

Jacksonville Tree Commission  
Meeting Minutes August 23, 2018  
Approved September 13, 2018

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| <b>Commissioners Present:</b> | John Crescimbeni, Chair<br>Curtis Hart, Vice Chair<br>Aaron Glick<br>John Pappas  | <b>Staff:</b>  | Cindy Chism   |
| <b>Advisors:</b>              | Susan Grandin, OGC<br>Richard Leon, Urban Forest Manager<br>Kathleen McGovern, City Arborist<br>Joel Provenza, Accounting | <b>Public:</b> | Tracey Arpen, Greenscape<br>John November, Public Trust<br>Courtney Wilson, Greenscape<br>Anna Dooley, Greenscape<br>Mike Robinson, Greenscape<br>Dave McDaniel, COJ Public Works |

**A.** Meeting was called to Order by Chair at 12:02 PM

1. All present introduced themselves for the record.
2. Submittal of Speaker's Cards
3. Motion made by Mr. Hart, seconded by Mr. Glick, to approve minutes from August 9, 2018 meeting. None opposed.
4. Fund balance and encumbrance report for 15(F), 15(N) and BJP (Attachment A)
  - a. Mr. Provenza noted there was a decrease between the totals from the last meeting and this meeting. This was the result of an incorrect file submitted to the Accounting System in which a decimal was two points off, multiplying everything by 1000. This error has been corrected.
5. Status of Pending Tree Projects (Attachment B) - changes are in green.

**B. New Business**

1. Approved Tree List (Attachment C) – Kathleen McGovern
  - Duval County School Board trees allowed – listed
  - Request to add Japanese Blueberry – Granted.
  - Tree Comparison with Approved Tree List and Countywide Tree Planting Contract – awaiting response from Davey Tree on availability and pricing of trees not on their list. **CM Crescimbeni requested a fact sheet for each tree on the Approved Tree List.** Mr. November pointed out that all the price lists from Davey Tree only shows a one-year warranty. **Ms. McGovern will add a column on the price sheet that shows the 2<sup>nd</sup> year of warranty which is the cost of the tree plus 12%.**
  - 15N Trees are included (highlighted)
2. Shade Tree Subcommittee – Curtis Hart
  - a. Red-lined and clean copies of the ordinance will be emailed to the Tree Commission members for comment at the next meeting.
3. Ordinance Code, Planting near Powerlines – Susan Grandin

- a. Ms. Grandin red-lined the ordinance (Attachment D) and then spoke with Joe Anderson, Arborist at JEA. His suggested changes to the ordinance can be found in Attachment E. Mr. Anderson's opinion is to not make Right Tree, Right Place a hard line rule for planting any tree a certain amount of feet away from power poles. CM Crescimbeni said the high voltage transmission towers have a right-of-way corridor that is owned by JEA. The Florida Power and Light handout (Attachment F) categorizes trees as small, medium or large which matches the Tree Commission's Approved Tree List. **Add a note to the application instructions that if the request is to plant near a utility pole, the tree must follow the Arbor Day and Florida Power and Light suggestions for distance in planting.**
- b. Mr. Glick asked if the Florida Power and Light suggestions will be added as a recommendation or a requirement. Ms. Grandin said it was a recommendation that she changed to a requirement but can easily be changed back. Mr. Leon agreed; leaving it as a recommendation will allow for more canopy development. There are many trees throughout the City that would not be planted if this was a requirement.
- c. CM Crescimbeni asked the Tree Commission if they preferred the guideline to be in the application rather than changing the ordinance code for private property. Mr. Pappas said he agreed and suggested including criteria. CM Crescimbeni reiterated that the code will have a recommendation with regard to Right Tree, Right Place, which will be defined with either a graphic or an attachment. The same graphic or attachment will be included in the Tree Commission's Tier II application. **Ms. Grandin agreed to write the language for the ordinance which defines the recommended distances from utility poles. This language will also include directionally pruning a tree.**

**4. Appropriate Funds to Public Works for Tree Replacement - John Pappas**

- a. Ms. Grandin handed out proposals for the appropriation legislation: Attachment H and Attachment I. Attachment H requests \$300,000 per year from 15F and applies it to the two different types of programs: removing and replacing trees, and requests for new trees through 630-City (CARE System).
- b. Mr. McDaniel added that this appropriation will be invaluable to his division, allowing them to use the funds to not only remove "damaged, dead, or in impending decline" trees, but also to replace them.
- c. CM Crescimbeni asked how many trees would fall into the category of "damaged, dead or in impending decline." Mr. McDaniel said there are 1200 requests to remove and replace a dead tree on average at any given time, and of those 1200, approximately 80% are legitimate. The hazard tree fund allocation from the General Fund is used to remove those trees. This is the type of job the funds would be used for.
- d. Mr. Pappas explained Attachment I which appropriates \$500,000 (\$300,000 for removal and replacement of trees and \$200,000 for planting new trees requested through the CARE System).
- e. Mr. Arpen asked about the restriction of only two trees with in a five year period. CM Crescimbeni proposed a restriction for frontage measured in linear feet. Ms. Grandin countered with removing the restriction all together since the location and species must be approved by the City Arborist. CM Crescimbeni suggested adding a link to the Approved Tree List.
- f. Mr. Glick said he thought this appropriation was moving into the realm of the Tier II Tree Application, a project the Tree Commission would approve. The reason to limit this was to track the projects the Tree Commission would approve versus approving the planting of 20 trees. Mr. McDaniel said if the CARE system gets a call requesting a number of trees, it will be investigated. If it looks like a Tier II project or a project in which the amount of work they are requesting is beyond the scope of what we are budgeted, Ms. McGovern will speak to the requester and suggest they submit a Tier II Application, or possibly

approach their Councilperson for legislation for right-of-way planting in their neighborhood. However, if a request came in for a tree on the right-of-way, Ms. McGovern would evaluate and the funds would be allocated out of the \$200,000.

- g. CM Crescimbeni suggested the language be changed to read “two trees per year unless otherwise approved by the Tree Commission”. Any large requests for trees will come to the Tree Commission for review after approval from the City Arborist. Attachment I will be the version used for the legislation. **Ms. Grandin will draft the changes and route a copy via email to all Tree Commission members.**
- h. Ms. Grandin pointed out that since the Approved Tree List will be attached, there is a footnote that gives the City Arborist the option to approve a tree that is not on the list. Mr. Pappas suggested the Tree Commission authorize a tree not on the list for planting. **Ms. McGovern will change footnote 11 to read Tree Commission is the one to approve any trees not on the list.**

5. Criteria for Tree Pruning/Clearing – Richard Leon - Deferred

6. Final Project Evaluation and Tier II Application – CM Crescimbeni

- a. Ms. Grandin handed out the Application Instructions (Attachment J) and the Project Evaluation (Attachment K). Detailed discussion was deferred, however, Ms. Grandin pointed out specific changes shown in red on the instructions and forms (Attachment J). The Chair asked that Tree Commission members please read Attachments J and K, which will also be sent via email, and send any suggested changes to Ms. Grandin or Ms. Chism.

### C. Public Comment

**John November** – If entities use the City’s Countywide Tree Planting contract for their, will they still have to get a performance bond and meet insurance requirements? Ms. Grandin responded that the City’s countywide contractor should have those already. Mr. November asked if a contractor was hired (not the City’s contractor) would their performance bond and insurance be sufficient? Mr. Pappas responded that the Tree Commission will have a contract with the entity requesting the project and not the contractor. Mr. Hart replied the contractor can provide a certificate saying they are bonded for ‘X’ amount. It can be in the entities name as additionally insured. This will work for both the bond and the insurance. Mr. November and Ms. Anna Dooley will be speaking at UNF Symposium on September 14<sup>th</sup> about the Tree Commission though the application will not be completed at that time. Mr. November also mentioned his concern for outreach and how it will work. CM Crescimbeni said it may be handled in-house. **Mr. Glick asked to add Outreach to the agenda for the next meeting.**

**Tracey Arpen** – CM Crescimbeni will be receiving the Charles A. Bennett Champion of the Environment Award at the Environmental Protection Board Luncheon held at the Symposium, September 14<sup>th</sup>. Next time should we discuss mandatory maintenance for two years, and what exactly is expected with that? Mr. McDaniel said the tree has to be alive and healthy at the end of two years. Mr. Arpen is concerned over the language.

### D. Action Items

**Ms. McGovern will generate a fact sheet for each tree on the Approved Tree List.**

**Ms. Grandin agreed to write the language and provide a graphic for the ordinance which will define the recommended distances from utility poles, using Mr. Anderson’s additions and including directionally pruning**

a tree. Also a note will be added to the Application Instructions advising that the requests to plant trees near a utility pole must follow the revised suggestions for distance in planting and include the graphic.

Ms. McGovern will change footnote 11 on the Approved Tree List to read Tree Commission will give final approval for any trees not on the list.

Commissioners - Ms. Grandin will draft the changes and route a copy via email of proposed legislation for the appropriation of funds for Public Works Mowing & Landscape Division. Please send any suggested changes to Ms. Grandin or Ms. Chism

Commissioners – Please read suggested changes on Tier II Application, Instructions and Forms and Project Evaluation, also sent via email, and be prepared to discuss at the next Tree Commission meeting on September 13<sup>th</sup>.

E. Meeting Adjourned at 1:35pm.