

Jacksonville Tree Commission
Meeting Minutes May 24, 2018
Approved June 14, 2018

Commissioners

Present: John Crescimbeni, Chair
Curtis Hart, Vice Chair
John Pappas
Aaron Glick

Staff: Cindy Chism

Public: John November, Public Trust
Dave, McDaniel, Public Works, COJ
Joe Anderson, JEA Vegetative Mgmt
John Nooney
Tracey Arpen, Greenscape
Tom Larson, Sierra Club, Public Trust

Advisors: Sondra Fetner, OGC
Richard Leon, Urban Forest Manager
Kathleen McGovern, City Arborist
Joel Provenza, Accounting

A. Meeting was called to Order by Chair at 12:22 PM.

1. All present introduced themselves
2. Submittal of Speaker's Cards
3. Motion made by Mr. Hart, seconded by Mr. Pappas, to approve minutes from the meeting of May 10, 2018. None opposed.
4. Fund balance and encumbrance report for 15(F) and 15(N) (Attachment A)
5. Status of Pending Tree Projects (Attachment B)

B. New Business

1. Recommendations from the Point System Subcommittee – Chairman Crescimbeni, Dave McDaniel, Kathleen McGovern, Richard Leon, John Pappas

This will be combined with item 6 below.

2. North Main Street project status – Kathleen McGovern

a. Thirty-four (34) trees are scheduled to be replaced. This was delayed due to a Florida Department of Transportation project which has now been rescheduled to 2023. Many of the trees are being replaced due to vandalism. **Mr. Leon will give the commission a more detailed report on this project (soil enhancement, how many trees were vandalized, how many failed due to stress, etc).**

b. Mr. Larson asked about irrigation. Mr. McDaniel responded there are bubblers on the wells but the backflows in place were being stolen so they were not replaced. When the new trees are planted the backflows will be replaced.

c. Mr. Larson suggested the Springfield Preservation and Revitalization Council may wish to visit with property owners in the vicinity of this project. This could serve as an opportunity for people to voice any concerns about tree species and signs or storefronts being obscured. Mr. Anderson said Greenscape's mission is education and promoting tree planting. Mr. Glick said that the Springfield Merchants and Business Association would coordinate an educational effort before the planting to get some feedback. **Mr. Glick will reach out to them.**

3. Results of meeting with Davey Tree and the question of performance bond versus installment payments – CM Crescimbeni

a. A request was made to Davey Tree to determine parameters by which they could involve volunteers in tree planting projects. Davey Tree will draft an outline of what types of projects would work with volunteers and include specific requirements and restrictions. **The outline will be shared with the Tree Commission once it's received from Davey Tree.**

b. Mr. McDaniel reported there is a performance bond in the current contract. With the extended two-year warranty, the payments would continue to be made as they are now. However, 18-month and 24-month inspections will be scheduled and if the trees are not thriving at either of those inspections, Davey Tree will be contacted for replacement. If there are any problems with replacement, activating the performance bond would be the next step.

4. Timeline for when England-Thims and Miller, Inc. will share publicly owned lands information with Mr. November of the Public Trust – John Pappas

a. A meeting is being scheduled with England-Thims and Miller, Inc. to discuss how the data for determining public lands is identified and how to make them available. We are also discussing how to extract data from Plan-It GEO and put it into the City's geographic information system. **Mr. Pappas will let the Tree Commission know the results of the meeting.**

5. POSTPONED - Draft legislation of recommendations from the Shade Tree Subcommittee (a, b, c, and h) for submission to the Mayor's Office – Sondra Fetner

6. Application and Approval Criteria for Tier II Applicants – Sondra Fetner (Attachment C)

a. The Tier II process has been updated. It is now titled 'Not-for-Profit Application Process'. The changes discussed last month as well as those discussed at the special meeting have all been made.

b. Tree Recommendation, formerly Tier I. CM Crescimbeni pointed out that there needs to be a careful distinction between the applicants. As both processes are for not-for-profit organizations, we don't want conflict because one group is required to submit many forms and the other is not. Mr. Leon said that his understanding of the Tier I application is to work through the City while the Tier II process' purpose was to recoup administration fees for the non-profit organization. Mr. Glick agreed; that was his understanding as well. Ms. Fetner also

agreed and said the Tier II Applicant would be entering into a contract with the City as administrators of the project.

c. CM Crescimbeni opined the Tier II cannot be further discussed until the Tier I Application is finalized. **Ms. Fetner said the only discussion item remaining is to determine when the Tree Commission would review these applications. She will forward the Tier I Application to the Commission again for further discussion.**

d. CM Crescimbeni pointed out the Introduction needed to be more specific regarding the Mayor's Budget Review Committee process and approval (paragraph 3 on page 1). In II.B.1., the deadline for the application needs to be more specific. Define the difference between II.B.2. and II.B.3. Mr. Pappas defined a subcontractor as employed by the contractor. The language should be changed; if an applicant is acting as his own contractor, then he must solicit five bids from any subcontractor they will be using. Mr. November asked for clarification regarding proof of solicitation of bids. **Ms. Fetner will contact the City's Procurement Division and see how they typically get proof of bid solicitation.**

e. Mr. Arpen pointed out that II.B.4. should be revised to only require proof of bid solicitation for five suppliers and any price quotes received.

f. Mr. Pappas asked about maintenance of the project upon completion. Ms. Fetner said there will be a contract that is entered into when the award is given. The Tree Fund Project Affidavit includes insurance, maintenance, and warranty. Upon award of the project, there is a more specific and binding contract that is signed.

g. Mr. Arpen requested another way be found to verify the not-for-profit is operating in Duval County instead of using the Sunbiz.org website. As there are many Assistant Superintendents at the School Board, perhaps this should also be more specific. Mr. McDaniel reminded the Commission that the Real Estate Division was going to be consulted to vet the ownership. CM Crescimbeni pointed out his concern regarding response time for the request. Mr. Pappas said the Real Estate Division would identify who the entity was and the applicant would take over from there.

h. Discussion on the remainder of the Not-For-Profit Application will continue at the next Commission meeting.

C. Public Comment

Mr. John Nooney – I am advocating for some of the money from the Tree Commission be used for Citrus Trees. Plant them at boat launches, kayak launches and schools, just like one school, one tree.

Mr. Tracey Arpen – My perception of the Tier I Application is that it is simply a suggestion form to be turned in with a proposed location to City Staff; no more than a one page form. It wouldn't even come before the Tree Commission unless staff had determined there was merit.

Mr. John November – Tier I does look like a suggestion form and is about a page and a half. As we continue to refine this application, it is important we move the ball along on making this electronic. We discussed using the Land Use and Zoning Committee Application, not recreating the wheel but using something that already exists. I followed up on the irrigation issue; Sunbelt will rent a 4000 gallon truck for \$1500 per day, which is less expensive than Davey Tree but after speaking with several irrigation experts around the City, their recommendation is the City purchase a 1600 gallon water trailer at \$8441 and tow it behind a work truck using reclaimed water. This will be more cost effective than paying \$2500 every time we use a watering truck. I've forwarded the quote for the trailer to Mr. Leon. Mr. McDaniel pointed out that if Davey does it, even though it costs more, he doesn't have to supply the staff, which is not in his budget.

D. Action Items

Mr. Leon will give the commission a more detailed report on this project (soil enhancement, how many trees were vandalized, how many failed due to stress, etc).

Mr. Glick will reach out to the Springfield Preservation and Revitalization Council and coordinate and educational effort before the North Main Street planting to get some feedback.

A meeting is being scheduled with England-Thims and Miller, Inc. to discuss how the data for determining public lands is identified and how to make them available. Mr. Pappas will let the Commission know the results of the meeting.

Davey Tree will provide an outline of what types of projects would work with volunteers including specific requirements and restrictions to CM Crescimbeni who will share the outline with the Tree Commission.

Ms. Fetner will forward the Tier I Application to the Tree Commission for further discussion.

Ms. Fetner will contact the City's Procurement Division and ask how they typically receive proof of bid solicitation.

E. Meeting Adjourned at 1:30