



Town of Lake Park, Florida

Special Call Tree Board Meeting Agenda

Thursday, March 13, 2025 at 6:00 PM

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

Brady Drew	—	Chair
Gillian Kennedy Wright	—	Vice-Chair
Shana Phelan	—	Board Member
Lauren Paxton	—	Board Member

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.

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.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

PRESENTATIONS:

1. Selection of a Chair and Vice-Chair

CONSENT AGENDA:

2. December 10, 2024 Tree Board Meeting Minutes

NEW BUSINESS:

- [3.](#) 2025 Arbor Day Ceremony Tree Selection.

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.

COMMITTEE MEMBER COMMENTS:

STAFF MEMBER COMMENTS:

ADJOURNMENT:

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



Town of Lake Park Library Board

Agenda Request Form

Meeting Date: **March 13, 2025** **Agenda Item No.**

Agenda Title: **Selection of a Chair and Vice-Chair**

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> SPECIAL PRESENTATION/REPORTS
<input type="checkbox"/> BOARD APPOINTMENT
<input type="checkbox"/> PUBLIC HEARING ORDINANCE ON _____ READING
<input checked="" type="checkbox"/> NEW BUSINESS
<input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> CONSENT AGENDA
<input type="checkbox"/> OLD BUSINESS |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|

Approved by Town Manager _____ **Date:** _____

Vivian Mendez, MMC, Town Clerk

Name/Title

Originating Department: <div style="text-align: center; padding: 10px;">Town Clerk</div>	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: 1. Town Code
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ <div style="text-align: center;">OR</div> Not applicable in this case VM Please initial one.

Summary Explanation/Background: The Town's Code states that on the first Board meeting of each calendar year the Board must select a Chair and Vice Chair from its members.

The purpose of this item is to ask that the Board select a Chair by vote and then a Vice Chair by vote.

Recommended Motion: I move to select _____ as Chair.
 I move to select _____ as Vice Chair.

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

- (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)



Town of Lake Park, Florida

Tree Board Meeting Minutes

Tuesday, December 10, 2024 at 6:00 PM

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

Brady Drew	—	Chair
Gillian Kennedy Wright	—	Vice-Chair
Shana Phelan	—	Board Member
Lauren Paxton	—	Board Member

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.

CALL TO ORDER/ROLL CALL

6:00 P.M.

PRESENT

Brady Drew

Shana Phelan

Gillian Kennedy Wright

ABSENT

Lauren Paxton

PLEDGE OF ALLEGIANCE

Gillian Kennedy Wright led the pledge.

PRESENTATIONS:

1. Selection of a Chair

Town Clerk Vivian Mendez explained the need to select a Chair and Vice-Chair as determined by the Town Code.

Motion to select Brady Drew as Chair and Gillian Kennedy Wright as Vice-Chair made by Board Member Phelan, Seconded by Vice-Chair Kennedy Wright.

Voting Yea: Chair Drew, Board Member Phelan, Vice-Chair Kennedy Wright.

2. Selection of a Vice-Chair

CONSENT AGENDA:

3. September 12, 2023 Tree Board Minutes

Motion to approve the Consent Agenda made by Board Member Phelan, Seconded by Vice-Chair Kennedy Wright.

Voting Yea: Chair Drew, Board Member Phelan, Vice-Chair Kennedy Wright.

NEW BUSINESS:

4. Tree Replacement Proposal for the West Side Swale of Lake Shore Drive Corridor.

Public Works Director Jaime Morales presented to the Board (see exhibit). The Board asked questions regarding the irrigation in the area and asked why the area is so wet. Public Works Director Morales explained that the area discussed does not have irrigation because it is dense and retains water.

Board Member Phelan asked if there are opportunities for shade trees in the area. Public Works Director Morales explained that trees such as Oaks are beautiful and provide shade, but the root systems would create other issues in the future. Board Member Phelan ask what stormwater assets are in the swale. Public Works Director Morales explained the issues with the amount of space between the right-of-way and the roadway; there is not enough space to contain the root system that will grow and cause damage to the sidewalk and roadway. He explained that there are utilities in those easements for Florida Power & Light and stormwater.

Chair Drew asked if Dahoon Holley and Simpson Stopper can be considered instead. Public Works Director Morales stated that those could be considered, but did not believe they were appropriate. He would speak to the architect and arborist for their opinions. Chair Drew asked if the original architect was available. Public Works Director Morales stated that they were nonresponsive.

Board Member Phelan asked if the area could be changed into bioswales? Public Works Director Morales stated that trees were requested, but he would ask the Commission for direction and funding.

Chair Drew wants the irrigation schedule and was in favor of bioswales.

Board Member Phelan asked if the Commission does not agree with bioswales then which Palm Tree would be best. Vice-Chair Kennedy Wright suggested Saw Cabbage Palm or Cabbage Palmetto.

Public Works Director Morales asked the Board if they wanted to see the proposal before it is brought to the Commission or report back afterwards. Chair Drew suggested that in the interest of time that he bring it forward to the Commission and keep the board in formed of the progress. The Board thanked Public Works Director Morales for the presentation.

PUBLIC COMMENT:

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NONE

COMMITTEE MEMBER COMMENTS:

Phelan it's nice to meet. She asked that the long term goals of the Tree Board be addressed at some point. Chair Drew requested that the other initiatives in his email to staff be addressed. Town Clerk Mendez explained that the Community Development Department and Public Works Department collaborate on the efforts addressed in the email. She would forward the email to both departments and follow-up with a response to the Board.

STAFF MEMBER COMMENTS:

NONE

ADJOURNMENT:

6:27 P.M.

Motion to adjourn made by Board Member Phelan, Seconded by Vice-Chair Kennedy Wright.

Voting Yea: Chair Drew, Board Member Phelan, Vice-Chair Kennedy Wright

FUTURE MEETING DATE: The next scheduled Tree Board Meeting will be conducted on January 14, 2025.

Chair Brady Drew

Town Clerk, Vivian Mendez, MMC

Town Seal

Approved on this _____ of _____, 2025



Town of Lake Park Library Board

Agenda Request Form

Meeting Date: March 13, 2025

Originating Department: Special Events

Agenda Title: 2025 Arbor Day Ceremony Tree Selection

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: 2025 Arbor Day Ceremony Flyer; Photo of Tree Location

Please initial one:

_____ Yes I have notified everyone

 X Not applicable in this case

Summary Explanation/Background:

The Town of Lake Park will host a ceremony in Kelsey Park on Friday, April 25 from 10:00 AM – 11:00 AM in honor of National Arbor Day. At this time, staff would like the Town's Tree Board to select a tree to be planted in Kelsey Park along US Highway 1. The Town's Public Works Department has provided three recommendations to choose from:

1. **Live Oak** (*Quercus virginiana*) – A strong, long-lived shade tree with a wide canopy, excellent for urban and park environments.
2. **Florida Elm** (*Ulmus americana* var. *Florida*) – Fast-growing with a rounded canopy, providing ample shade and thriving in Florida's conditions.
3. **Southern Magnolia** (*Magnolia grandiflora*) – Evergreen with large, fragrant flowers, offering aesthetic appeal and year-round greenery.

Recommended Motion: I move to have a _____ planted in Kelsey Park in honor of National Arbor Day.

