



**AGENDA**  
**TOWN OF DUNDEE, FLORIDA**  
**TREE BOARD MEETING**  
**SEPTEMBER 16, 2021**  
**5:00 P.M.**  
**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: SHEILA AGUILAR**  
**PLEDGE OF ALLEGIANCE: SHEILA AGUILAR**  
**ROLL CALL: MELISSA GLOGOWSKI**  
**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**  
*(Each speaker shall be limited to three (3) minutes)*

**AGENDA**

**ITEM 01: APPROVAL OF MINUTES**  
A. Meeting of 07/21/2021

**ITEM 02: DISCUSSION & ACTION: 2020/2021 BUDGET RECOMMENDATIONS**

**ITEM 03: DISCUSSION & ACTION: TREE LOG UPDATE & REQUESTS**

**REPORTS FROM COMMITTEE 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.

# DUNDEE TREE BOARD MEETING

## SEPTEMBER 16, 2021

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### **AGENDA ITEM 1: APPROVAL OF THE MINUTES**

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#### **SUBJECT:**

The Tree Board will consider the approval of prior Tree Board meeting minutes.

#### **STAFF ANALYSIS:**

The Tree Board will consider approval of the minutes from their meeting of July 21, 2021. The Board has the ability to correct errors prior to adoption. Any correction must be voted on separately from the main motion.

#### **STAFF RECOMMENDATION:**

Approval

#### **ATTACHMENTS:**

07/21/2021 Meeting Minutes



# DUNDEE TREE BOARD

LOCATION: DUNDEE TOWN HALL  
202 MAIN STREET, DUNDEE, FLORIDA

## DUNDEE TREE BOARD MINUTES FOR July 21, 2021

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**CALL TO ORDER:** Sheila Aguilar

**PLEDGE OF ALLEGIANCE:** Sheila Aguilar

**ROLL CALL:** Jenn Garcia

### BOARD MEMBERS

**Present:** Sheila Aguilar

Joe Garrison

Felicia Hutchison

**Absent:** Carl Warner

**STAFF PRESENT:** Johnathon Vice

Jenn Garcia

### AGENDA

***MOTION TO Move Item 6 to the top of the agenda made by Joe Garrison. Seconded by Felicia Hutchison. Passed Unanimously.***

*AYES: Hutchinson, Aguilar, Garrison*

*NAYS: None*

Town Clerk, Jenn Garcia reported that Carl Warner had reluctantly submitted his resignation from the Tree Board.

***MOTION TO ACCEPT the resignation of Carl Warner made by Felicia Hutchison. Seconded by Sheila Aguilar. Passed Unanimously.***

*AYES: Hutchinson, Aguilar, Garrison*

*NAYS: None*

Discussion was had regarding appointing a new Chair and Vice Chair with Mr. Warner's resignation. Sheila Aguilar stated that as Vice-Chair she is willing to accept the Chair position if it is the will of the Board.

***MOTION TO APPOINT Sheila Aguilar as Chairperson made by Felicia Hutchison. Seconded by Joe Garrison. Passed Unanimously.***

*AYES: Hutchinson, Aguilar, Garrison*

*NAYS: None*

It was then necessary to fill the Vice-Chair vacancy. When the Chair is not present, the Vice-Chair would conduct the meetings. Felicia Hutchison stated she is willing to fill the Vice-Chair position if it is the will of the Board.

***MOTION TO APPOINT Felicia Hutchison, as Vice-Chair position made by Sheila Aguilar. Seconded by Joe Garrison. Passed Unanimously.***

*AYES: Hutchinson, Aguilar, Garrison*

*NAYS: None*

**ITEM 1: APPROVAL OF MINUTES**

- Tree Board Meeting 05/20/2021

***MOTION TO APPROVE the Tree Board Minutes of 05/20/2021 made by Joe Garrison. Seconded by Felicia Hutchison. Passed Unanimously.***

*AYES: Hutchinson, Aguilar, Garrison*

*NAYS: None*

**ITEM 2: DISCUSSION AND ACTION- DUKE TREE DONATION**

Mrs. Garcia and John Vice provided updates for the July 31, 2021, Duke Energy Tree Donation which will be followed by the Lake & Park Beautification.

Town Staff requested \$1000.00 of the Tree Board budget to be utilized for the Lake & Park Beautification event. The consensus of the Board was to donate \$1500.00 towards the event that will be used to purchase trees, plants, and mulch and other necessary items.

The Board requested that Mrs. Garcia notify the Board. Before the next meeting, of the remaining FY 20/21 funds to be spent before the end of the fiscal year. They will determine where to allocate the funds at the next meeting.

***MOTION TO APPROVE the donation of \$1,500.00 for the event on July 31<sup>st</sup> made by Joe Garrison. Seconded by Sheila Aguilar. Passed Unanimously.***

*AYES: Hutchinson, Aguilar, Garrison*

*NAYS: None*

**ITEM 3: DISCUSSION AND ACTION- TREE & BENCH DEDICATION PROGRAM**

Provided update on the Legacy Tree & Bench Dedication Program. During the June 22, 2021, the Town Commission approved to adopt the Dundee Legacy Tree & Bench dedication Program, which was approved by the Dundee Tree Board on May 20, 2021.

As of July 7, 2021, we have had two (2) completed applications with payment submitted to be completed in August.

**ITEM 4: DISCUSSION AND ACTION- 2020 TREE SURVEY UPDATE**

The subcommittee was approved during the May 20, 2021, meeting to consist of member Joe Garrison, town staff John Vice and town planner Marissa Barmby. It was requested the Board to review the maps and subcommittee comments and submit any concerns or suggestions. Staff member John Vice requested that the Board submit to the subcommittee which of their concerns are most important with a four (4) being high importance. It was suggested that the date that the subcommittee does their inspection that they include a date and photos for documentation purposes. John Vice provided going forward what information that will be included in the reports.

**ITEM 5: DISCUSSION- TREE LOG UPDATE & REQUESTS**

John Vice, Public Works Superintendent presented the updated log of all trees that have been trimmed, removed, or planted since the last meeting.

The Public Works Department is requesting approval for the following:

Tree Replacement:

- 220 Florida Avenue - with a Pink Crape myrtle

Tree Planting:

- 5 Live Oaks

- 3 – Lake Menzie
- 2 – Lake Marie Playground

Tree Trimming:

- None currently

**REPORTS FROM COMMITTEE OFFICERS**

- **PUBLIC WORKS DEPARTMENT COMMENTS**

- Would like the Board to consider what they would like to have put at 115 Main Street to replace the tree that was removed, after all the repairs have been completed.
- Hopes to see everyone on July 31<sup>st</sup>.

- **TOWN ADMINISTRATION COMMENTS**

- Jenn will email Tree Board budget status, request to for Board Members to respond with ways to spend the remaining money and even ideas for next fiscal year.

- **BOARD MEMBER COMMENTS**

- We can check with Marissa, Ridges of Swan Lake will soon be turned over to the homeowners, Joe believes the builder or developer needs to be responsible for putting in landscaping, this needs to be done prior to it being turned over to the homeowners

- **CHAIRPERSON COMMENTS**

- Sad to see the death of Mr. Warner’s daughter. Jenn stated that the Town sent over a card and plant to them.

**ADJOURNMENT**

**Motion to Adjourn at 5:50pm**

Respectfully Submitted,

*Melissa Glogowski*

Melissa Glogowski, Exec. Admin. Asst.

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

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

# DUNDEE TREE BOARD MEETING

## SEPTEMBER 16, 2021

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### **AGENDA ITEM 02: 2020/2021 BUDGET RECOMMENDATIONS**

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#### **SUBJECT:**

The Dundee Tree Board will discuss options for use of remaining funds for Fiscal Year 2020/2021 Budget.

#### **STAFF ANALYSIS:**

During the July 21, 2021 meeting the Tree Board was notified they had a balance remaining balance that must be used no later September 30, 2021. The Tree Board will determine what projects will utilize the remaining \$7,179.32.

Town Clerk Garcia sent out a list of suggestions (attached) the board can consider for the remaining funds.

Board Member Garrison suggested considering more oaks and cypress trees to place around the lakes.

#### **STAFF RECOMMENDATION:**

Approval

#### **ATTACHMENTS:**

- Project suggestion list
- Arbor Pro quote for Tree Inventory and Software

Remaining Balance for FY 2020-2021: **\$7,179.32** (to be used by 10/01/2021)

Here are rough numbers of approximate costs for the projects below. These prices are at the higher end to allow for the unexpected:

- **Sheriff department** – Face lift to front flower beds, add 4 small trees and new bushes and re-mulch – **Approx. \$1000.**
- **Johnson Park** – Butterfly Garden or large flower bed in the center and create a sitting area- **Approx. \$1500.**
- **Lake Menzie** – Add plants, mulch around the dock areas, and add trees near the boat ramp area- **Approx. \$1000.**
- **Poinciana trees**- Areas around the lakes, public areas and in front of the town hall, police, fire, etc. ( <https://www.fast-growing-trees.com/products/royal-poinciana-tree> )- **\$75/each tree (round number, pursuing exact pricing)**
- **Oak and Cypress Trees**- Areas around the lakes -Joe Garrison tree person is offering a great price right now.
- **Butterfly Garden**- Library, Community Center, and other parks in Town- **\$1000/per garden**
- **Tree Educational Signage**- Around Town- at the depot, and/or Community Center, and any other park or town property- **\$10- 18/per sign or tag- additional fee for layout.**  
<https://www.nationalband.com/arboretum-tags/>  
<https://larklabel.com/display-markers/>
- **Tree inventory/tracking software**- (see quote) **\$3500/year- (round number, pursuing quotes from a variety of companies)**  
<https://planitgeo.com/treeplotter-inventory/#inventorypricinganchor>  
<https://www.davey.com/environmental-consulting-services/urban-community-forestry-services/tree-inventory-management/>  
[ArborPro Inc. | Tree Inventory | Tree Management Software \(arborprousa.com\)](http://ArborPro Inc. | Tree Inventory | Tree Management Software (arborprousa.com))

# ARBORPRO, INC.

## Proposal for Tree Inventory Services

August 12, 2021

Jenn Garcia  
**Town of Dundee**  
 2020 E Main Street  
 Dundee, FL 33838

### OVERVIEW

ArborPro, Inc. is a full-service Urban Forestry consulting company. We provide municipalities, universities, and government agencies with an array of products and services. Our core services include; GPS tree inventories, GIS-based management software, Urban Forest Management Plans, Planting Plans, Hazardous Tree Assessments, and public education on the benefits of trees and tree inventories. We have been providing these services for over 15 years.

### OUR PROPOSAL

We intend to send our ISA Certified Arborists to collect an estimated 2,000 trees within the Town of Dundee. The cost outlined below is a per tree price. The final cost of the project will be determined by the actual number of sites collected and can be adjusted to accommodate additional data collection. A Geographic Information System (GIS)-based inventory of maintained trees and stumps located along public rights-of-way (ROW) and Parks will be performed based on American National Standards Institute (ANSI) A300 standards.

### PRICING

The following table details the pricing for delivery of the services outlined in this proposal.

| Fixed Fees                           | Unit     | # of Trees | Price  | Total           |
|--------------------------------------|----------|------------|--------|-----------------|
| Tree Inventory & Assessment Services | Per Tree | 2,000      | \$5.25 | \$10,500        |
| <b>Total</b>                         |          |            |        | <b>\$10,500</b> |



## TREE INVENTORY DATA FIELDS

Data collection will contain at a minimum the following attributes:

- GPS coordinates with sub-meter accuracy
- Tree location based on hierarchy – zone, address #, street
- Tree name: Common and Botanical
- Tree size: DBH (diameter at 4.5 feet above ground)
- Number of trunks
- Crown spread
- Hardscape damage
- Recommended Maintenance
- Condition (excellent, good, fair, poor, dead)
- Observations – general observation when needed
- Height
- Overhead utility conflict
- Clearance issues
- Additional notes when needed

## SOFTWARE

ArborPro Inventory Data Collectors will record the required tree attributes onto our proprietary ArborPro software suite, which utilizes the latest in GIS (Geographic Information System) technology to offer users an immediate visual representation of any tree. The Town’s tree inventory data will be uploaded weekly into ArborPro’s multi-purpose, Cloud based tree management software, and will also be provided as an Excel™ database and ESRI® shapefiles. ArborPro Enterprise gives the user the ability to access the database through any web enabled device; computer, smart phone, tablet, etc. While software is not a required component of this proposal, we are offering to provide the Town with up to a year of access at no cost.

If the Town chooses to continue using ArborPro’s system after the first year, the following subscriptions are available.

### Subscription Options

| Term            | Cost    |
|-----------------|---------|
| One (1) Year    | \$2,250 |
| Three (3) Years | \$5,750 |
| Five (5) Years  | \$9,000 |

If you have questions on this proposal, feel free to contact me at your convenience by email at [cconlee@arbormprousa.com](mailto:cconlee@arbormprousa.com) or by phone at (714) 357-7261.

Thank you for your consideration,

**Chris Conlee**  
 Division Manager  
 ArborPro, Inc.

# DUNDEE TREE BOARD MEETING

## SEPTEMBER 16, 2021

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### **AGENDA ITEM 03: DISCUSSION & ACTION: TREE LOG AND REQUEST UPDATE**

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#### **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.

The Public Works Department is reporting the following:

#### **Tree Removal:**

- Brazilian Pepper Trees – Lake Ruth
- 103 1<sup>st</sup> Street – 2 Palm Trees

#### **Tree Planting:**

- 3 Crape Myrtles - Lake Marie Park (Park Beautification Event)
- 10 Live Oaks – Lake Marie Park (Park Beautification Event)
- 1- Pink Tabebuia – Lake Menzie - Ray Hunt Tree & Bench Dedication
- 1 – Live Oak – Lake Ruth – Tandra Davis Tree & Bench Dedication

#### **Tree Trimming:**

- Crape Myrtles – Community Center
- Low hanging Limbs – 6<sup>th</sup> Street

#### **STAFF RECOMMENDATION:**

Approval

#### **ATTACHMENTS:**

- Tree Cutting & Trimming Log



TOWN OF DUNDEE TREE TRIMMING/CUTTING LOG and tree planting

| DATE:  | LOCATION:                        | DESCRIPTION:<br>TRIMMING/CUTTING | COMMENTS:  |
|--|----------------------------------|----------------------------------|--|
| 9/9/2021   | Lake Ruth                        | Planted a live oak tree          | 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 lambs        | 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 myrtles            |  |
| 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 brazilin 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 |
| Comments: on 7-31-2021 we had also planted different kind of shrubs and other plants between the mulch and trees and plants we stayed within the tree boards budget of \$1500.00 |                                  |                                  |  |
| 6/21/2021  | Sheppard Ave.                    | Trimmed trees                    | Tree was blocking the view of the stop sign  |
| 6/19/2021  | 8 <sup>th</sup> street/Ridgewood | Trimmed trees                    | Trees were blocking the view of the stop sign  |

|            |                       |  |   |
|------------|-----------------------|--|---|
| 5/28/2021  | Lake Marie Playground | Removed trees  | Removed the recently planted trees from the Lake Marie Playground area they had turned brown and town staff was not able to save them |
| 5/17/2021  | Magnolia Ave.         | Trimmed trees  | There were trees growing over the edge of the road  |
| 5/12/2021  | 603 Lake Marie Drive  | Trimmed trees  | Trimmed palm trees at community center  |
| 5/11/2021  | Lake Marie trails     | Trimmed trees  | Trimmed the oak trees that were close to the ground   |
| 5/5/2021   | Lake ruth             | Removed a fallen tree  | Tree was dead and was on the ground at lake ruth  |
| 5/4/2021   | Community center      | Trimmed palm trees   |   |
| 5/6/2021   | Lake Josephine        | Removed trees  | Removed brazilin pepper trees from around the lake  |
| 3/8/2021   | Town alley ways       | Trimmed trees in alley ways                                    |   |
| 2/25/2021  | Henderson Park        | Trimmed trees at park area                                     |   |
| 2/24/2021  | 113 Lincoln Ave       | Low trimmed tree   | There was a low hanging limb blocking the driveway  |
| 2/8/2021   | Lincoln Ave           | Cut dead tree on ROW   | Dead tree falling in road had to cut down blocking traffic  |
| 1/22/2021  | Public works shop     | Transplanted an oak tree                                       | Had to relocate this tree due to new fencing being installed  |
| 1/21/2021  | Public works shop     | Trimmed all low hanging limbs on all oak trees on the property |   |
| 1/21/2021  | Train Depot lot       | Trimmed the trees at the lot                                   |   |
| 12/17/2020 | Lake Marie Park       | Cut tree down on the ROW                                       | This tree is one we had asked permission for, and we planted the 3 oaks trees inside of the park                                      |

|            |                  |                                 |  |
|------------|------------------|---------------------------------|--|
| 12/17/2020 | Community center | Planted crape myrtles           | Took 2 trees out and planted to new trees (old trees were hit by lighting) |
| 11/8/2020  | Shepperd Ave     | Trimmed tree from over sidewalk |  |
| 11/6/2020  | Lake Menzie      | Trimmed palms around dock #1    |  |
| 11/4/2020  | Lake Menzie      | Trimmed trees around bathrooms  |  |

|            |                   |  |  |
|------------|-------------------|--|--|
| 10/28/2020 | Lake Menzie       | Planted 3 live oaks  | This was done for tree board for the month of November   |
| 10/15/2020 | Lake Marie Park   | Planted 2 live oaks  | This was done with tree board and town members with pics provided                                |
| 10/15/2020 | Lake Marie Park   | Trimmed the 3 live oaks  | None at this time  |
| 5/11/2021  | Lake Marie trails | Trimmed trees  | Trimmed the oak trees that were close to the ground  |
| 5/5/2021   | Lake ruth         | Removed a fallen tree  | Tree was dead and was on the ground at lake ruth   |
| 5/4/2021   | Community center  | Trimmed palm trees   |  |
| 5/6/2021   | Lake Josephine    | Removed trees  | Removed brazilin pepper trees from around the lake   |
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| 2/25/2021  | Henderson Park    | Trimmed trees at park area                                     |  |
| 2/24/2021  | 113 Lincoln Ave   | Low trimmed tree   | There was a low hanging limb blocking the driveway   |
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| 1/22/2021  | Public works shop | Transplanted an oak tree                                       | Had to relocate this tree due to new fencing being installed                                     |
| 1/21/2021  | Public works shop | Trimmed all low hanging limbs on all oak trees on the property |  |
| 1/21/2021  | Train Depot lot   | Trimmed the trees at the lot                                   |  |
| 12/17/2020 | Lake Marie Park   | Cut tree down on the ROW                                       | This tree is one we had asked permission for, and we planted the 3 oaks trees inside of the park |