



# TREE BOARD MEETING AGENDA

June 17, 2026 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

- 1. TREE BOARD MEETING MINUTES**
  - A. April 15, 2026

## NEW BUSINESS

- 2. DISCUSSION & ACTION, FY 2025/2026 BUDGET & GOALS**
- 3. DISCUSSION, TREE TRIMMING & REMOVAL LOG 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

April 15, 2026, at 5:30 PM

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

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**CALL TO ORDER at 5:35PM by Chair Aguilar**

**PLEDGE OF ALLEGIANCE led by Chair Aguilar**

**ROLL CALL given by Deputy Town Clerk Melissa Glogowski**

**PRESENT**

Shiela Aguilar  
Edwin Manucy Jr.  
Michelle Smith

**ABSENT**

Rhonda Sara

*Motion to approve Board Member Sarah's absence due to being out of state following the death of her mother, made by Vice-Chair Smith*

*Motion Seconded by member Chair Aguilar*

*Voting in favor: Aguilar, Manucy, Smith*

*The motion passed unanimously*

**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:**

- February 18, 2026

*Motion to approve the minutes from February 18, 2026, made by Vice-Chair Smith*

*Motion Seconded by member Chair Aguilar*

*Voting in favor: Aguilar, Manucy, Smith*

*The motion passed unanimously*

**NEW BUSINESS**

**2. DISCUSSION & ACTION – FY 2025 – 2026 BUDGET & GOALS**

*Motion to table budget & goals discussion until April, made by Vice-Chair Smith*

*Motion Seconded by member Chair Aguilar*

*Voting in favor: Aguilar, Manucy, Smith*

*The motion passed unanimously*

**3. DISCUSSION – TOWNWIDE CLEAN-UP DAY**

The board discussed the upcoming Arbor Day Townwide Clean-up Day on Saturday.

**4. DISCUSSION - TREE TRIMMING & REMOVAL LOG**

Public Works Director, John Vice and Parks & Recreation Department Lead, Mike Driggers provided an update on tree trimming and removal since the last Tree Board meeting.

**REPORTS FROM OFFICERS**

**Public Works Department Comments - None**

**Town Administration Comments** – Received Tree City of the World Recognition for 2025

**Board Members Comments** – Good time was had at the S.T.R.E.A.M. night

**Chairperson Comments** – thanked everyone, nice having the same members at meetings

**ADJOURNMENT at 6:10 PM**

Respectfully Submitted,

**Melissa Glogowski**

Melissa Glogowski  
Deputy Town Clerk/Events Coordinator

**APPROVAL DATE:**




## Meeting Agenda Coversheet

<b>MEETING DATE:</b>	June 17, 2026	<b>Submitted By:</b> Melissa Glogowski, Deputy Town Clerk	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>	DISCUSSION & ACTION, FY 2025-2026 BUDGET & GOALS		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)			
<b>SUMMARY and/or JUSTIFICATION:</b>	<p>The Dundee Tree Board will continue discussing its FY 2025–2026 budget and goals for the year. The Board’s total FY 25/26 approved budget is <b>\$15,000.00</b>. To date, <b>\$4,840.64</b> has been allocated, leaving a remaining balance of <b>\$10,159.36</b>, which must be expended by September 30, 2026.</p> <p><b>Allocated Funds to Date:</b>                  \$2,750.00 – ArborPro Annual Maintenance (Paid in May)                  \$527.37 – 2025 Christmas Tree Lighting Ceremony supplies                  \$751.59 – Dundee Elementary S.T.R.E.A.M. Night (March 12, 2026)                  \$768.68 – Townwide Clean-up (April 18, 2026)                  \$43.00 – 2 polo shirts for new board members</p> <p><b>Remaining Balance:</b>  <b>\$10,159.36</b></p>		
<b>SELECT, if applicable</b>	<b>AGREEMENT:</b>		<b>BUDGET:</b>
	<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>
	<b>EXHIBIT(S):</b>		<b>OTHER:</b>
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>			
<b>SELECT, if applicable</b>	<b>RESOLUTION:</b>		<b>ORDINANCE:</b>
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(If Item is <b>not</b> a Resolution or Ordinance, please erase all default text from this field’s textbox and leave blank.)</i>			
<b>FISCAL IMPACT (if any):</b>	At the will of the board		\$0.00




# 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





## Meeting Agenda Coversheet

<b>MEETING DATE:</b>	June 17, 2026	<b>Submitted By:</b> John Vice, Public Works Director		
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>	DISCUSSION, TREE TRIMMING & REMOVAL UPDATE			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)				
<b>SUMMARY and/or JUSTIFICATION:</b>	<p>The Public Works Department provided an updated log of all trees that have been trimmed/removed/planted since the last meeting.</p> <p>The board will consider approval of any necessary tree removal/planting.</p>			
<b>SELECT, if applicable</b>	<b>AGREEMENT:</b>	<input type="checkbox"/>	<b>BUDGET:</b>	<input type="checkbox"/>
	<b>STAFF REPORT:</b>	<input type="checkbox"/>	<b>PROCLAMATION:</b>	<input type="checkbox"/>
	<b>EXHIBIT(S):</b>	<input checked="" type="checkbox"/>	<b>OTHER:</b>	<input type="checkbox"/>
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>	Tree Trimming & Removal Log			
<b>SELECT, if applicable</b>	<b>RESOLUTION:</b>	<input type="checkbox"/>	<b>ORDINANCE:</b>	<input type="checkbox"/>
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(If Item is <b>not</b> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank.)</i>				
<b>FISCAL IMPACT (if any):</b>				\$0.00

<b>TREE REMOVAL/CUTTING LOG</b>				
<b>2026</b>				
<b>MONTH</b>	<b>TYPE OF TREE</b>	<b>TRIMMED/REMOVED</b>	<b>LOCATION</b>	<b>REASON'S</b>
April	Spruce	Remove	Jefferson Ave	Blocking stop sign
April	Oak	Trimmed	Dundee Rd	
April	Eucalyptus	Trimmed	Ridgewood Ave.	
May	Live Oak	Removed	Community Center	Dead/Rotten
May	Live Oak	Removed	Community Center	Dead/Rotten
May	Live Oak	Removed	Lake Marie Park	Dead/Rotten
May	Live Oaks	Trimmed	Lincoln Ave	Low over roadway
May	Live Oaks	Trimmed	MLK Ave.	Low over roadway
May	Live Oaks	Trimmed	Drake Ave.	Low over roadway