



## Town of Lake Park, Florida

### Tree Board Meeting Agenda

Tuesday, January 13, 2026 at 6:00 PM

Town Hall Commission Chamber, 535 Park Avenue, Lake Park, FL 33403

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<b>Brady Drew</b>	—	<b>Chair</b>
<b>Gillian Kennedy Wright</b>	—	<b>Vice-Chair</b>
<b>Shana Phelan</b>	—	<b>Board Member</b>
<b>Lauren Paxton</b>	—	<b>Board Member</b>
<b>Mary Taylor</b>	—	<b>Board Member</b>

***PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Tree Board, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.***

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#### CIVILITY AND DECORUM

*The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:*

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

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#### CALL TO ORDER/ROLL CALL

#### NEW BUSINESS:

1. Selection of a Chair and Vice Chair

#### PLEDGE OF ALLEGIANCE

**CONSENT AGENDA:**

2. March 13, 2025 Special Call Tree Board Meeting Minutes

**NEW BUSINESS:**

3. Town-wide Swale Restoration Initiative and Request for Tree Board Collaboration on Right-of-Way Tree Inventory

**PUBLIC COMMENT:**

*This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.*

**BOARD MEMBER COMMENTS:****STAFF COMMENTS:****ADJOURNMENT:**

- (3) [Reserved.]
- (4) Keep records of all of the activities of the library board and make annual reports to the town manager and the town commission relative thereto or whenever requested to do so by the town commission.

(Ord. No. 5-1968, § IV, 4-15-1968; Code 1978, § 12-27; Ord. No. 05-2010, § 5, 6-2-2010)

- **ARTICLE IV. - BOARDS AND COMMITTEES<sup>[5]</sup> Modified**

- **DIVISION 1. - GENERALLY**

- **Sec. 2-111. - Election of board and committee officers. Modified**

(a) *Chair.* Each board and committee of the town shall annually elect from its membership a chair, who shall preside at all meetings of such board or committee, and a vice-chair, who shall preside at all meetings of such board or committee in the absence or disability of the chair, at a regular meeting to be conducted in January, or if there is no meeting in January then at the first meeting of the board or committee in the new year.

(b) *Administrative support.* The town manager shall assign town employees to each board or committee, including a recording secretary who shall be responsible for recording the meetings and producing minutes of the board or committee meetings.

(Code 1978, § 2-56; Ord. No. 17-1991, § 1, 11-6-1991; Ord. No. 05-2015, § 2, 5-6-2015)

- **Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.**

(a) *Definitions.* For the purposes of this section, the following words, terms and phrases shall have the meanings herein ascribed to them:

*Board* means board or committee, as appropriate.

*Valid excuse* means one of the following:

(1)

Illness of a member or other person for whom the member is a caregiver;

(2)

Death of a member's relative; or

(3)

Scheduled absence approved in advance by the town clerk.

(b) *Recording of attendance.* The secretary of each board shall record the names of the board members who are present and absent at each board meeting, and shall include in the minutes of the meeting, the name of any member who has missed a meeting without a valid excuse, including regular and special meetings of said board.

(c) *Termination of membership.* Membership on a town board shall be automatically terminated for any member who, without valid excuse, misses three board meetings both regular and special in any consecutive 365-day period (any one-year term of the member).

(d) *Review of minutes.* The town clerk shall be responsible for reviewing the minutes of each board to determine when a vacancy has occurred, the town clerk shall confirm the unexcused absences of the member with the board secretary and once confirmed shall subsequently publish notice of the vacancy in a newspaper of general circulation of the town. The town commission shall fill the vacancy no sooner than two weeks after the publication of such notice. The term of a board member who is removed from office for lack of attendance shall end at the close of the third meeting in which the member failed to attend and which absence was not excused.

(e) *Notice of vacancies.* The town clerk shall monitor the terms of office for board members. Not less than 60 days prior to the end of a board member's term, the clerk shall publish a notice of the impending vacancy.

(f) *Publication of notice.* When publication of notice is required pursuant to this section, such publication shall be in the town newsletter and/or by other reasonable means of posting and publication. Copies of such notices shall be provided to the town commission at the next regular meeting following publication.

(g) *Profile sheet.* Each person seeking an initial appointment to a board shall be required to complete a profile sheet. The form for such profile sheet shall be approved by the commission. Any current regular member or alternate member seeking appointment or reappointment shall also be required to complete a profile sheet if one has not been completed within the previous three years. A profile sheet shall be due no later than 48 hours prior to the regular town commission meeting at which the appointment is scheduled to occur.

(h) *Appointment of alternate members.* The town commission shall appoint two alternates for each board. Alternate members of a board shall be appointed as first alternate and second alternate and shall serve in that order when necessary. Alternate members shall be permitted to participate in all board discussions. When an alternate member serves, the alternate member shall have all the powers and duties of a regular member including the right to vote on any matter before the board.

(i) *Nomination for action on vacancies.* The clerk shall prepare a list of volunteers, including members who seek reappointment, along with the profile sheet for commission action on a vacancy. The list of volunteers shall include the name of each person seeking the appointment for which a profile sheet has been timely received. The commission may interview board and committee members appearing on the clerk's list who volunteer for reappointment or appointment. A nomination to fill a vacancy may be made by any member of the commission. For a nominee to be appointed there must be a second and majority vote of the commission. Thereafter, the clerk shall notify each volunteer applicant in writing of the commission's action.

(j) Vacancies on a board or committee shall be automatically filled by an alternate member of that board or committee for the unexpired term. If two vacancies occur at the same time, the second vacancy shall be filled by the second alternate for the unexpired term. If a board or committee has more than two vacancies, the town commission may appoint temporary members, as necessary, who shall serve until the commission makes a regular appointment. The town clerk shall notify an alternate upon a change in status.

(k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to the boards of the town, excepting the planning and zoning board, and all appointments to said boards shall be made by the town commission.

(Ord. No. 33-1974, §§ I—III, 11-20-1974; Ord. No. 10-1979, § 1, 8-1-1979; Ord. No. 8-1982, § 1, 3-3-1982; Ord. No. 16-1990, § 1, 9-5-1990; Ord. No. 4-1991, § 1, 2-6-1991; Ord. No. 11-1994, § I, 5-18-1994; Ord. No. 6-1995, § I, 3-1-1995; Ord. No. 12-2001, § 1, 8-15-2001; Code 1978, § 2-57; Ord. No. 22-2004, § 2, 11-17-2004; Ord. No. 31-2004, § 2, 1-19-2005; Ord. No. 12-2006, § 2, 11-1-2006; Ord. No. 10-2013, § 2, 8-21-2013)

- **Sec. 2-113. - Scheduled board meetings; hours.**

All meetings of the various town boards shall be conducted after 5:00 p.m.

(Ord. No. 8-1985, § 1, 5-1-1985; Code 1978, § 2-58)

- **Secs. 2-114—2-150. - Reserved.**



## Town of Lake Park, Florida

### Tree Board Meeting Minutes

Thursday, March 13, 2025 at 6:00 PM

Town Hall Commission Chamber, 535 Park Avenue, Lake Park, FL 33403

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<b>Brady Drew</b>	—	<b>Chair</b>
<b>Gillian Kennedy Wright</b>	—	<b>Vice-Chair</b>
<b>Shana Phelan</b>	—	<b>Board Member</b>
<b>Lauren Paxton</b>	—	<b>Board Member</b>

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#### CALL TO ORDER/ROLL CALL

6:10 PM

#### PRESENT:

Chair Drew

Vice-Chair Kennedy Wright

Board Member Phelan

Board Member Paxton

#### PLEDGE OF ALLEGIANCE

The Pledge was led by Chair Drew

#### PRESENTATIONS:

1. Selection of a Chair and Vice-Chair

Motion to nominate Brady Drew as Chair and Gillian Kennedy Wright as Vice-Chair made by Board Member Paxton, seconded by Board Member Phelan. Voting Aye: All.

**CONSENT AGENDA:**

## 2. December 10, 2024 Tree Board Meeting Minutes

Chair Drew asked about some items in the minutes that needed follow up. He specifically referenced the irrigation schedule and additional details that were to be provided by the Public Works Director. Town Clerk Mendez advised that the Public Works Director was out until the following week and she would pass the information to him upon his return. Chair Drew also requested the status on some projects that were supposed to go before the Commission but haven't as of yet.

Motion to approve consent agenda made by Board Member Phelan, Seconded by Board Member Paxton. Voting Aye: All.

**NEW BUSINESS:**

## 3. 2025 Arbor Day Ceremony Tree Selection.

Special Events Director Riunite Franks explained the item. She stated that the Public Works Director provided three different trees to choose from for the Arbor Day Ceremony which are Live Oak, Florida Elm and Southern Magnolia. She stated that the tree will be planted according to the diagram provided (Exhibit A). Board Member Paxton asked if the tree would be planted east of the power line. Special Events Director Franks advised it would be planted northeast of the power line. Chair Drew asked if the tree would be planted between the sidewalk and the road. Special Events Director Franks confirmed this to be correct. Board Member Phelan asked about the remodeling of Kelsey Park and wanted to make sure that this planting would be in line with those plans. She felt that a canopy tree would not be appropriate near the power lines. Special Events Director Franks advised that the planting would be in line with the Park's Master Plan. Board Member Paxton stated that only the Southern Magnolia would be appropriate in this space because the others are canopy trees that may hit the power lines. The Board Members discussed ideas for how the Southern Magnolia could work in this space such as pruning techniques and utilizing the dwarf version of the Southern Magnolia. Chair Drew talked about the fact that there is currently a palm tree in that location and that might be the best choice. The Board agreed that a palm tree would be most appropriate for this location and that if there is an alternate location available then they agree on selecting the live oak for it. Special Events Director Franks stated she would discuss with staff and see if there is a suitable location for the live oak tree. She asked the Board if they would come before the

Commission on April 2, 2025 to accept the Arbor Day Proclamation and she also asked the Board to attend the Arbor Day Celebration on April 25, 2025 in Kelsey Park.

Motion made by Board Member Phelan to select a palm tree for the current location and if an alternate location is found inside the park, a live oak is selected. Seconded by Board Member Paxton.

Voting Aye : All.

#### **PUBLIC COMMENT: NONE**

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#### **COMMITTEE MEMBER COMMENTS:**

Board Member Phelan had no comments.

Board Member Paxton had no comments.

Vice-Chair Kennedy Wright had no comments.

Chair Drew expressed gratitude for being able to select the tree and is looking forward to Arbor Day.

#### **STAFF MEMBER COMMENTS: NONE**

#### **ADJOURNMENT:**

Meeting adjourned 6:24 pm

**FUTURE MEETING DATE:** The next scheduled Tree Board Meeting will be conducted on April 8, 2025.

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Chair

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Deputy Town Clerk, Laura Weidgans

Town Seal

Approved on this \_\_\_\_\_ of \_\_\_\_\_, 2026





## Town of Lake Park Tree Board

### Agenda Request Form

**Meeting Date:** January 21, 2026

**Originating Department:** Public Works

**Agenda Title:** Townwide Swale Restoration Initiative and Request for Tree Board Collaboration on Right-of-Way Tree Inventory

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cost of Item:** \_\_\_\_\_ **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** \_\_\_\_\_

**Please initial one:** \_\_\_\_\_ Yes, I have notified everyone.

JM \_\_\_\_\_ Not applicable in this case

#### Summary Explanation/Background:

Public Works is preparing an initiative to recontour and restore the Town's roadside swales so the stormwater drainage system functions as intended. A primary challenge affecting swale performance is the long-term cumulative impact of trees and plantings installed in the Town's right-of-way, including non-permitted trees in swales. These conditions can reduce drainage conveyance, restrict routine maintenance, and create conflicts with sidewalks, utilities, and roadway safety operations.

Purpose of this agenda item. Staff is requesting the Tree Board's collaboration to help develop a Townwide tree inventory within the right-of-way and swales. The inventory will provide factual, map-based information on tree species, size, condition, and location. This data will

allow the Town to evaluate drainage impacts, set consistent standards, prioritize corrective actions, and improve long-term urban forestry planning.

Proposed Tree Inventory, scope, and deliverables.

1. Inventory Area. Town right-of-way and swales, including roadway corridors, sidewalk corridors, and drainage swales.
2. Data Fields. Species, diameter at breast height, canopy spread, approximate height, condition rating, conflict indicators, such as proximity to swale flow line, sidewalks, driveways, utilities, and evidence of drainage obstruction, plus maintenance needs.
3. Mapping Output. Geographic Information System layer and map products for staff use, Tree Board review, and public education.
4. Summary Outputs. A baseline report summarizing counts by species, condition, and locations, plus a list of priority conflict areas where trees appear to affect stormwater conveyance or infrastructure.

How the Tree Board can help.

1. Inventory Standards. Recommend the condition rating scale, data fields, and minimum data quality requirements.
2. Species Guidance. Recommend suitable tree species for right-of-way contexts outside swales, and identify species that commonly cause infrastructure and drainage conflicts.
3. Community Engagement. Collaborate with staff on an educational message explaining why swales must remain functional as drainage infrastructure, and how residents can participate in protecting the system.
4. Review and Feedback. Participate in periodic check-ins to review inventory results, identify trends, and recommend practical policy or operational adjustments.

Discussion items for Tree Board input.

1. What tree inventory standards should the Town adopt, including condition scoring and conflict indicators.
2. What outreach tools will be most effective for residents, such as mailers, website content, neighborhood meetings, and permit education.
3. How the Tree Board would like to participate, including member site visits, volunteer support, and review workshops.
4. How the inventory should be used to inform future planting policy, including potential updates to the Town's right of way and swale planting rules.

### **RECOMMENDATION:**

I move to support the Public Works Department's development of a Townwide right-of-way and swale tree inventory and to direct the Tree Board to collaborate with staff on inventory standards, species guidance, and community education tools, with periodic updates provided to the Tree Board as the work progresses.