

Jacksonville Tree Commission
Meeting Minutes April 12, 2018
Approved April 26, 2018

Commissioners Present:	Curtis Hart, Vice Chair Chris Flagg Aaron Glick John Pappas Rhodes Robinson	Staff:	Cindy Chism
Advisors:	Sondra Fetner, OGC Richard Leon, Urban Forest Manager Kathleen McGovern, City Arborist Joel Provenza, Accounting	Public:	Anna Dooley, Greenscape Jeff Lucovsky, COJ Tom Larson, Sierra Club/Public Trust Teresa Eichner, COJ Sean Jackson, Allstar Irrigation John November, Public Trust Conrad Marvel, Citizen Nikki Evans, ECA

- A.** Meeting was called to Order by Vice Chair at 12:02pm.
1. All present introduced themselves. There is a quorum.
 2. Submittal of Speaker's Cards
 3. Motion made by Mr. Flagg, seconded by Mr. Pappas to approve minutes from March 22, 2018 meeting. None opposed.
 4. Fund balance and encumbrance report for 15(F) and 15(N)
 - a. Teresa Eichner from the Budget Office presented a report which showed the revenue and expenditures for both of the tree mitigation funds (Attachment A).
 - b. This report now matches what is shown on the tree mitigation webpage for each fund and will be presented for each meeting.
 5. Status of Pending Tree Projects – Kathleen McGovern (Attachment B)
 - a. Changes or updates are listed in green.
 - b. There is a new project on Moncrief Road explained by Jeff Lucovsky from the Planning and Development Department: Phase one begins with tree plantings in the right-of-way (since there are no medians), plantings will be on the edges and the trees to be planted will be non-shade trees due to the utility wires overhead on both sides of the road. Phase two will include potential changes to the roadway, pedestrian upgrades, street lighting, and a road diet study which may change the road from four lanes to three lanes with a center turn lane that may afford the opportunity to add some medians. The current plan is for 149 trees for the corridor through White Harvest Farms which is a

type of outreach program with the Clara White Mission that teaches people how to farm and grow vegetables. There will be a farmers market and they are trying to introduce a very limited number of fruiting trees along the corridors. This is the result of an ad hoc program through the Mayor's office. More information should be available next month. This plan was initiated by Ms. Denise Lee (Director of Blight Initiatives). Anna Dooley and Greenscape were involved from the beginning. This plan is also a beautification plan to enhance the area now known as Moncrief Springs Historic District.

B. New Business

1. Possible Changes to Countywide Planting Contract - John Pappas, Richard Leon, Kathleen McGovern
 - a. Extend the warranty past one year, if necessary - Mr. Pappas said they are just beginning this evaluation to determine how much it would cost to extend the warranty to two years but have not yet completed the evaluation.
 - b. Addition of separate line item for irrigation – Mr. Leon said they were working on determining what would be the best way to list a line item for watering. This may be an hourly rate, a rate per fully loaded water truck, or a rate for an eight-hour day. Currently, the contract doesn't mandate watering; the plants have warranties but there is nothing specific requiring watering.
 - c. Re-bid contract due to anticipated increase in tree planting projects due to Tree Commission.
2. Application and Approval Criteria for Tier 2 Applicants - Chris Flagg and Sondra Fetner
 - a. Ms. Fetner addressed the Guidelines for Application for Applicant administered Appropriation from the Tree Protection and Related Expenses Trust Fund (Attachment C). Please skip the first page which requires a few more revisions and turn to the application process. The item numbers listed in italics correspond to item numbers on Attachment C.

5. After approval, COJ Office of General Counsel submits appropriate legislation – This is going to change. Right now this Commission cannot submit appropriation legislation. After speaking with Mr. Jason Teal (Office of General Counsel), who was involved with the settlement agreement resulting in the forming of this Commission, the intent was for this Commission to work with the Mayor's office. Any recommendation this Commission makes (whether it be ranking the projects presented or approving a project) will be submitted to the Mayor's office. It will then go through the Mayor's Budget Review Committee (MBRC) and afterwards the legislation will be drafted. The code for the tree fund does not need to be changed because it will be coming from the Mayor's office. Mr. Glick inquired about timing. Once the recommendation is given by the Commission, it would go the next scheduled MBRC which has the same monthly schedule as City Council meetings.

a) 1. *Be a not-for-profit organization, specifically a 501(c) or a City of Jacksonville government agency or body.* After discussing this further with Mr. Teal, “*City of Jacksonville government agency or body*” will be removed. Mr. Teal believes this gives the appearance that they are requiring the agency or body to come through the Tree Commission and that’s not the intent or the authority under the code. Mr. Teal’s recommendation is to keep it limited to not-for-profit. Mr. Robinson asked if there was a for-profit entity that had the internal wherewithal and was interested in doing a project and volunteering their time. Ms. Fetner responded that it would not include them; however, they could collaborate with a not-for-profit or the City to do their project using the Tier One approach. There have been no requests to date.

6. *Acknowledge and read the standard contract provisions related to indemnifications, release, bond and insurance.* The phrase “any other provisions that the City deems necessary” will be added. There are City provisions regarding anti-discrimination, etc.

b) 11. *Proposed Dates of Planting Project (planting should generally not take place between May 15th and September 15th).* Ms. Fetner elaborated that this was not a hard and fast restriction but within the purview of the Commission. Mr. Flagg remarked that they do not want to limit opportunities if the plant is container grown, planted properly, and watered adequately throughout the year – they could have plantings within those dates except it’s hard on the volunteers due to heat. Ms. Dooley agreed; Greenscape typically doesn’t have plantings during that timeframe specifically because of the temperature. Mr. Larson pointed out that the presumption is better survivability if the planting occurs between those dates but perhaps these prompts could be in place to get people to think about all of the considerations when they are proposing the project. Mr. Curtis suggested we amend the item to read “between May 15th and September 15th unless there is a watering plan.” Mr. Flagg added that there is going to be a watering plan with every project submitted. Mr. Leon said it isn’t only watering that needs to be considered during this timeframe but also heat, for instance, radiant heat from asphalt. Rather than forbidding planting during this time, discourage the same so the Commission can make a recommendation. Ms. Fetner will make the phrasing more encouraging.

c) 4. *Rationale for Selecting Winning Contractor.* Mr. Larson asked if the three-bid minimum was for solicitation only or required responses. Mr. Pappas stated that they would like to have three responses; they could work with two but would prefer three. It could be sent out for rebid if there are not enough responses. The applicant could also show who they had solicited bids from. Ms. Fetner said she would revise the item to solicit at least five bids with at least three bids submitted. Bids should also be solicited for the purchase of the trees being planted. Ms. Dooley pointed out that bid solicitations would also be required for the watering requirement.

c) 6. a. *Describe all adverse impacts on Safety to City or JEA infrastructures, etc.* Mr. November suggested that 6.a. and all of 7. (Positive Impacts Analysis) are items the City of Jacksonville are more suited to accomplish. The applicant is not capable of making these assessments. Additionally, the word "Positive" should be removed from the title number seven. Ms. Fetner will make this adjustment.

d) 1. c) *No greater than 25% of the total tree species being proposed for a particular project are palms.* This line will be removed. Ms. Fetner will include this limitation as a guideline for palm trees in another portion of the application as a preference for Shade Trees.

3. The scoring system was described; 80 points are awarded for the narrative and 20 more using the jaxdigstrees tool totaling 100 points.

3. Proposed legislation to empower the Commission to submit legislation authorizing and appropriating dollars for tree planting projects. Ms. Fetner said this was no longer required.

4. Shade Tree Subcommittee – Curtis Hart, Vice-Chair and Aaron Glick

a. This subcommittee will meet once more and then present the recommendations to the Commission at the next meeting, April 26, 2018.

C. Public Comment – One comment card was submitted by Mr. John November but he declined further comments.

D. Information

E. Adjournment at 1:20pm