCUSSION & ACTION: 2023 ARBOR DAY

Clerk Glogowski informed the board that with the purchase of the Story Walk at Lake Menzie and participation in Dundee Elementary Academy STEM Night, they had met their requirements for Tree City USA/WORLD.

***MOTION TO APPROVE with that as they had already met the criteria, they would not be holding another event this year but would instead focus on the Dundee Beautification Program, passed by consensus.***

### **ITEM 3: DISCUSSION & ACTION 2022-2023 TREE BOARD BUDGET**

Board members verified the remaining balance in the budget to be approximately \$3000.000.

Discussed the beautification application & nomination forms, qualifications for winning, possible sponsorship and/or donations, Promotion will begin after 08/16/2023 meeting and first winner will be chosen at the October meeting. The board also decided to a residential holiday decoration contest for Christmas, will discuss this more at the December meeting.

***MOTION TO APPROVE to approve \$1500.00 to be designated to purchase yard signs, made by Board Chair Aguilar. Seconded by Board Member Joubert. Passed Unanimously.***

*AYES: Aguilar, Joubert, Smith*

*NAYS: None*

***MOTION TO APPROVE to include \$50.00 gift card along with gift in the winner's basket made by Board Chair Aguilar. Seconded by Board Member Joubert. Passed Unanimously.***

*AYES: Aguilar, Joubert, Smith*

*NAYS: None*

***MOTION TO APPROVE that any remaining budget balance will be designated toward the purchase plants/flowers/signs to beautify Dundee at town staff's discretion made by Board Chair Aguilar. Seconded by Board Vice-Chair Smith. Passed Unanimously.***

*AYES: Aguilar, Joubert, Smith*

*NAYS: None*

### **ITEM 4: DISCUSSION & ACTION – TREE TRIMMING & REMOVAL UPDATE**

Public Works Director, John Vice, provided a update on the trees trimming & maintenance around town.

***MOTION TO APPROVE the Public Works Director to reach back out to complainant with information learned, passed by consensus.***

### **REPORTS FROM COMMITTEE OFFICERS**

- **PUBLIC WORKS DEPARTMENT COMMENTS**
  - None
- **TOWN ADMINISTRATION COMMENTS**
  - Looking for volunteers to be on the Christmas Event Committee & the Centennial Celebration Committee
    - Christmas Committee – All members volunteered
    - Centennial Committee – David Joubert, Michelle Smith volunteered
- **BOARD MEMBER COMMENTS**
- **CHAIRPERSON COMMENTS**
  - Apologized for being late.

**ADJOURNMENT**  
**Motion to Adjourn at 6:54pm**

**Respectfully Submitted,**

**Melissa Glogowski**

**Melissa Glogowski, Exec. Admin. Asst.**

**APPROVAL DATE:** \_\_\_\_\_

**AYES:** \_\_\_\_\_ **NAYS:** \_\_\_\_\_



# TREE BOARD MEETING

## AUGUST 16, 2023 at 5:30 PM

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**AGENDA ITEM TITLE:** DISCUSSION & ACTION: TREE BOARD LOGO

**SUBJECT:** The Tree Board will discuss adopting a Tree Board logo.

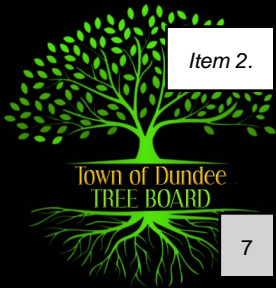
**STAFF ANALYSIS:** The Tree Board does not have its own logo but instead relies on using the Arbor Day Tree City USA and Tree City of the World logo. Town Staff believes it would be in the boards interest to adopt its own logo

**FISCAL IMPACT:** At the will of the board.

**STAFF RECOMMENDATION:** None

**ATTACHMENTS:** Logo Option 1  
Logo Option 2  
Logo Option 3





*Item 2.*

Town of Dundee  
TREE BOARD

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Item 2.

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# TREE BOARD MEETING

## AUGUST 16, 2023 at 5:30 PM

**AGENDA ITEM TITLE:**

DISCUSSION & ACTION: RESIDENTIAL & COMMERCIAL  
BEAUTIFICATION AWARD

**SUBJECT:**

The Tree Board will discuss the residential and commercial  
beautification award.

**STAFF ANALYSIS:**

The Tree Board will review and approve the application and items  
discussed at the June 21, 2023 meeting.

**FISCAL IMPACT:**

At the will of the board.

**STAFF RECOMMENDATION:**

None

**ATTACHMENTS:**

Nomination Form  
Nomination website announcement



# Dundee Beautification Award



Item 3.

## **DO YOU KNOW A PROPERTY WITH AWESOME CURB APPEAL?**

Dundee's Beautification program recognizes our communities' residents and businesses who make Dundee a more beautiful place to live by creating and maintaining beautiful landscaping which expresses a balance between the design, layout, color and eco-friendliness. To include projects that show civic pride by updating, restoring or beautifying buildings with improvements such as complementary additions, decks, paint schemes, shutters or planter boxes.

## **WHO CAN ENTER**

The Beautification Award is open to any home or business in Dundee. Properties must comply with the Town's Code of Ordinances. Home or business owners may nominate themselves or another property they consider beautiful.

Nominations made on behalf of another must be formally accepted by the nominee. By self-nominating or by accepting a nomination, you grant the Town of Dundee the right to publicly use your name, address and photographs of the property.

## **JUDGING & DEADLINES**

The Community Beautification Award program is administered by Dundee's Tree Board. Following review of Nominations at each bi-monthly board meeting, the Board will evaluate properties and determine the winners.

## **WINNING PROPERTIES**

Beautification Award winners will be announced following the board meeting. A Beautification Award sign will be displayed at winning property, along with a recognition at the following Town Commission meeting and on social media.

## **QUESTIONS**

For more Beautification information, contact the Melissa Glogowski at (863) 435-8330 ext. 238 or [Mglogowski@townofdundee.com](mailto:Mglogowski@townofdundee.com)

## **HOW TO ENTER**

[Click here to download Nomination Form](#)

Submit nomination information and photo(s) of property being nominated to:

Dundee Beautification Award  
Attn: Melissa Glogowski  
P.O. Box 1000  
Dundee, FL 33838  
E-mail: [MGlogowski@townofdundee.com](mailto:MGlogowski@townofdundee.com)

# BEAUTIFICATION AWARD

## Nomination Form

### DO YOU KNOW A PROPERTY WITH AWESOME CURB APPEAL?

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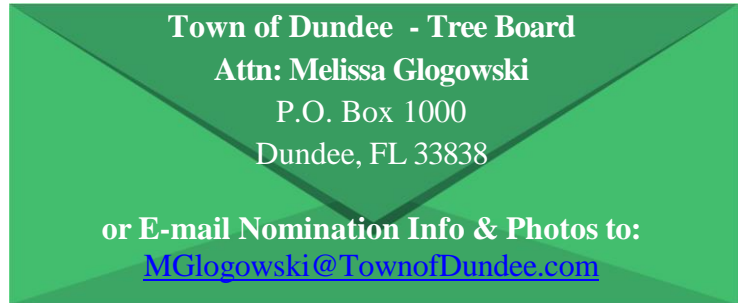
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### QUESTIONS

For more Beautification information, contact Melissa Glogowski at (863)438-8330 ext. 238 or [Mglogowski@townofdundee.com](mailto:Mglogowski@townofdundee.com).

Deliver nomination form information along with photo(s) of the property being nominated to:



NOMINEE NAME \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

*\*Complete section below ONLY if you are nominating someone other than yourself.*

NOMINATED BY \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# TREE BOARD MEETING

AUGUST 16, 2023, at 5:30 PM

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**AGENDA ITEM TITLE:** DISCUSSION & ACTION: TREE TRIMMING AND REMOVAL UPDATE

**SUBJECT:** The Tree Board will review the updated tree removal/trimming/planting log and consider approval of any necessary tree removal/trimming/planting.

**STAFF ANALYSIS:** The Public Works Department provided an updated log of all trees that have been trimmed/removed/planted since the last meeting.

**FISCAL IMPACT:** None

**STAFF RECOMMENDATION:**

**ATTACHMENTS:** Tree Trimming Log

Tree trimming/ removal log for public works department

Item 4.

Location	type of work	date	comments
E main street	Trimmed oak tree	8/3/2023	From 3 <sup>rd</sup> street to 4 <sup>th</sup> street in ROW
E main street	Trimmed oak tree	8/3/2023	From 3 <sup>rd</sup> street to 4 <sup>th</sup> street in ROW
E main street	Trimmed oak tree	8/3/2023	From 3 <sup>rd</sup> street to 4 <sup>th</sup> street in ROW
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Train depot	Crape myrtles	8/4/2023	Train depot
603 lake maire	Trimmed palm trees	8/4/2023	Community center
Alley way	Trim trees in alley	8/4/2023	Alley between 5 <sup>th</sup> street and 6 <sup>th</sup> street