

WINDERMERE TREE BOARD
Chair:
Secretary: Frank Krens
Treasurer: Pamela Schrimsher
Leslie Brabec
Council Liaison: Tom Stroup

Agenda ***Agenda***

October 19, 2023
10:00 AM

COMMUNITY CONFERENCE ROOM
614 MAIN STREET, BUILDING 100
WINDERMERE, FL 34786

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all procedings before the Town of Windermere Windermere Tree Board:

1. All electronic devices, including cell phones and pagers. shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or/who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Windermere Tree Board meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Windermere Tree Board meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

1. THE MEETING IS CALL TO ORDER BY THE CHAIR

2. OPEN FORUM / PUBLIC COMMENT (3-Minute Limit)

3. NEW BUSINESS

a. Minutes

I. Windermere Tree Board Minutes - August 17, 2023 (Attachment)

b. Membership

i. New Members Applications

1. Elena LaRochelle Application (Attachment)
2. Olga Aleksandrova Application (Attachment)

ii. Potential New Members

c. Other Items For Consideration

i. Windermere Tree Board Charter (Attachment - Draft for discussion)

ii. Election of Officers

iii. Update on the Historic Grove

iv. Tree Survey Database Access

v. Budget for Plantings

vi. Future Projects

4. ADJOURN

MINUTES - DRAFT

Windermere Tree Board
August 17, 2023

Mission Statement: Augment community awareness of our Urban Forest, provide education regarding the benefits of trees and a commitment to protect, preserve and proliferate our community's Urban Forest. Beautify our Windermere Parks and Recreation Areas.

Tree Board Members: Frank Krens (Recording Secretary), Pamela Schrimsher; Town Liaison: Tom Stroup

1. THE MEETING IS CALLED TO ORDER

Tree Board Secretary Frank Krens called the meeting to order at 10:02am in the Community Conference Room at 614 Main Street, Building 100, Windermere, FL 34786.

Frank asked all present to introduce themselves and tell a little about their interests and backgrounds as they relate to Tree Board. Frank thanked all for attending and welcomed their participation in the meeting and the future activities of the Tree Board.

Participants:

- **Tree Board –** Pamela Schrimsher, Frank Krens
- **TOW Public Works –** Travis Mathias, Public Works Operations Manager
- **Town Planner –** Brad Cornelius
- **WTB Applicants –** Joan Foglia, Vickie Hearst, Bonnie DiCocco
- **Other Town Residents –** Brandi Haines. Vanessa Astrup, baby Astrup

2. OPEN FORUM / PUBLIC COMMENT – All present introduced themselves and spoke of their current roles or their vocational experience related to Tree Board matters and their reason for attending.

3. OLD BUSINESS

a. Other Items for Consideration

i. 500 Block Status – Town Planner Brad Cornelius reported that the Town gave final approval for the project on August 15. The developer is required to mitigate 151 inches diameter at breast height (DBH) of tree and that it will be accomplished through planting of new trees, vs. paying mitigation fees. The trees may be planted at the Town Council sees fit. The crepe myrtles along Main Street will not be removed. The project cannot begin until septic and water connection permits have been approved by Orange County. Demolition permits will then be applied for. Oversight of project will be by Town employees and Town Council. Potential renters include a boutique Ace Hardware, a wine tasting shop, and the corporate office of a company producing rides for theme parks.

3. NEW BUSINESS

a. **Minutes –** Pam Schrimsher moved to approve the May 18, 2023 minutes as written, Frank Krens seconded, and they were approved 2/0.

b. Membership – Frank Krens noted that the WTB currently has two members. [Susan Carter has moved away and resigned from her position as Chairman. Susan served on the Tree Board from 2011 to 2023 and as chairman from 2019 to 2023. Her knowledge and support enabled the developer of the 500 block of Main Street to find ways to save over half of the trees on the property. She presided over the maintenance of the historic orange grove on Forest Street and 7th Avenue, supervised re-plantings at Central Park, and planned the annual tree giveaway each January. We are sorry to see her go and wish her the best in her new adventures!]

i. New Member Application – Joan Foglia.
ii. **New Member Application –** Vickie Hearst
iii. **New Member Application –** Bonnie DiCocco

Frank thanked the three applicants for their interest and recognized the exceptionally strong and applicable backgrounds of all three applicants. **Motion:** Frank Krens made a motion to recommend that Town Council accept all three applicants at the next Town Council meeting. Pam Schrimsher seconded and the motion passed 2/0. TC Liaison Tom Stroup said he would make sure TC acts on it.

iv. **Tree Board Chair –** Election of Officers was deferred till the next meeting. Frank said that he would accept the position of WTB Chair. Bonnie DiCocco said that she would accept the position of Secretary.

v. **New Member Orientation –** Pam suggested that a Florida Sunshine Law video be made available to all new members. Frank said he would ask Diane Edwards if she could set it up.

vi. **Outreach Ideas for Additional Members –** Resident Brandi Haines said that another resident, Olga ?? has submitted an application (which appears to have been lost), and that she will re-submit it. It was stated that at least 2 others may submit applications.

c. Other Items for Consideration

i. Develop WTB Charter – Pam said she could not find one online. She said she would call Town Clerk Dorothy Burkhalter for information about existence of a WTB charter.

ii. Meeting Date/Time Change – The current meeting time of 10am on the third Thursday seemed to be generally ok with the existing members and the three applicants. The plan is to continue meeting at that time, but to change if needed to accommodate all members.

iii. Plantings –

1. Status of Approved Plantings

1a. Central Park – Vickie Hearst said that two pines planted at Central Park have died. She suggested planting two Nageia nagi trees that she got from Susan Carter in their place. Pam said she hoped they could be replaced with native trees.

1b. Main Street Tennis Courts – It was reported that plantings at the tennis courts has been approved, and Enviro Tree Service has been contracted to do the work.

2. **Scope and Coordination of Additional Planting –**Several approaches to new tree planting programs were discussed. WTB could make a comprehensive long-range plan, to potentially include a grant program, orcould focus more on the immediate and urgent need. It was noted that there is effectively a moratorium on major plantings in the right-of-ways so as not to interfere with planned/potential underground utilities.

    a. Vickie Hearst said that the island at Windermere Recreation Area needs trees.
    b. Pam Schrimsher recalled that WTB had approved hiring a company to spray the citrus trees at the historic grove on 7th Avenue and Forest Street for greening at 3-month intervals for a year with the proviso that videos be taken at the beginning, and after 3, 6, and 9 months to see if the affected trees were improving. Pam said she would check with Bill Martini, who had offered to take the video to see if it has been done.

3. **Follow-up on Status of TOW Approved Plant List –** Brad Cornelius said he would check into this.

iv. Other Matters

- Tree Data Base – It was stated that the tree survey is very useful. Pam Schrimsher said she would ask Public Works Director Tonya Elliott-Moore who can access it and how.
- Windermere Gazette – An article written by Frank Krens with help from Vickie Hearst and Joan Foglia will appear in the Fall edition.
- Agenda Items for the next meeting:
    - Election of officers
    - Potential new members
    - Update on the Historic Grove
    - WTB Charter
    - Tree Survey Database Access
    - Budget for Plantings
    - Future Projects

6. **NEXT MEETING –** September 21, 2023, 10am Community Conference Room

7. ADJOURN – 11:25am

THE TOWN OF
Windermere

MAYOR
JIM O'BRIEN

TOWN MANAGER
ROBERT SMITH

CLERK
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786
407-876-2563

COMMITTEE MEMBER APPLICATION FORM

1. Name: Elena LaRochelle Phone: 407-443-4311
2. Home Address: 515 Oakdale Street Windermere, FL 34786
3. Business: _____ Business Phone: _____
4. Business Address: _____
5. Email: lenchana @ gmail.com
6. Brief Summary of Education and Experience:
B.S. of Pol. Science from UCF

7. Are you a U.S. Citizen? Yes ✓ No ___
8. Are you a registered voter? Yes ✓ No ___
9. Resident of the Town for 6 Months or longer? Yes ✓ No ___
10. Do you hold public office? Yes ___ No ✓
11. Are you employed by the Town? Yes ___ No ✓
12. Do you now serve on a Town Board or Committee? Yes ___ No ✓
13. Indicate which Board(s) or Committee(s) you are interested in:

Development Review Board ___ Elder Affairs Committee ___
Historic Preservation Board ___ Long Range Planning Committee ___
Parks and Recreation Committee ___ Windermere Tree Board ✓

14. Why do you think you are qualified to serve on this board? Since moving into town in 2020, I planted over 20 trees in my property. I maintain them - fertilize, trim, etc. All my trees are thriving. I would be honored to help the tree board to maintain and enchance the beauty of our town.

***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**

Signature: _____ Date: 04-17-25

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323

MAYOR
JIM O'BRIEN

THE TOWN OF
Windermere

TOWN MANAGER
ROBERT SMITH

CLERK
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786
OFFICE: (407) 876-2563 FAX: (407) 876-0103

COMMITTEE MEMBER APPLICATION FORM

1. Name: Olga Aleksandrova Phone: 917-428-4918
2. Home Address: 2106 willow brick rd Windermere, FL 34786
3. Business: _____ Business Phone: _____
4. Business Address: _____
5. Email: oa2129@gmail.com @_____
6. Brief Summary of Education and Experience:

Internal Medicine Physician, own my own practice

7. Are you a U.S. Citizen? Yes x No ___
8. Are you a registered voter? Yes x No ___
9. Resident of the Town for 6 Months or longer? Yes x No ___
10. Do you hold public office? Yes ___ No x
11. Are you employed by the Town? Yes ___ No x
12. Do you now serve on a Town Board or Committee? Yes ___ No x
13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board __ Development Review Board __
Downtown Business Committee __ Elders Committee __
Historical Preservation Committee __ Long Range Planning Committee __
Parks and Recreation Committee __ Windermere Tree Board x

14. Why do you think you are qualified to serve on this board?

love for this town, and desire to keep it beautiful, and to prevent it into turning into a stone city.
I am here for a long run and want to keep it natural
I love trees and gardens. I have big back yard that I plan beautiful and helpful trees for the nature.

***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**

Signature: Olga Aleksandrova, M.D Date: 08/16/2023

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323

Windermere Tree Board Charter

DRAFT for discussion

A. Participants

The Tree Board is an advisory group of volunteers who:

- are Town residents
- have an interest in trees and how they benefit the community
- are willing to take actions to help maintain and improve the Town's urban forest.

B. Structure

The Tree Board consists of:

- a Chair person who runs the meetings and provides overall leadership for the operation of the Board
- a Secretary who follows closely and participates in the plans and actions of the club, records the minutes of the meetings, and encourages follow-up on open items
- general members who apply their technical and business knowledge, skills, and ideas as they relate to trees. General members may lead subcommittees on specific programs or actions.

C. Actions:

1. Advocate for our trees, provide educational materials, programs, and articles to increase public awareness and appreciation of the Town's urban forest.
2. Plan, recommend, and oversee tree planting, maintenance, and removal programs.
    a. Research, select, and purchase trees of appropriate types and sizes for planting on Town of Windermere residential lots and conducting the annual tree giveaway.
    b. Support/partner/coordinate with other Town organizations on projects related to trees. As examples:
        - Public Works
        - Parks and Recreation Committee
        - Garden Club
        - Town Planner and Admin
3. Retain the Arbor Day Foundation's "Tree City" status and obtain Growth Awards.

D. Approach

1. Meet regularly with a publicly advertised agenda, and with participation of Town Council liaison, Public Works, and others as appropriate
2. Follow Town protocols regarding communications and interacting with other Town organizations, including adherence with the Florida Sunshine Law.
3. Become familiar with the general health of the Town's urban forest and its issues, needs, and trends.
4. Become familiar with the Town's Tree Ordnance and code enforcement approach as related to trees.
5. Invest in the time and energy to take advantage of the many resources available to improve personal learning about trees and to participate productively in meetings and projects.
6. Enlist students and other volunteers to help with projects such as the annual tree giveaway.
7. Pursue opportunities for financial sponsorship and fundraising.