

Jacksonville Tree Commission  
Wednesday November 18, 2020 – 9:30 AM  
Approved December 16, 2020  
Via Zoom Platform & In Person

**Commissioners  
Present:**

Chris Flagg, Chair  
Curtis Hart, Vice Chair  
Ron Salem  
John Pappas  
Mike Robinson  
Rhodes Robinson

**Staff:** Cindy Chism

**Public:** Todd Little, COJ  
Joe Anderson, JEA  
Fred Pope, COJ  
Tim Jones, Equestrian Center  
Anna Dooley, Greenscape  
John November, Public Trust  
Mike Zaffroni, Liberty Landscape  
Nichole Evans, COJ  
Nancy Powell, Scenic Jax  
Jill Enz, COJ  
Dave McDaniel, COJ  
Becky Henson, Greenscape  
Peggy Fuller, Equestrian Center  
Dalton Smith, COJ  
Kay Ehaz, Groundwork Jax  
Sandy Simmons, Equestrian Center  
Monty Selim, Groundworks Jax  
Jeff Lucovsky, COJ

**Advisors:**

Susan Grandin, OGC  
Joel Provenza, Finance  
Kathleen McGovern, City Arborist  
Richard Leon, Urban Forester Manager

1. **Call to Order** - Chair
2. **Roll Call and Verification of Quorum** – Cindy Chism
3. **Submittal of Speaker’s Cards** – Chair
  - a) A raised hand icon as well as waving at the screen will be acknowledged by Chair or Ms. Chism.
  - b) For those attending in person, paper speakers cards are available.
4. **Reports:**
  - a) Fund balance and encumbrance report for 15(F) (Ordinance Tree Fund), 15(N) (Charter Tree Fund) and BJP (Attachment A) – Joel Provenza
  - b) Status of Pending Tree Projects (Attachment B)– Kathleen McGovern
  - c) Fund Status of 630-CITY, Remove & Replace and Level 2 Programs – Richard Leon
    - i. The 630-CITY program to date has planted 3082 at a rate of 30 per week. The time between initial request until the tree is in the ground has been shortened to approximately 3 months. Legislation has been filed to replenish this account.
    - ii. The Remove & Replace program currently has \$824,000 which will be split between the removal contractor and the planting contractor.
    - iii. The Level 2 Program has \$301,994 with legislation being filed for additional funds.

## 5. Action Items:

- a) Approval of Minutes from October 21, 2020 meeting – Chair
  - i. Motion to approve minutes Mr. Hart, second by Mr. R. Robinson, none opposed.
- b) Proposed Level 3 Project – Equestrian Center
  - i. Presentation – Anna Dooley
  - ii. Public Comment – Mr. Pope commented that the submission this time was in order except for the fee amounts, however since this has taken such a long time, the fee proposal is in line with general anticipated costs. Ms. Grandin emphasized to Greenscape that signature on the affidavit, which is part of the Application Greenscape signed and submitted, because this type of Grant Agreement is not the typical practice, it is understood this is a reimbursement contract.
  - iii. Ms. Dooley responded they have done several of these types of contracts with the City in the past and so are familiar with this type of contract. Mr. Pope added that there is a difference here though; in the past when a bill was submitted from the contractor, which Greenscape then submitted to the City, it was paid in advance. In this Agreement, passed by City Council, it requires Greenscape to pay the contractor and then submit the receipt to the City for reimbursement, after.
  - iv. Ms. Dooley asked about “draws” which were used in the past; they would be submitted by Greenscape upon completion of a specific percentage of the work and then the City would reimburse Greenscape. Mr. Pope answered Greenscape was being paid for that work, not reimbursed. The contractor was waiting for Greenscape to be paid so he could be paid. The way this Grant Agreement works is Greenscape pays the contractor, the contractor issues a receipt for the payment which Greenscape then submits to the City for reimbursement.
  - v. Ms. Dooley said she understood but thought it was a difficult position to put non-profits in, however Greenscape is prepared to fulfil it for this project. Mr. Pope added that perhaps there needs to be some discussion about modifications to the process in the future. Ms. Dooley agreed and would endorse any actions to make the Level 3 Application process more user friendly.
  - vi. Ms. Grandin added this process is different than a typical contract where the City does the design, it goes out for bid and then it’s implemented. Here the Applicant is actually doing the concept, up to the schematics in advance. How are we going to reimburse that. Using the checklist, at the schematic drawing point, which comes to the Tree Commission, we need to discuss how this will be paid. Mr. Flagg added that we will make this a point for discussion going forward.
  - vii. Mr. Hart asked what the City’s process is to ensure the work was completed before reimbursing the Company. There are documents required to be submitted with the receipt for the first reimbursement; the bid documents, the advertisement for the bid, the bid award, the insurance papers, performance and bid bond. Then once construction begins, with each billing, some kind of inspection must be done. Mr. Hart asked what Greenscape’s expectation for reimbursement after submittal; could they submit receipts for reimbursement weekly. Mr. Pope responded some type of framework needs to be developed. There are 2 steps to this part of the process; 1) the work on the receipt needs to be substantiated and 2) Upon approval it is submitted to Accounting. There is a new system, which includes direct deposit; Greenscape just needs to register with 1Cloud. Mr. Pappas added that certain contracts can be identified as priority. Mr. Hart continued, since the

payment is reimbursement, does the Commission have the authority to waive the Payment & Performance bond. Greenscape is spending their money, we are inspecting, and they we are reimbursing. If they spend their money and provide proof the work got done, then we don't pay. Mr. Pappas added that the performance bond is there to make sure all the work gets completed. Mr. Pope pointed out that Greenscape is not required to have the bond, Greenscape must require the contractor to have the bond.

- viii. Mr. Flagg asked who the point person is for the City. Mr. Pope said he has been assisting with setting up the process but Ms. McGovern is the person everything should be addressed to. Ms. Dooley requested a meeting with Ms. McGovern. Mr. Pope added a checklist will be developed to assist with making sure all the boxes are checked. Mr. R. Robinson requested a discussion regarding the process.
- ix. Vote – Motion to approve with conditions Mr. R. Robinson, second by Mr. Hart, none opposed. Mr. M. Robinson has abstained from voting on this project.

**c) Proposed Level 2 Project(s) – Kathleen McGovern/Dalton Smith**

i. Lake Mandarin Tree Planting Project

- 1. Presentation – Dalton Smith
- 2. Public Comment - None
- 3. Vote – Motion made by Mr. Hart to approve, seconded by Mr. M. Robinson, none opposed.

ii. Tom Marshall Park Tree Planting Project

- 1. Presentation – Kathleen McGovern
- 2. Public Comment – Mr. Hart asked about a discussion regarding the cost of the project. Ms. McGovern replied the prices for the project are from the Countywide Tree Planting Contract the City has with the contractors.
- 3. Vote – Motion made by Mr. M. Robinson to approve, seconded by Mr. Pappas, none opposed.

iii. Boat Ramp Tree Planting Project

- 1. Presentation – Kathleen McGovern
- 2. Public Comment – None.
- 3. Vote – Motion made by Mr. Hart to approved, seconded by Mr. Pappas, none opposed.

**6. Old Business**

**a) Review Legislation for funding increase for 630-City Program – Susan Grandin**

- i. Bill 2020-616 passed all the committees and will be voted on at the next City Council meeting on November 24<sup>th</sup>.

**b) Discuss Level 3 Process as it relates to Non-Profit or Community Groups.**

- i. Mr. R. Robinson suggested a discussion from the 2 organizations which have been through the Level 3 Application Process; to smooth out the process. Mr. Pappas agreed and added there is even more

especially regarding financial payments. Mr. Flagg asked if perhaps it would be appropriate for staff to conduct the discussion. Mr. Pappas asked Ms. Dooley and Mr. November if they could generate a list of the challenges and what's important to your respective organization and staff will do the same. Ms. Chism will schedule a meeting with Ms. Dooley and Mr. November and City Staff. Mr. November also recommended having a contact in the Accounting office. Mr. Pappas added that it is Mr. Provenza's office which may turn out to be the contact. Also issues and differences between a non-profit and community and for profit.

c) Tree Farm – Curtis Hart - Deferred

## 7. New Business

a) Introduction of Emerald Lake, prospective Level 2 Project– Kay Ehaz, Groundwork Jax

- i. This is a long term project; a 30 mile bicycle/pedestrian trail and linear park system. It will connect to 16 schools, 2 colleges, 20 parks directly and dozens more schools & parks within 3 blocks. This will connect with the existing CIP plan. The desire is to complete this in 5 years however; the implementation plan is 9 years. The first phase of the plan connects Brooklyn with LaVilla and the existing S-line rail trail and then ultimately to the future McCoy's Creek Greenway.
- ii. The goal is to marry function, esthetics and environment using trees, bio-swales where possible and almost exclusively native species. Also the goal is to honor the history and culture of the urban neighborhoods the plan is going through using art and signage and "greening it up."
- iii. Mr. Flagg asked about funding. Ms. Ehaz replied the agreement is the City will provide 50% of the design fees with remainder privately raised; the City will pay 100% of the construction funds which are currently in the City's budget.

b) Change to By-Laws – Ms. Grandin

- i. Due to the expiration of the Governor's executive order; to ensure it's ok for the personnel not present to vote we should change the By-Laws to reflect the current situation. The DIA has done that using the language "Extraordinary Circumstances" which is why someone could not attend physically. If the Commissioners could may constitute extraordinary circumstances. Mr. Flagg suggested rotating the people who actually attend the meeting.

## 8. Public Comment

- i. John November – Sulzbacher Village Tree planting project has begun today. The irrigation is being done as we speak, then the tree planting and flower garden will be done next week. Mr. Pope has looked at the site and pointed out good placement for the trees. The Huguenot Park project should begin near Thanksgiving.
- ii. Nancy Powell – The Resiliency Committee would like to be added to the December Agenda to update the recommendations and ensure alignment with the Tree Commission.

9. **Adjournment** – the next meeting is scheduled for Wednesday, December 16<sup>th</sup> and will be a hybrid meeting.