



**Street Tree Advisory Committee  
Wednesday, March 21, 2018  
3:30 PM – 4:30 PM  
Financial Services Conference Room**

**Member Attendees:**

Mark Jacoby  
Gina Burrell  
Fremont Latimer  
Ann Derby  
Peter Williams  
Cathy Brown  
Dan Lippi, Certified Master Arborist

**Staff**

Isabelle Lopez, COSA Attorney  
Todd Grant, Deputy Director of Public Works  
Chris Anderson, Staff  
Holly Donahue, Staff

**Absent:** Greg Dunn

1. **Quorum:** Roll was taken and quorum was established.
2. **Minutes:** Minutes from the last meeting held on December 13, 2017 were reviewed by the Committee. The motion was made to approve the minutes with an amendment to remove Ann Derby's name from the Attendees list; but to keep it on the Absentee list. Motion was made to approve as amended, by Ms. Brown, seconded by Ms. Burrell; all in favor.
3. **Sunshine Law - Isabelle Lopez:** Each member was given a copy of a Sunshine Law PowerPoint Presentation by Ms. Lopez. Ms. Lopez's presentation covered Sunshine Ethics, Public Records, Gifts, Misuse of Position, Public Meetings, Exceptions, and Conflicts of Interest. All members were given the opportunity to ask questions and Ms. Lopez provided answers.
4. **2018 Arbor Day Update:** The Committee reported a successful and educational Arbor Day event at Hamilton Upchurch Neighborhood Park; and recommended the event be in the same

location next year with the RB Hunt children in attendance again. Mr. Anderson explained that there were more places needing trees in the City; and that he had a list of all previously planted locations. The list will be reviewed by the Committee before next year's Arbor Day location is determined at the September 2018 meeting. Mr. Anderson explained how the trees are chosen for the event and that a watering truck is used to water the trees in locations that do not have irrigation.

Mr. Lippi recommended "Treegator Bags" for watering trees that are in locations without an irrigation system. He explained that the Treegator Watering Bags provide a slow release watering system for newly planted trees. Mr. Fremont added that 40 gallon bags can be found online and they slowly release water for hours.

5. **Final Approval of 2018 STAC Meeting Dates:** Mr. Latimer read the recommended remaining 2018 calendar meeting dates as June 20<sup>th</sup>, September 19<sup>th</sup> and December 19<sup>th</sup>. There was a motion to approve the same dates by Mr. Latimer, seconded by Mr. Williams; with all in favor.

6. **Discussion to Complete STAC Mission Statement:** Ms. Burrell asked if the Committee's mission should include the public areas and not just the public right-of-ways. The members reviewed the Draft Mission Statement, adding "public areas"; and making changes to Items 1-7. City staff will update accordingly for the Committee's final review and discussion at the next meeting to be held on June 20, 2018. A motion was made to amend the Mission Statement and return with recommended changes to the Committee members for final review by Cathy Brown, seconded by Ann Derby; with all in favor.

7. **Urban Forestry Management Plan:** Members of the Committee suggested that the completed plan be placed on the City's website for the public to read and access; and possibly a public announcement be made by the City. There was a discussion about the root system of Red Cedars and their sensitivity. The Red Cedars are conifers and one should not cut their roots as it could present a problem. It is better to plant a smaller Red Cedar tree and let it determine where it wants to grow.

8. **New Items:**

- a. Members of the Committee need to provide their comments on the City's ROW Tree Contractor RFP and Bid Specs soon. Contact Char with any questions or comments. Char e-mailed them to the Committee earlier this Fiscal Year.
- b. Gina Burrell is interested in a program offering trees for low income people.
- c. Mr. Latimer recommended Tree Planting Standards produced by the University of Florida be made available with the RFP; and be discussed at the next meeting. He suggested they be incorporated into the City's bid program; and placed on the City website.

- d. Cathy Brown would like a North City resident to become involved with the STAC; also a Anastasia Island resident. Recommended reaching out to Neighborhood Associations via Kim Mayo and Melinda Rachonovy.

9. **Public Comment:**

B.J. Kalaidi suggested that the City consider opening another park in the area of Oyster Creek where there was recently some land acquired adjacent to the Box Culvert Project on South Dixie.

10. **Next Meeting Date:**

The next meeting will be held on June 20, 2018 at the 50 Bridge Street Conference Room.

11. **Adjournment:**

A motion was made to adjourn the meeting at 4:55 p.m. by Mr. Latimer, seconded by Ms. Burrell; with all in favor. Meeting Adjourned.