



# **TREE BOARD MEETING AGENDA**

**June 21, 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**

- January 18, 2023
- February 15, 2023

## **NEW BUSINESS**

- 1. DISCUSSION & ACTION: BOARD RESIGNATION**
- 2. DISCUSSION & ACTION: 2023 ARBOR DAY**
- 3. DISCUSSION & ACTION: 2022-2023 TREE BOARD BUDGET**
- 4. DISCUSSION & ACTION: TREE TRIMMING & 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.*



# TREE BOARD MEETING MINUTES

January 18, 2023 at 5:30 PM

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**CALL TO ORDER** by Chair Aguilar

**PLEDGE OF ALLEGIANCE** led by Chair Aguilar

**ROLL CALL** taken by Town Clerk Garcia

**Present:**

Sheila Aguilar  
Michelle Smith  
Tracy Barnhill

**Absent:**

Dre Robinson

Clerk Garcia informed the Board that Mr. Robinson will not be able to continue serving on the board.

**MOTION TO ACCEPT the resignation of Dre Robinson** made by Michelle Smith, seconded by Sheila Aguilar. Passed Unanimously.

Ayes: Barnhill, Smith, Aguilar

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

Chair Aguilar opened the floor for public comment, with no public coming forth the floor was closed.

**APPROVAL OF MINUTES**

**1. Tree Board Minutes for May 18, 2022**

MOTION TO APPROVE the Tree Board Minutes from the May 18, 2022 meeting made by Aguilar, seconded by Smith. Passed Unanimously.

Ayes: Barnhill, Smith, Aguilar

## **NEW BUSINESS**

### **2. Discussion and Action, Introduction of Members and Staff**

Clerk Garcia introduced new board member, Tracy Barnhill and explained the role the staff members play with the Tree Board.

Ms. Barnhill greeted the board.

### **3. Tree Board duties and responsibilities pertaining to Ordinance 18-08.**

Clerk Garcia explained the duties and responsibilities of the Tree Board according to Ordinance 18-08 and the standards of Tree City USA/Tree City of the World.

### **4. Tree City USA Presentation**

Chair Aguilar gave an overview of Tree City USA/Tree City of The World designation.

### **5. Discussion of Tree Board Goals for 2022/2023 FY**

The Tree Board discussed their goals for 2023 with Staff.

Member Smith requested that the current budget be placed on the next agenda so the board is aware of real numbers they are working with.

Chair Aguilar requested that the board revisit the education boards that did not come to fruition last year and that the board get the home/business yard beautification recognition program off the ground.

The board requested that the reports from the Arbor Pro Software be put on the next agenda so it can be determined how to move forward with the dead and diseased trees that were identified. Chair Aguilar also requested that the link to Arbor Pro be placed on the website to be accessed by the residents.

Member Smith requested that pricing for annual flowers and mulch be placed on the next agenda.

The board discussed which building or property they would like to invest in as a project in the coming year.

Public Works Director John Vice stated he would have an updated tree log and tree removal services quotes at the next meeting.

**6. Arbor Day Celebration**

The board discussed possible events for the Arbor Day celebration in 2023. A tree scavenger hunt, story board event, the flagpole/tree island in front of the Depot, Town Hall, Sheriff/Fire Station, Community Center, Elementary school STEM night.

Member Smith advised that a determination should wait until we address the budget and are aware of the funding the board has.

Public Works Director, John Vice, will have annuals and mulch pricing for the next meeting.

Member Smith suggested that the boards meetings be changed to meeting in February and begin every other month from that point forward at 5:30pm.

**MOTION TO APPROVE conducting a Tree Board meeting in February 2023 and begin meetings every other month from there at 5:30pm** made by Aguilar and seconded by Smith. Passed Unanimously.

Ayes: Barnhill, Smith, Aguilar

**REPORTS FROM OFFICERS**

Public Works Department Comments

Town Administration Comments

Board Member Comments

Chairperson Comments

**ADJOURNMENT 6:43pm**

**Respectfully Submitted,**

*Jenn Denson Garcia*  
**Jenn Garcia, Town Clerk**

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

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



## **TREE BOARD MEETING MINUTES**

**February 15, 2023 at 5:30 PM**

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

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**CALL TO ORDER** by Chair Aguilar

**PLEDGE OF ALLEGIANCE** led by Chair Aguilar

**ROLL CALL** taken by Clerk Glogowski

**Present:**

Sheila Aguilar  
Michelle Smith  
Tracy Barnhill  
David Joubert

**Absent:**

Town Clerk Garcia informed the Board that she would be leaving the Town of Dundee effective 02/17/2023 and it has been a pleasure to work with the Tree Board and she looks forward to what they will do. Trevor Douthat will be taking over as Interim Town Clerk.

The board congratulated Ms. Garcia and wished her well.

### **DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

Chair Aguilar opened the floor for public comment, with no public coming forth the floor was closed.

### **NEW BUSINESS**

#### **1. Discussion and Action, Introduction of Members and Staff**

Clerk Glogowski introduced the new board member, David Joubert.

Mr. Joubert greeted the board.

## 2. **2022/2023 Budget**

Chair Aguilar provided an explanation of the budget.

Member Smith asked for the difference in the budget listed. Ms. Glogowski explained that ArborPro subscription has already been removed from the total so that balance shown is the amount to be spent by end of fiscal year.

## 3. **March 9, 2023 Dundee Elementary Academy STEM Night**

The board discussed options of what to do for STEM night. The board will plant flowers like they did last year. With the exception of the children putting the dirt in the cups. Town staff will assist the Tree Board by purchasing the necessary supplies of wading pools, 300-350 clear cups, shovels/scoopers, 300 annuals, potting soil, water will be supplied in town igloo coolers instead of water bottles. Town Staff will also assist the Tree Board at the STEM event.

Clerk Garcia mentioned that it would be a good idea to submit a donation request to Lowes & Home Depot at the new fiscal year for next year's events.

The event is to be held on Thursday March 9<sup>th</sup> and clerk Glogowski will confirm the time and will email board members.

**MOTION TO APPROVE budget of \$500.00 for STEM Night**, made by Smith, seconded by Aguilar. Passed Unanimously.

Ayes: Barnhill, Smith, Aguilar, Joubert

## 4. **Discussion of 2022/2023 Arbor Day Celebration**

The Tree Board discussed their goals for 2023 with Staff. After reviewing the 2022/2023 budget the balance left to spend will be \$8,482.00.

Arbor Day is April 28, 2023 and the Arbor Day Proclamation will be presented at the April 11, 2023 Town Commission Meeting. It is requested that all board members attend the April 11<sup>th</sup> Commission Meeting if they are able to. Board member Joubert stated he will be unable to attend due to prior commitments.

With the board holding city wide cleanup for residents the previous couple of years, the board discussed doing the story walk education boards that had been previously considered. Clerk Glogowski stated that the prices were from a quote that was received last year, the town has reached out for an updated quote, and we are waiting to get that back. Once that is received Clerk Glogowski will email that information to the board members. It was decided to purchase 16 signs, that will be placed around Lake Menzie. The board will discuss and choose the story panels at a future meeting. After the order is placed the board will need a timeline so they can plan for the grand opening, which will be discussed at the April meeting. Briefly discussed options for the grand opening to include having vendors and sponsors.

Discussion was had regarding the status of the triangle at Dundee Depot where trees were lost due to Hurricane Ian. Discussion on this item will be tabled until a future meeting.

**MOTION TO APPROVE budget of \$6,000.00 for 16 Story Walk stands to be placed at Lake Menzie.** made by Smith, seconded by Aguilar. Passed Unanimously.

Ayes: Barnhill, Smith, Aguilar, Joubert

Chair Aguilar amended the agenda to add item #7 to elect a Vice-Chair.

#### **5. ArborPro Tree Maintenance Findings & Recommendations**

Public Works Director, John Vice provided update on the priority 1 and priority 2 tree removal recommendations. Director Vice stated that ArborPro recommendations will take multiple years to complete, as it is not financially possible to complete all in one fiscal year, but priority 1 and priority 2 will remain at the top of the list. Director Vice stated that he is working with Town Manager, Tandra Davis, who bears the financial responsibility of removing the trees, whether it be the town or the tree board. Director Vice, requested to remove three (3) trees at Lake Menzie first. Members requested an update on cost from staff at the next meeting so they can decide how much to budget.

#### **6. Tree Trimming & Removal Update**

Director Vice provided update on the trees. Director Vice requested to remove two trees on the side of the Polk County Sheriff's Department building.

#### **7. Election of Vice-Chair**

Chair Aguilar nominated board member Smith. Board member Smith accepted the nomination.



**MOTION TO APPROVE elect board member Michelle Smith as Vice-Chair**, made by Aguilar, seconded by Joubert. Passed Unanimously.

**Ayes:** Barnhill, Smith, Aguilar, Joubert

**REPORTS FROM OFFICERS**

Public Works Department Comments

Town Administration Comments

Board Member Comments

Chairperson Comments

**ADJOURNMENT 6:47pm**

**Respectfully Submitted,**

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**Melissa Glogowski, Executive Administrative Assistant**

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

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



# TREE BOARD MEETING

## JUNE 21, 2023 at 5:30 PM

**AGENDA ITEM TITLE:**

DISCUSSION & ACTION: BOARD RESIGNATION

**SUBJECT:**

The Tree Board will consider approval of a board resignation.

**STAFF ANALYSIS:**

Town Staff received the resignation of Tree Board Member, Tracy Barnhill on May 9, 2023.

Town Staff will be posting the open seat on the Town Website and on Social Media.

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Approval

**ATTACHMENTS:**

None

**Melissa Glogowski**

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**From:** tracy coy <tracycoy5@yahoo.com>  
**Sent:** Tuesday, May 9, 2023 10:06 AM  
**To:** Melissa Glogowski  
**Subject:** Re: Tree Board Shirts

I am sorry right now I really don't have the time now to be on the board due to my job.

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, May 9, 2023, 9:51 AM, Melissa Glogowski <mglogowski@townofdundee.com> wrote:

Good morning Ms. Barnhill,

Would you please let me know your shirt size as we will be placing an order for t-shirts and possibly a polo shirt for the new Tree Board Members.

If you have any questions, please don't hesitate to contact me.

**Melissa Glogowski**

**Executive Admin. Asst/HR Coordinator**

**Town of Dundee**

**202 E. Main St**

**Dundee, FL 33838**

**863.438.8330 ext. 226**

**863.438.8333 (fax)**



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# TREE BOARD MEETING

JUNE 21, 2023 at 5:30 PM

**AGENDA ITEM TITLE:**

DISCUSSION & ACTION: 2023 ARBOR DAY

**SUBJECT:**

The Tree Board will discuss the Town's 2023 Arbor Day celebration.

**STAFF ANALYSIS:**

Arbor Day was on April 28, 2023.

The Tree Board will determine if they want to hold another event to celebrate Arbor Day 2023. With the purchase of the Storyboards and their participation in Dundee Elementary's STEM Night in March they have met the requirements to retain the Tree City designations.

**FISCAL IMPACT:**

At the will of the board.

**STAFF RECOMMENDATION:**

None

**ATTACHMENTS:**

None



# TREE BOARD MEETING

June 21, 2023, at 5:30 PM

DISCUSSION & ACTION: 2022-2023 Tree Board Budget

**AGENDA ITEM TITLE:**

**SUBJECT:**

The Tree Board will be updated on the amount remaining in the 2022-2023 Tree Board Budget.

**STAFF ANALYSIS:**

The Tree Board's 2022/2023 budget is \$11,250,000.

At the February 15<sup>th</sup> meeting the board was notified that the balance after purchases was \$8,982.00, to be used no later than September 30, 2023. As of June 13, 2023 the balance left to be used is \$3,281.73.

**FISCAL IMPACT:**

At the will of the board.

**STAFF RECOMMENDATION:**

Residential & Commercial Beautification Programs

**ATTACHMENTS:**



# TREE BOARD MEETING

June 21, 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

<b>DATE:</b>	<b>LOCATION:</b>	<b>DESCRIPTION: TRIMMING/CUTTING</b>	<b>COMMENTS:</b>
6/7/2023	400 BLOCK OF EDMUND AVE	TRIMMED TREES OVER ROAD	These trees conflicted with roadway traffic
6/7/2023	300 BLOCK OF EDMUND AVE	TRIMMED TREES OVER ROAD	These trees conflicted with roadway traffic
6/7/2023	200 BLOCK OF EDMUND AVE	TRIMMED TREES OVER ROAD	These trees conflicted with roadway traffic
6/6/2023	ALLEY BETWEEN EDMUND AND VALINTINA AVE	REMOVED FALLEN TREE/DEAD TREE	Removed by contractor
6/5/2023	COMMUNITY CENTER BUILDING	TRIMMED TREES IN LAWN	Normal maintenance
6/1/2023	TOWN HALL BUILDING	TRIMMED TREES IN ROW	Normal maintenance
5/31/2023	DEPOT ISLAND	TRIMMED PALM TREES	Normal maintenance
5/30/2023	GRACE AVE	TRIMMED TREES OVER ROAD	These trees conflicted with roadway traffic
5/30/2023	BETTY AVE	TRIMMED TREES OVER ROAD	These trees conflicted with roadway traffic
5/30/2023	ANN AVE	TRIMMED TREES OVER ROAD	These trees conflicted with roadway traffic. ** This was for the tree and bench dedication (Tandra Davis)
9/3/2021	Lake Menzie	Planted a pink tabebuia tree	This was for the tree and bench dedication (Ray Hunt)
8/31/2021	6 <sup>th</sup> Street	Trimmed low hanging limbs	Tree limb here hang low over the road, so we trimmed them up
8/26/2021	103 1 <sup>st</sup> South	Removed 2 dead palm trees	Located inside of right of way they were complete dead
8/19/2021	Community Center	Trimmed crape	
8/16/2021	Lake Menzie	Removed a dead limb from tree	There is a live oak that had a dangerous limb hanging we cut it off
8/10/2021	Lake Ruth	Removed Brazilian pepper trees	Cleaned the brazilian pepper trees out from around other trees



7/31/2021	Lake Marie/playground	Planted 10 live oaks	Town staff and tree board held a beatification day and was able to plant 10 live oaks
7/31/2021	Lake Marie/playground	Planted 3 crape myrtles	Town staff and tree board held a beatification day and was able to plant 3 crape myrtles