

Jacksonville Tree Commission
Wednesday June 16, 2021 – 9:30 AM
Approved July 21, 2021
Via Zoom Platform & In Person

Commissioners Present:	Chris Flagg, Chair Curtis Hart, Vice Chair Mike Robinson Rhodes Robinson Susan Fraser John Pappas	Staff:	Cindy Chism
Advisors:	Susan Grandin, OGC Richard Leon, Urban Forester Manager Kathleen McGovern, City Arborist	Public:	Dave McDaniel, COJ Kelsey Cox, Fred Pope, COJ Michael Kulik, Prosser Mike Zaffroni, Liberty Landscape John November, Public Trust Nikki Evans, COJ Anna Dooley, Greenscape Jill Enz, COJ

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)
 - i. Mr. Provenza and the financial reports are unavailable due to a CFO directive but did provide Ms. Chism with the fund totals which were read into the record; the available balance has increased from \$21,421,082.73 to \$21,814,687. The increase of \$393,604 is most likely a result of additional revenue being received.
 - 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. 630-CITY has a balance of \$407,000.
 - ii. Remove and Replace appropriation has been granted for \$2 million but no POs have been encumbered yet.
 - iii. Level 2 Program balance is \$891,000 however with the pending projects, there will be a deficit of \$558,000. Another appropriation will be necessary soon. Ms. Grandin added after a meeting with CM Salem and Mr. Leon, it was agreed a Tree Commission member should explain to the City Council what the Tree Commission does and all the different programs at the same time the bill is submitted perhaps at the same time as the Level 3 Program documents are revised. The presentations would be done at the Neighborhoods and TEU Committees

5. Action Items:

a) Approval of Minutes from June 16, 2021 meeting – Chair

- i. Motion made by Mr. M. Robinson, seconded by Ms. Fraser, none opposed.

b) Proposed Level 2 Project(s)

i. Baker Point Park Tree Planting Project (Attachment C)– Dalton Smith

1. Presentation – A member of the donating family has requested some improvements through the Parks Dept. This project will be scheduled for the fall.
 - a. Mr. M. Robinson asked if there was any flooding damage. Ms. Enz replied the only flooding damage was where the park meets the bridge. Currently Parks Dept. is working with Stormwater Division to address this issue.
2. Public Comment – None.
3. Vote – Motion to approve the Baker Point Park Tree Planting project as presented made by Mr. Pappas, seconded by Mr. M. Robinson, none opposed.

ii. Whitehouse Park Tree Planting Project (Attachment D)– Kathleen McGovern

1. Presentation – Residents requested shade trees be added. This is also a recreation field so tree placement is crucial. The Whitehouse Athletic Association has been consulted on maintenance routes.
2. Public Comment – None.
3. Vote – Motion to approve made by Mr. Pappas, seconded by Mr. M. Robinson, none opposed.

iii. Park Street Road Diet Tree Planting Project (Attachment E)– Kathleen McGovern

1. Presentation – The discussions for this project began a year ago. This is a corridor adjacent to the Emerald Trail that has very few trees on this 4 lane road which will be reduced to 2 lanes. The trees will not go out of maintenance and warranty for 2 years. The species of tree(s) agreed upon will offer clear sight lines and minimal maintenance. Mr. Hart asked if there was any outreach with the landowners on the street. Mr. Kulik responded yes, there was.
2. Public Comment – None.
3. Vote – Motion to approve made by Mr. Curtis, seconded by Mr. Pappas, none opposed.

6. Old Business

a) Status of Level 3 Program Documents – Susan Grandin

- i. Due to the amount of revisions required, completion is scheduled before the next filing. All the changes the Commission has asked for are being incorporated; the first was changing the payment method from reimbursement to work performed and invoice basis. The revisions won't be introduced to Council until the last week in July and then into Committee the last week in August.
- ii. Mr. Pappas asked Ms. Grandin to address the legislation which is currently in Council. Ms. Grandin agreed, Greenscape asked CM White if he would file legislation to change the Equestrian Center

Contract payment method from reimbursement to work performed and invoice based. It is going through Committee at the end of July. Mr. Pappas continued, the legislation will also change the form of the contract for payment. When Council approved the funding for the Level 3 Programs they also approved the contract, that's why it needs to be changed as well.

- iii. Mr. November asked if the revised documents will be shared before submission. Ms. Grandin replied yes, she will do so.

7. New Business

a) Mr. Flagg asked the Commission about continuing the ZOOM/Hybrid meetings.

- i. Mr. Hart said as long as the room remained the same, the Commission should be present however the convenience offered by using the ZOOM platform allows for the possibility of more participation.
- ii. Mr. Pope added the audio is bad with ZOOM, the sound is breaking up. Mr. Flagg responded that is an internet issue and nothing we can do to fix that.
- iii. Mr. Leon added with Ms. Chism at the meeting there is no one to "share the screen" which is why I am not at the meeting. The laptop in the room is being used as a camera for the ZOOM attendees to see the Commissioners. Mr. Hart pointed out screen sharing feature is a very good visual to assist in project presentations.
- iv. Ms. Grandin reiterated the Bylaws which the Commission changed to reflect the addition of using a ZOOM-type of platform; "Once a quorum is physically present, in the public meeting place, other members may participate and vote using communication media technology if the following conditions are met: the meeting has been properly noticed; a quorum of the Commission is physically present at the meeting place; members of the public are able to attend in person or via communication technology; and members attending and participating via communications technology are doing so because they are unable to physically attend the meeting place due to an extraordinary circumstance which includes but is not limited to the COVID 19 pandemic, other health related issues or military duty or deployment. Such members attendance at a Commission meeting via communication media technology will not be considered an absence as long as the member notifies the Staff at a reasonable time prior to the meeting in order to confirm whether or not a quorum will be reached. The Commission may approve additional extraordinary circumstances as may be presented on a case-by-case basis in the Commission's good judgement."
- v. Mr. Flagg stated the ZOOM meetings will continue for the next few months.

b) The Landscape Code Revision meetings will re-commence once the Level 3 Program document revisions are complete.

8. Public Comment –

a) None.

9. Adjournment – the next meeting is Wednesday July 21st and will be a Hybrid/Zoom meeting in Ed Ball Building, 10th floor, Public Works Office, conference room 5,