



TREE BOARD MEETING AGENDA

October 15, 2025 at 5:30 PM

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

Phone: 863-438-8330 | www.TownofDundee.com

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

1. August 20, 2025, Tree Board Mtg. Minutes

NEW BUSINESS

2. DISCUSSION: TREE BOARD DUTIES & RESPONSIBILITIES PERTAINING TO ORDINANCE 18-08
3. DISCUSSION, TREE CITY USA & TREE CITY OF THE WORLD OBJECTIVE OVERVIEW
4. DISCUSSION, FY 2025-2026 TREE BOARD BUDGET & GOALS

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

August 20, 2025, at 5:30 PM

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

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER at 5:26 PM by Chair Aguilar

PLEDGE OF ALLEGIANCE led by Chair Aguilar

ROLL CALL given by Administrative Assistant Glogowski

PRESENT

Shiela Aguilar
Michelle Smith
Edwin Manucy Jr.
Rhonda Sara

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

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

Chair Aguilar opened the floor for delegation. No one was present in delegation, so the floor was closed.

APPROVAL OF MINUTES

1. APPROVAL OF TREE BOARD MINUTES:

- December 18, 2024

Motion to approve the minutes from December 18, 2024,

Motion Seconded . Passed unanimously.

Voting in favor: Aguilar, Manucy, Sara, Smith

The motion passed unanimously

NEW BUSINESS

2. DISCUSSION & ACTION – BOARD RESIGNATION

Board member Patricia Joubert submitted her resignation via email on June 24, 2025.

Motion to accept the resignation of Patricia Joubert

Motion Seconded

Voting in favor: Aguilar, Manucy, Sara, Smith

The motion passed unanimously

3. Discussion and Action, Introduction of Members and Staff

Mr. Manucy greeted the board.
Ms. Sara greeted the board.

4. DISCUSSION – FY 2024-2025 BUDGET & GOALS

Tree Board members discussed the options for the use of the remaining \$11,250. Budget that must be used by September 30, 2025.

Tree Board discussed other options for FY 2024-2025 funds to be used.

Motion to approve \$1,000.00 to purchase a Tabebuia tree to be placed at Dundee Ridge Middle School in honor of Ms. Cathy Montero.

Motion Seconded

Voting in favor: Aguilar, Manucy, Sara, Smith

The motion passed unanimously

Motion to approve \$10,250.00 to purchase a covered arch bench from Noblewins along with landscaping materials and sign to be placed in front of town hall.

Motion Seconded

Voting in favor: Aguilar, Manucy, Sara, Smith

The motion passed unanimously

5. DISCUSSION – BEAUTIFICATION AWARD

Motion to Suspend the Dundee Beautification Award Program to be placed in front of town hall.

Motion Seconded

Voting in favor: Aguilar, Manucy, Sara, Smith

The motion passed unanimously

REPORTS FROM OFFICERS

Public Works – Nothing to report

Town Administration – Gave date for Christmas parade

Board - Nothing to report

ADJOURNMENT at 6:50PM

Respectfully Submitted,

Melissa Glogowski
Administrative Assistant

APPROVAL DATE: _____



TREE BOARD MEETING

October 15, 2025 at 5:30 PM

AGENDA ITEM TITLE:

DISCUSSION: TREE BOARD DUTIES & RESPONSIBILITIES
PERTAINING TO ORDINANCE 18-08

SUBJECT:

The Tree Board will discuss the duties and responsibilities of the Tree Board per Ordinance 18-08.

STAFF ANALYSIS:

It shall be the responsibility of the board to study, investigate, counsel, develop, update annually, and administer a written plan to include in parks, along streets and in other public areas:

- Care of trees & shrubs
- Preservation of trees & shrubs
- Pruning of trees & shrubs
- Planting of trees & shrubs
- Replanting of trees & shrubs
- Removal or Disposition of trees and shrubs

Such plan shall be presented annually to the town commission and upon their acceptance and assent shall constitute the official comprehensive tree plan for the Town of Dundee.

The board, when requested by the town commission, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

STAFF RECOMMENDATION:

None

ATTACHMENTS:

Ordinance 18-08
Land Use Code 2.03

ORDINANCE 18-08

AN ORDINANCE OF THE TOWN OF DUNDEE, FLORIDA RESTATING AND AMENDING ORDINANCE 90-14 REGARDING THE DUNDEE TREE BOARD AND RELATED MATTERS; AND PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, CODIFICATION, AND THE ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on December 11, 1990, the Town Commission of the Town of Dundee adopted Ordinance 90-14; and

WHEREAS, the purpose and intent of Ordinance 90-14 was to attain recognition for the Town of Dundee by the Arbor Day Foundation as a Tree City U.S.A; and

WHEREAS, the Town Commission, in the absence of the town department of forestry, established a town committee to be known as the Dundee Tree Board as required as part of the Tree City USA application; and

WHEREAS, the Town Commission set forth standards for tree plantings and maintenance within the Town; and

WHEREAS, Town staff is desirous of now pursuing a current Tree City U.S.A. designation.

NOW THEREFORE, BE IT ENACTED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA:

SECTION 1. The above referenced WHEREAS clauses are incorporated herein by reference and constitute the factual basis for the adoption of this Ordinance.

SECTION 2. Ordinance 90-14 of the Town of Dundee, Florida, is hereby restated with amendments as follows (deletions are shown in ~~striketrough~~ and restated provisions and additions are shown in underline format):

Section 1. Town of Dundee Land Development Code

The provisions of this Ordinance are subject to the Town of Dundee Land Development Code and, in particular, the provisions set forth in Section 2.03.00 regarding Landscaping and Buffering Standards.

Section 2. Definitions

Street Trees: Street trees are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the Town of Dundee.

Park Trees: Park trees are herein defined as trees, shrubs, bushes and all other woody vegetation in public parks and all areas owned by the Town, or areas to which the public has free access as a park.

Section 3. Creation and Establishment of a Dundee Tree Board

There is hereby re-established a Dundee Tree Board for the Town of Dundee which shall consist of five members, all of whom shall be residents of the Town. Each member of the Board shall be appointed by the Mayor with the approval of the Commission.

Section 4. Term of Office

The term of each of the five persons comprising the Dundee Tree Board shall be three (3) years, except that the term of two (2) of the members appointed to the board now shall be for only one (1) year and the term of the two (2) members of the board appointed now shall be for two (2) years. In the event that a vacancy shall occur during the term of any member, the successor shall be appointed for the unexpired portion of the term that became vacant.

Section 5. Compensations

Members of the board shall serve without compensation.

Section 6. Duties and Responsibilities

It shall be the responsibility of the Board to study, investigate, counsel, develop, update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets, and in other public areas. Such plan shall be presented annually to the Town Commission and upon their acceptance and assent shall constitute the official comprehensive tree plan for the Town of Dundee.

The Board, when requested by the Town Commission, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

Section 7. Operation

The Board shall choose its own officers, which shall include a chairperson, a vice chairperson, and a secretary; make its own rules and regulations; and keep minutes of its proceedings. A majority of the members shall constitute a quorum for the transaction of official business of the Board.

Section 8. Tree Species to be planted

Subject to §2.03.00 of the Town of Dundee Land Development Code, the Dundee Tree Board shall develop and maintain a list of desirable trees for

planting along streets in three size classes based on mature height: small (under 10 feet), medium (10 to 20 feet) and large (over 20 feet).

This list shall be reviewed annually and recommended for approval by resolution of the Dundee Tree Board. Lists of trees not suitable for planting will also be created by the Dundee Tree Board. Any list adopted by resolution of the Dundee Tree Board shall not be the exclusive list of desirable trees for planting within the Town and shall be considered complimentary to the list of trees and/or shrubs set forth in Tables 2.03(A)-(C) of the Town of Dundee Land Development Code.

Section 9. Spacing and Species

Spacing and species of street trees shall be in accordance with applicable tree spacing and species provisions prescribed in the Town of Dundee Land Development Code. To the extent that the Town of Dundee Land Development Code does not specifically address the spacing and/or species of street trees, then the spacing of street trees will be in accordance with the three (3) species size classes listed in Section 8 of this Ordinance, and no trees may be planted closer together than the following: small trees, 15 feet; medium trees, 20 feet; and large trees, 30 feet, except in special plantings, designed or approved by a landscape architect or as otherwise authorized by the Town of Dundee Land Development Code or the Town's Development Director.

Section 10. Distance from Curb and Sidewalk

Distance from curb and sidewalk of street trees shall be in accordance with applicable provisions prescribed in the Town of Dundee Land Development Code. To the extent that the Town of Dundee Land Development Code does not specifically address the distance from curb and sidewalk of street trees, then the distance street trees may be planted from curbs or curb lines and sidewalks will be in accordance with the three species size classes listed in Section 8 of this Ordinance, and no street trees may be planted closer to any curb or sidewalk than the following: small trees, 1 foot; medium trees, 2 feet; and large trees, 3 feet.

Section 11. Distance from Street Corners and Fireplugs-Fire Hydrants

Distance from street corners and fire hydrants of street trees shall be in accordance with applicable provisions prescribed in the Town of Dundee Land Development Code. To the extent that the Town of Dundee Land Development Code does not specifically address the distance from street corners and fire hydrants of street trees, then no street tree shall be planted within 25 feet of any street corner, measured from the point of nearest intersecting curbs or curblines. No street tree shall be planted within 10 feet of any fireplug fire hydrant.

Section 12. Utilities

Street trees shall not be placed so as to interfere with overhead utility wire(s) in accordance with requirements of applicable law including, but not to be limited to, the Town of Dundee Land Development Code. However, in the absence of any applicable law, no street trees other than those species listed as small trees in Section 8 of this ordinance may be planted under or within 10 feet of any overhead utility wire.

Section 13. Public Tree Care

The Town shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

The Dundee Tree Board may remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with an injurious fungus, insect, or other pest. This section does not prohibit the planting of street trees by adjacent property owners, providing that the selection and location of said trees is in accordance with Sections 8 through 12 of this ordinance.

Section 14. Tree Topping

It shall be unlawful as a normal practice for any person, firm, or Town Department to top any street tree, park tree, or any other tree located on public property. "Topping" is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or obstructions where other pruning practices are impractical may be exempted from this ordinance as determined by the Dundee Tree Board.

Section 15. Pruning, Corner Clearance

Every owner of any tree overhanging any street or right-of-way within the Town shall prune the branches so that such branches shall not severely obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of thirteen feet (13') above street surfaces or eight feet (8') above the sidewalk surface. Said owners shall remove all dead, diseased, or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The Town shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with the visibility of any traffic control device or sign or sight triangle at intersections. Tree limbs that grow near high voltage

electrical conductors shall be maintained clear of such conductors by the electric utility company in compliance with any applicable franchise agreements. A utility tree trimming policy must be reviewed by the utility company and Dundee Tree Board prior to any trimming by the utility company.

Section 16. Dead or Diseased Tree Removal on Private Property

Subject to applicable law, the Town shall have the right to cause the removal of any dead or diseased trees on private property within the Town, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the Town. The Dundee Tree Board shall furnish written notice to the owners of such trees advising them that such trees must be removed by the owners at their own expense within 60 days after the date of service of notice. In the event of failure of owners to comply with such provisions, the Town shall have the authority to cite such violator to appear before the Dundee Code Enforcement Board Special Magistrate for Code Enforcement to show cause why such person should not be held in violation of this Ordinance.

Section 17. Removal of Stumps

All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

Section 18. Interference with Dundee Tree Board

It shall be unlawful for any person to prevent, delay or interfere with the Dundee Tree Board, or any of its agents, while engaging in authorized activities pursuant to this Ordinance.

Section 19. Arborists License Registration and Bond

It shall be unlawful for any person or firm to engage in the business or occupation of pruning, treating, or removing street or park trees within the Town without first completing and submitting a registration form (to be provided by the Town) to the Town of Dundee. No registration shall be required of any public service company including electric utilities and their agents and contractors or Town employees doing such work in the pursuit of their public service endeavors. Each registrant shall first file evidence of possession of liability insurance in the minimum amounts of \$300,000.00 for bodily injury and \$300,000.00 for property damage indemnifying the Town or any person injured or damaged resulting from the pursuit of such endeavors as herein described.

Section 20. Review by the Town Commission

The Town Commission shall have the right to review the conduct, acts, and decisions of the Dundee Tree Board. Any person may appeal from any ruling or order of the Dundee Tree Board to the Town Commission who may hear the matter and make a final decision so long as such an appeal in writing is filed with the Town Clerk within 30 calendar days from the date of the rendering of any ruling or order of the Dundee Tree Board.

Section 21. Penalty

Any person violating any provision of this Ordinance shall be, upon conviction or plea of guilty, subject to the penalties provided in Section 1-14 of the Dundee Code of Ordinances, as well as the jurisdiction of the Dundee Code Enforcement Board Special Magistrate for Code Enforcement.

Section 22. Funding Allocation and Population Measure

In order to achieve recognition as a Tree City USA by the Arbor Day Foundation, the Town of Dundee is required to allocate \$2 per capita into a fund for public tree care. These funds must be used for the items listed in Exhibit A attached hereto and incorporated herein by reference.

The annual per capita population figure to determine the amount to be budgeted annually shall be the population estimate reported by the Florida Bureau of Economic and Business Research.

Accordingly the Town Manager is hereby directed to prepare an estimate of the amount to be appropriated and placed into such a fund each fiscal year in conjunction with the preparation of the Town's annual fiscal year budget to be presented to the Town Commission.

SECTION 3. Codification and Administrative Correction of Scriveners Errors

It is the intent of the Town Commission that the provisions of this Ordinance shall become and be made part of the Code of Ordinances of the Town; and that sections of this Ordinance may be re-numbered or re-lettered and the word "ordinance" may be changed to "chapter," "section," "article," or such other appropriate word or phrase in order to accomplish such intentions; and regardless of whether such inclusion in the Code is accomplished, sections of this Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the Town Manager or designee, without need of public hearing, by filing a corrected or re-codified copy of same with the Town Clerk.

SECTION 4. Severability

If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the

remaining portions of this Ordinance. The Town of Dundee, Florida, by and through its Town Commission, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 5. Repeal

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect.

SECTION 6. Effective Date

This ordinance shall become effective immediately upon adoption after second and final reading/public hearing.

INTRODUCED AND PASSED on first reading at the regular meeting of the Town of Dundee Town Commission held this 13th day of November, 2018.

PASSED AND ADOPTED on second reading/public hearing at the regular meeting of the Town of Dundee Town Commission held this 11th day of December, 2018.

FINAL VOTE OF THE COMMISSION: YEAS _____
NAYS _____

TOWN SEAL

CLERKS ATTESTMENT:

MAYORS SIGNATURE

Brian Lueth, Town Clerk

Samuel Pennant, Mayor

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A
to Ordinance 18-08

Arbor Day Foundation Approved Expenses for the Mandated Public Tree Care Fund

- Contract Work For Tree Care
- Tree Purchases
- Watering
- Fertilizing
- Insect Control
- Staking
- Mulching
- Dead Tree Removal
- Stump Removal
- Pruning By Town Employees
- Leaf And Brush Pick-Up
- Biomass Recycling
- Survey Or Inventory Expenses
- Computer Inventory Software
- Equipment Purchases
- Equipment Rental
- Equipment Maintenance
- Arbor Day Program
- Prizes For Arbor Day Contests
- Tree Care Conferences And Workshops Attended By Town Workers
- Memberships In And Donations To Tree Organizations
- Public Education Materials—Brochures, Newsletters, Etc.
- Administrative Time
- Insurance

It shall be the responsibility of the board to study, investigate, counsel, develop, update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets, and in other public areas. Such plan shall be presented annually to the town commission and upon their acceptance and assent shall constitute the official comprehensive tree plan for the Town of Dundee.

The board, when requested by the town commission, shall consider, investigate, make findings, report and recommend upon any special matter or question coming within the scope of its work.

(Ord. No. 18-08, § 2(6), 12-11-18)

Sec. 2-77. - Operation.

The board shall choose its own officers, which shall include a chairperson, a vice chairperson, and a secretary; make its own rules and regulations; and keep minutes of its proceedings. A majority of the members shall constitute a quorum for the transaction of official business of the board.

(Ord. No. 18-08, § 2(7), 12-11-18)

Sec. 2-78. - Tree species to be planted.

Item 2.

Subject to section 2.03.00 of the Town of Dundee Land Development Code, the Dundee Tree Board shall develop and maintain a list of desirable trees for planting along streets in three size classes based on mature height: Small (under ten feet), medium (ten to 20 feet) and large (over 20 feet).

This list shall be reviewed annually and recommended for approval by resolution of the Dundee Tree Board. Lists of trees not suitable for planting will also be created by the Dundee Tree Board. Any list adopted by resolution of the Dundee Tree Board shall not be the exclusive list of desirable trees for planting within the town and shall be considered complimentary to the list of trees and/or shrubs set forth in Tables 2.03(A)—(C) of the Town of Dundee Land Development Code.

(Ord. No. 18-08, § 2(8), 12-11-18)

Sec. 2-79. - Spacing and species.

Spacing and species of street trees shall be in accordance with applicable tree spacing and species provisions prescribed in the Town of Dundee Land Development Code. To the extent that the Town of Dundee Land Development Code does not specifically address the spacing and/or species of street trees, then the spacing of street trees will be in accordance with the three species size classes listed in section 8 of this article, and no trees may be planted closer together than the following: small trees, 15 feet; medium trees, 20 feet; and large trees, 30 feet, except in special plantings, designed or approved by a landscape architect or as otherwise authorized by the Town of Dundee Land Development Code or the town's development director.

(Ord. No. 18-08, § 2(9), 12-11-18)

Sec. 2-80. - Distance from curb and sidewalk.

Distance from curb and sidewalk of street trees shall be in accordance with applicable provisions prescribed in the Town of Dundee Land Development Code. To the extent that the Town of Dundee Land Development Code does not specifically address the distance from curb and sidewalk of street trees, then the distance street trees may be planted from curbs or curb lines and sidewalks will be in accordance with the three species size classes listed in section 2-78 of this division, and no street trees may be planted closer to any curb or sidewalk than the following: Small trees, one foot; medium trees, two feet; and large trees, three feet.

(Ord. No. 18-08, § 2(10), 12-11-18)

Sec. 2-81. - Distance from street corners and fire hydrants.

Distance from street corners and fire hydrants of street trees shall be in accordance with applicable provisions prescribed in the Town of Dundee Land Development Code. To the extent that the Town of Dundee Land Development Code does not specifically address the distance from street corners and fire hydrants of street trees, then no street tree shall be planted within 25 feet of any street corner, measured from the point of nearest intersecting curbs or curblines. No street tree shall be planted within ten feet of any fire hydrant.

(Ord. No. 18-08, § 2(11), 12-11-18)

Sec. 2-82. - Utilities.

Street trees shall not be placed so as to interfere with overhead utility wire(s) in accordance with requirements of applicable law including, but not to be limited to, the Town of Dundee Land Development Code. However, in the absence of any applicable law, no street trees other than those species listed as small trees in section 2-78 of this division may be planted under or within ten feet of any overhead utility wire.

(Ord. No. 18-08, § 2(12), 12-11-18)

Sec. 2-83. - Public tree care.

The town shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds.

The Dundee Tree Board may remove or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with an injurious fungus, insect, or other pest. This section does not prohibit the planting of street trees by adjacent property owners, providing that the selection and location of said trees is in accordance with sections 2-78 through 2-82 of this division.

(Ord. No. 18-08, § 2(13), 12-11-18)

Sec. 2-84. - Tree topping.

It shall be unlawful as a normal practice for any person, firm, or town department to top any street tree, park tree, or any other tree located on public property. "Topping" is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or obstructions where other pruning practices are impractical may be exempted from this division as determined by the Dundee Tree Board.

Sec. 2-85. - Pruning, corner clearance.

Every owner of any tree overhanging any street or right-of-way within the town shall prune the branches so that such branches shall not severely obstruct the light from any street lamp or obstruct the view of any street intersection and so that there shall be a clear space of 13 feet above street surfaces or eight feet above the sidewalk surface. Said owners shall remove all dead, diseased, or dangerous trees, or broken or decayed limbs which constitute a menace to the safety of the public. The town shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light, or interferes with the visibility of any traffic control device or sign or sight triangle at intersections. Tree limbs that grow near high voltage electrical conductors shall be maintained clear of such conductors by the electric utility company in compliance with any applicable franchise agreements. A utility tree trimming policy must be reviewed by the utility company and Dundee Tree Board prior to any trimming by the utility company.

(Ord. No. 18-08, § 2(15), 12-11-18)

Sec. 2-86. - Dead or diseased tree removal on private property.

Subject to applicable law, the town shall have the right to cause the removal of any dead or diseased trees on private property within the town, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the town. The Dundee Tree Board shall furnish written notice to the owners of such trees advising them that such trees must be removed by the owners at their own expense within 60 days after the date of service of notice. In the event of failure of owners to comply with such provisions, the town shall have the authority to cite such violator to appear before the special magistrate for code enforcement to show cause why such person should not be held in violation of this division.

(Ord. No. 18-08, § 2(16), 12-11-18)

Sec. 2-87. - Removal of stumps.

All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

(Ord. No. 18-08, § 2(17), 12-11-18)



TREE BOARD MEETING

October 15, 2025 at 5:30 PM

AGENDA ITEM TITLE:

DISCUSSION, TREE CITY USA & TREE CITY OF THE WORLD OBJECTIVE OVERVIEW

SUBJECT:

The Dundee Tree Board will discuss the Tree City USA and Tree City of the World Objectives

STAFF ANALYSIS:

The Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover.

The Tree City of the World is a Programme Partnership between the Arbor Day Foundation and the Food and Agriculture Organization of the United Nations. Inspiring people to plant, nurture and celebrate trees in order to solve some of the biggest challenges: poverty, hunger, clean water and air, climate change and species loss.

To receive recognition, a community must meet four core standards for its public trees:

- ✓ Standard 1: Form A Tree Board Or Department
- ✓ Standard 2: Establish A Tree Care Ordinance
- ✓ Standard 3: Maintain A Community Forestry Program
With An Annual Budget Of at Least \$2 Per Capita
- ✓ Standard 4: Proclaim and Observe Arbor Day

Town of Dundee ins the process of completing the 2025 Tree City USA and Tree City of the World applications.

STAFF RECOMMENDATION:

None

ATTACHMENTS:

Tree City USA Program Summary
Tree City USA Standards
Tree City of the World Program Summary
Arbor Day Foundation Qualified Expenses

Tree City USA Standards

To qualify as a Tree City USA community, you must meet four standards established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community would have a viable tree management program and that no community would be excluded because of size.

Four Standards for Tree City USA Recognition

Standard 1

A Tree Board or Department

Someone must be legally responsible for the care of all trees on city- or town-owned property. By delegating tree care decisions to a professional forester, arborist, city department, citizen-led tree board or some combination, city leaders determine who will perform necessary tree work. The public will also know who is accountable for decisions that impact community trees. Often, both professional staff and an advisory tree board are established, which is a good goal for most communities.

The formation of a tree board often stems from a group of citizens. In some cases a mayor or city officials have started the process. Either way, the benefits are immense. Involving residents and business owners creates wide awareness of what trees do for the community and provides broad support for better tree care.

Standard 2

A Tree Care Ordinance

A basic public tree care ordinance forms the foundation of a city's tree care program. It provides an opportunity to set good policy and back it with the force of law when necessary.

A key section of a qualifying ordinance is one that establishes the tree board or forestry department—or both—and gives one of them the responsibility for public tree care (as reflected in Standard 1). It should also assign the task of crafting and implementing a plan of work or for documenting annual tree care activities.

Ideally, the ordinance will also provide clear guidance for planting, maintaining and removing trees from streets, parks and other public spaces as well as activities that are

required or prohibited. Beyond that, the ordinance should be flexible enough to fit the needs and circumstances of the particular community.

Standard 3

A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

City trees provide many benefits—clean air, clean water, shade and beauty to name a few—but they also require an investment to remain healthy and sustainable. By providing support at or above the \$2 per capita minimum, a community demonstrates its commitment to grow and tend these valuable public assets. Budgets and expenditures require planning and accountability, which are fundamental to the long-term health of the tree canopy and the Tree City USA program.

To meet this standard each year, the community must document at least \$2 per capita toward the planting, care and removal of city trees—and the planning efforts to make those things happen. At first this may seem like an impossible barrier to some communities. However, a little investigation usually reveals that more than this amount is already being spent on tree care. If not, this may signal serious neglect that will cost far more in the long run. In such a case, working toward Tree City USA recognition can be used to reexamine the community's budget priorities and redirect funds to properly care for its tree resources before it is too late.

Standard 4

An Arbor Day Observance and Proclamation

An effective program for community trees would not be complete without an annual Arbor Day ceremony. Citizens join together to celebrate the benefits of community trees and the work accomplished to plant and maintain them. By passing and reciting an official Arbor Day proclamation, public officials demonstrate their support for the community tree program and complete the requirements for becoming a Tree City USA!

This is the least challenging—and probably most enjoyable—standard to meet. An Arbor Day celebration can be simple and brief or an all-day or all-week observation. It can include a tree planting event, tree care activities or an award ceremony that honors leading tree planters. For children, Arbor Day may be their only exposure to the green world or a springboard to discussions about the complex issue of environmental quality.

The benefits of Arbor Day go far beyond the shade and beauty of new trees for the next generation. Arbor Day is a golden opportunity for publicity and to educate homeowners

about proper tree care. Utility companies can join in to promote planting small trees beneath power lines or being careful when digging. Fire prevention messaging can also be worked into the event, as can conservation education about soil erosion or the need to protect wildlife habitat.

Tree City USA is an Arbor Day Foundation program in cooperation with:



Tree Cities of the World™

Celebrating greener cities worldwide



A Programme Partnership Between the Arbor Day Foundation and the Food and Agriculture Organization of the United Nations (FAO)

The Arbor Day Foundation inspires people to plant, nurture, and celebrate trees in order to solve some of the world's biggest challenges: poverty, hunger, clean water and air, climate change, and species loss.

FAO supports the development of urban and peri-urban forestry actions, projects, and strategic planning tools that promote a sustainable and resilient model for city development around the world.

NOW MORE THAN EVER, trees and forests are a vital component of healthy, livable, and sustainable cities around the globe. Urban forests help define a sense of place and well-being where people live, work, play, and learn.

We invite your city to become part of the **Tree Cities of the World™** programme, an international effort to recognize cities and towns committed to ensuring that urban forests and trees are properly maintained, sustainably managed, and duly celebrated. This is your opportunity to connect with cities around the world in a new network dedicated to sharing and adopting the most successful approaches to managing urban trees and forests.



STANDARDS FOR RECOGNITION

Recognition through the Tree Cities of the World programme represents the first step toward achieving a green vision for your city. To receive recognition, a town or city must meet five core standards:

- **STANDARD 1: Establish Responsibility** – The city has a written statement by city leaders delegating responsibility for the care of trees within the municipal boundary to a staff member, a city department, or a group of citizens — called a Tree Board.
- **STANDARD 2: Set the Rules** – The city has in place a law or an official policy that governs the management of forests and trees. These rules describe how work must be performed — often citing best practices or industry standards for tree care and worker safety — where and when they apply, and penalties for noncompliance.
- **STANDARD 3: Know What You Have** – The city has an updated inventory or assessment of the local tree resource so that an effective long-term plan for planting, care, and removal of city trees can be established.
- **STANDARD 4: Allocate the Resources** – The city has a dedicated annual budget for the routine implementation of the tree management plan.
- **STANDARD 5: Celebrate Achievements** – The city holds an annual celebration of trees to raise awareness among residents and to acknowledge citizens and staff members who carry out the city tree programme.

BENEFITS OF RECOGNITION

By becoming a Tree City, you will:

- **Use the five core standards** to build a program to care for city trees.
- **Educate people** living in your city about the value of trees and the importance of sustainable tree management.
- **Improve citizen pride** by using recognition to show that trees, conservation, and the environment are important to your city.
- **Demonstrate your commitment** to a healthier environment by displaying Tree Cities of the World recognition materials.

GAIN WORLDWIDE RECOGNITION

Join this new, global network of cities recognized as leaders in the sustainable management of urban trees and forests. You may already be using innovative practices that keep city trees healthy. Now you can share your successes in planting and tending the urban forest of your city and learn from others around the world.

Learn more about becoming a recognized Tree City at [TreeCitiesoftheWorld.org](https://www.TreeCitiesoftheWorld.org)





Tree City USA:

Growing Strong Communities



Introduction

- Value
- Program
- Benefits
- Standards



Item 3.

VALUE

VALUE

Trees...

- Infrastructure
- Health
- Legacy
- Wise Investment

Worth Our Time.
Worth Our Resources.



TREE CITY USA®



Arbor Day Foundation®

Item 3.

VALUE

Humans instinctively prefer natural settings

- Increases employee productivity
- Reduces symptoms of ADHD
- Decreases crime
- Eases stress and anxiety



VALUE

- Increased property value
- Treed streets = more frequent and longer shopping
- Shoppers spend more for goods and parking

Item 3.



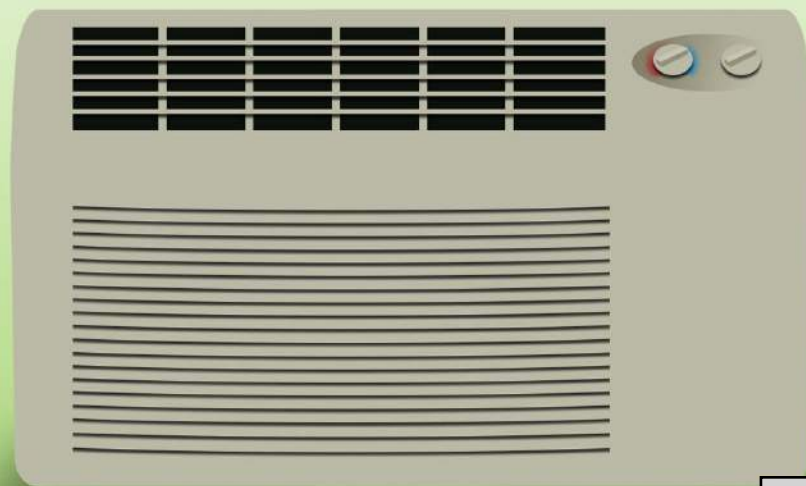
VALUE

Item 3.

100

=

1,000





VALUE

Item 3.

100
mature trees
catch

200,000
gallons of
rainwater/year



Arbor Day Foundation®



TREE CITY USA

100 Trees Over 40 Years:

Benefits = \$161,000

- Energy
- Air Quality
- Runoff
- Real Estate

Costs = \$89,000

- Planting/Pruning
- Removal/Disposal
- Irrigation
- Sidewalk Repair
- Litter
- Legal/Administration

Pay Off: \$72,000

PROGRAM

PROGRAM

Tree City USA Provides Community Forestry Program:

- Direction
- Technical assistance
- Public attention
- National recognition



TREE CITY USA®

Item 3.



Arbor Day Foundation

PROGRAM

Longevity – Launched in 1976

Impact – Over 135 million people live in/near a Tree City

Network – Support from over 3,400 recognized communities

Item 3.



BENEFITS

BENEFITS

Framework for Action

- Provides direction
- Systematic management of tree resources



Item 3.

BENEFITS

Item 3.

Education

- Assistance through the application process
- Online resources
- Technical advice

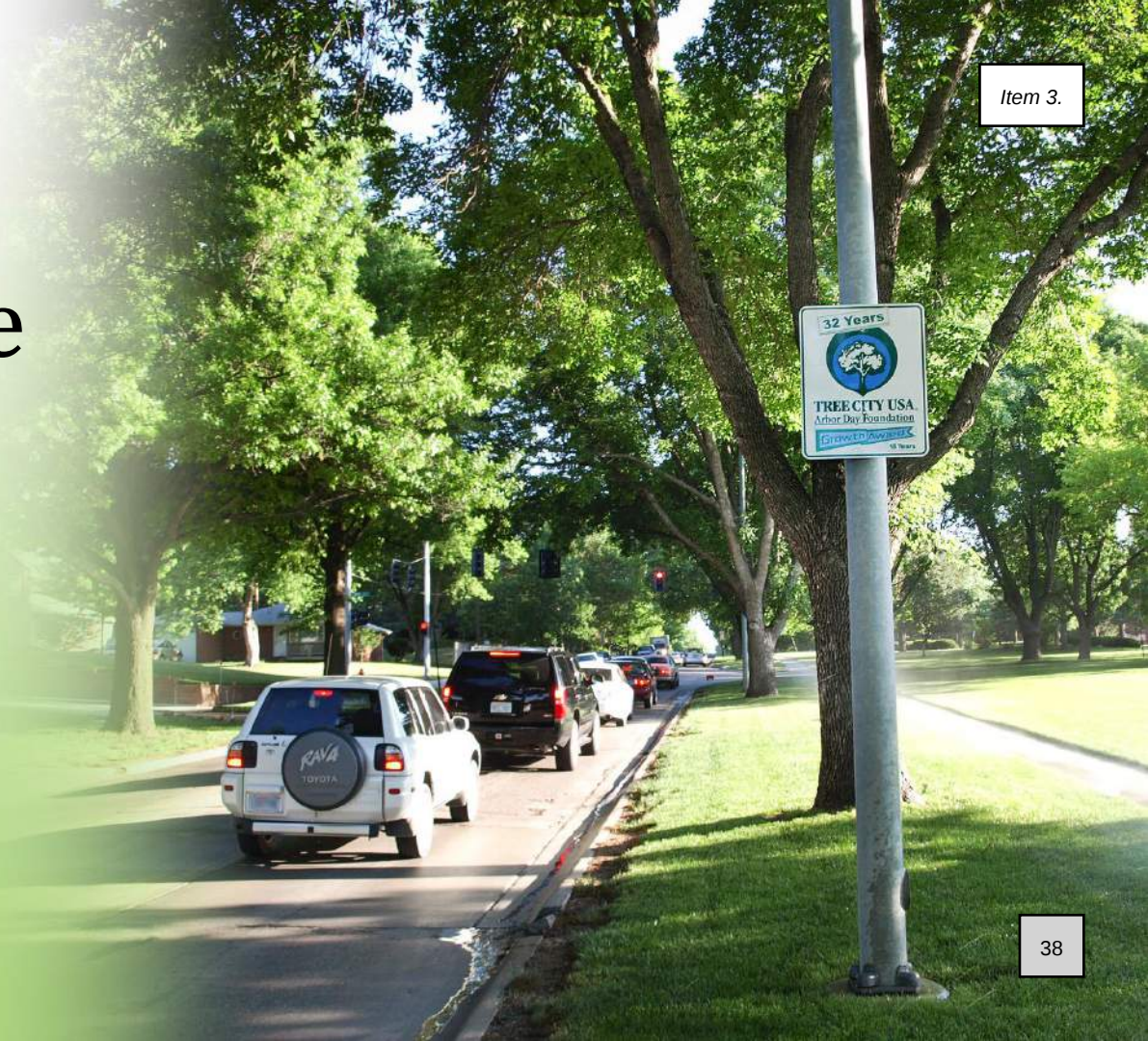


BENEFITS

Public Image

- Quality of life
- Influence
- Desirability

Item 3.



BENEFITS

Item 3.

Citizen Pride



TREE CITY USA



Arbor Day Foundation

BENEFITS

Item 3.

Publicity

- Presentation of the Tree City USA award
- Arbor Day celebration
- Public education



STANDARDS

STANDARDS

1. Tree Board or Department
2. Tree Care Ordinance
3. Community Forestry Program
With Annual Budget of at Least
\$2 Per Capita
4. Arbor Day Observance
and Proclamation

Item 3.



STANDARDS

Item 3.

1. Tree Board or Department

- May be a professional forester/arborist, an entire forestry department or a tree board
- Group of volunteer citizens charged by ordinance with developing and administering a tree management program
- Legally responsible for the management of the community's trees

STANDARDS

Item 3.

2. Tree Care Ordinance

- Establishes a tree board and gives it responsibilities
- Guidance for planting, maintaining and removing trees on public property
- Provides an opportunity to set good policy that is legally enforceable



TREE CITY USA



Arbor Day Foundation

STANDARDS

Item 3.

3. Community Forestry Program With Annual Budget of at Least \$2 Per Capita

- Percentage of city workers' salaries spent on tree care
- Tree planting/watering/fertilizing
- Equipment rental/purchase/maintenance
- Arbor Day expenses
- Tree care conferences, workshops, memberships
- Value of volunteer labor

STANDARDS

Item 3.

4. Arbor Day Observance and Proclamation

Opportunity to inform and engage the broader community through:

- Tree Planting
- Awards Ceremony
- Education



STANDARDS

Item 3.

Steps to become a Tree City USA

- Meet the Four Standards
- Complete and upload application documents each year by December 31 - *No Fee!*
- Apply at **arborday.org/TreeCityUSA**



TREE CITY USA®



Arbor Day Foundation®

Summary

- Value
- Program
- Benefits
- Standards

Purpose through Process

Trees...

Worth Our Time. Worth Our Resources.

“A town is saved, not more by the righteous men in it
than by the woods...that surround it.”

-Henry David Thoreau



Thank You

Learn more at
arborday.org/treecityusa





QUALIFIED EXPENSES

The following expenses for public tree care (street, park, cemetery, public buildings) may be counted in meeting the \$2 per capita requirement for Standard 3:



THINGS YOU DID YOURSELVES

- Tree worker salaries & benefits (use a % if tree care is only one part of their job)
- Time spent on tree care (watering, removing stakes, insect control, mulching)
- Time spent pruning or removing trees
- Leaf and brush pick-up
- Biomass recycling
- Equipment maintenance
- Administrative time
- Insurance



THINGS YOU BOUGHT

- Trees!
- Supplies (staking, mulch, watering bags, tools, gloves)
- Prizes for Arbor Day contests
- Computer inventory software
- Durable equipment (chainsaws, bucket truck, etc.)
- Other (tell us!)



EDUCATIONAL EXPENSES

- Tree care conferences and workshops attended by city workers
- Memberships in and donations to tree organizations
- Public education materials — brochures, newsletters, etc.



THINGS YOU CONTRACTED OUT

- Tree pruning or removal
- Tree inventory work
- Equipment rental
- Consultants to write a plan or give advice
- Insurance



THINGS OTHER PEOPLE DID

- Volunteer time (use National Volunteer rate) for:
 - Tree board meetings
 - Tree planters
 - Arbor Day preparations
- Items donated by others:
 - Trees, or tree planting services
 - Discounts by local vendors



TREE BOARD MEETING

October 15, 2025 at 5:30 PM

AGENDA ITEM TITLE:

DISCUSSION & ACTION: FY 2025 - 2026 BUDGET & GOALS

SUBJECT:

The Dundee Tree Board will discuss the FY 2025–2026 budget and outline their goals for the year.

STAFF ANALYSIS:

The Tree Board will review the FY 2025–2026 budget and discuss goals for the upcoming year. The total budget is \$15,000, with \$2,750 already allocated. This leaves a remaining balance of \$12,250 to be used by the end of the fiscal year on September 30, 2026.

Allocated Funds to Date:

- \$2,750 – ArborPro Annual Maintenance

The Board will also consider how to best utilize the ArborPro software purchased last year as part of their planning. Discussion will include potential initiatives such as:

- Tree Lighting Ceremony Supplies
- Dundee Elementary STREAM (STEM) Night
- Arbor Day 2026
- Tree Board Banners
- Signage
- Additional beautification efforts

The Board will identify specific steps needed to accomplish these goals within the fiscal year.

FISCAL IMPACT:

At the will of the board

STAFF RECOMMENDATION:

None

ATTACHMENTS:

None