OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE

REGULAR MEETING AGENDA

WEDNESDAY, MAY 21, 2025 - 6:30 PM

CITY HALL - COMMISSION CHAMBERS

1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Roll Call
Invocation
Pledge of Allegiance
Agenda Changes

REGULAR AGENDA - PART I

500. Election for Chairperson of the Oak Forest Wall and Beautification District Advisory Committee for Calendar Year 2025

501. Election for Vice-Chairperson of the Oak Forest Wall and Beautification District Advisory Committee for Calendar Year 2025

AWARDS AND PRESENTATIONS

INFORMATIONAL AGENDA

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

CONSENT AGENDA

300. Approval of the Wednesday, December 4, 2024 Oak Forest Wall and Beautification District Advisory Committee Special Meeting Minutes
2024 12 04 OWBDAC Special Meeting Minutes.pdf

PUBLIC HEARING AGENDA

REGULAR AGENDA - PART II

502. Quarterly Fiscal Year to Date Expenditure Details
Oak Forest YTD 04.30.25.pdf

503. Update on Oak Forest Wall and Landscaping Projects

REPORTS

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

ADJOURNMENT

PUBLIC NOTICE

This is a Public Meeting, and the public is invited to attend and this Agenda is subject to change. Please be advised that one (1) or more Members of any of the City's Advisory Boards and Committees may be in attendance at this Meeting, and may participate in discussions.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Winter Springs at (407) 327-1800 "at least 48 hours prior to meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26 Florida Statutes.

"If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based" - per Section 286.0105 Florida Statutes.

REGULAR AGENDA - PART I ITEM 500

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | MAY 21, 2025 REGULAR MEETING

TITLE

Election for Chairperson of the Oak Forest Wall and Beautification District Advisory Committee for Calendar Year 2025

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Oak Forest Wall and Beautification District Advisory Committee discuss and elect a Chairperson for calendar year 2025.

REGULAR AGENDA - PART I ITEM 501

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | MAY 21, 2025 REGULAR MEETING

TITLE

Election for Vice-Chairperson of the Oak Forest Wall and Beautification District Advisory Committee for Calendar Year 2025

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Oak Forest Wall and Beautification District Advisory Committee discuss and elect a Vice-Chairperson for calendar year 2025.

CONSENT AGENDA ITEM 300

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | MAY 21, 2025 REGULAR MEETING

TITLE

Approval of the Wednesday, December 4, 2024 Oak Forest Wall and Beautification District Advisory Committee Special Meeting Minutes

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends the Board approve the meeting minutes from the December 4, 2024 Oak Forest Wall and Beautification District Advisory Committee Special Meeting as presented.

CITY OF WINTER SPRINGS, FLORIDA
MINUTES
OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE
SPECIAL MEETING
DECEMBER 4, 2024

CALL TO ORDER

Chairperson Dan Finley called to order the Wednesday, December 4, 2024, Oak Forest Wall and Beautification District Advisory Committee Special Meeting at 5:33 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:
Chairperson Dan Finley, present
Vice-Chairperson Lisa Ely, present
Committee Member Deborah Sears, absent
Committee Member Jonathan Obear, present
Assistant City Clerk Tristin Tarrant, present

Also present:
Ms. Holly Queen, Director, Finance Department
Mr. Kevin Maddox, Landscape Manager, Parks and Recreation

A moment of silence was held and was followed by the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

100) Not Used

INFORMATIONAL AGENDA

200) Not Used

PUBLIC INPUT

Chairperson Finley opened "Public Input".
No one addressed the committee.
Chairperson Finley closed "Public Input".

CONSENT AGENDA

300) Approval of the Wednesday, July 17, 2024, Oak Forest Wall and Beautification District Advisory Committee Regular Meeting Minutes.

"I MOTION TO APPROVE." MOTION BY VICE-CHAIRPERSON ELY. SECONDED BY CHAIRPERSON FINELY. DISCUSSION.

VOTE: FINLEY (AYE); ELY (AYE); OBEAR (AYE)

PUBLIC HEARINGS AGENDA

400) Not Used

REGULAR AGENDA

500) Quarterly Fiscal Year-To-Date Expenditure Details

Mrs. Queen opened the Fiscal year to date budget item and asked the Committee if they had any questions for staff. A brief discussion took place regarding the year-end total. Staff redirected the conversation, to get the opinion of the Committee, to have Oak Forest be part of the reevaluation of the assessment areas and rate study. Staff relayed Tuscawilla and Hawks Reserve need to be reassessed though an assessment rate study and it would be cheaper to have all the assessment districts reviewed together.

Staff explained what a reassessment rate study does for the tax area and additionally relayed it would be beneficial due to future projected cost increase on goods and services. The review would be to raise the legal maximum on the assessment fees for the special assessment areas of the City.

Discussion continued the procedures, protocols, and timeline if the assessment rate study was done. Staff relayed the tentative timeline and said that the increase in rates will not be seen till next fiscal year. Staff relayed they are looking for directions on including Oak Forest in the rate study assessment review and if the Committee is at consensus to be able to get accurate quotes and how many areas should be included in the scope of work.

"I MAKE A MOTION THAT WE ACCEPT THE RECOMMENDATION TO BE INCLUDED ON THE [ASSESSMENT RATE] STUDY." MOTION BY CHAIRPERSON FINELY. SECONDED BY VICE-CHAIRPERSON ELY. DISCUSSION.

VOTE: FINLEY (AYE); ELY (AYE); OBEAR (AYE)

501) Update on Oak Forest Wall and Landscaping Projects

Mr. Maddox opened the item and relayed to the Committee the landscape contract is out to bid currently. Staff explained the difference from the current contract is the scope of work includes the whole City instead of sections as they are currently. This is the effort of the City consolidating and getting head of the inflation.

Discussion continued from a previous meeting discussed regarding getting annual flowers, landscaping, and damages from the resent hurricanes. Staff conveyed the City is currently getting quotes for the annuals and there was minimal damage. Additionally, discussion ensued of additional tree trimming before hurricane season, mulching and landscaping and the timeline with the landscape contact out to bid.

502) Discussion on Meeting Schedule for Calendar Year 2025

"I MOTION TO DO THE MEETINGS MAY 21ST AND NOVEMBER 19TH [2025] AT 6:30." MOTION BY VICE-CHAIRPERSON ELY. SECONDED BY CHAIRPERSON FINELY. DISCUSSION.

VOTE: FINLEY (AYE); ELY (AYE); OBEAR (AYE)

PUBLIC INPUT

Chairperson Finley opened "Public Input".
No one addressed the Committee.
Chairperson Finley closed "Public Input".

REPORTS

ADJOURNMENT

Chairperson Finley adjourned the Regular Meeting at 6:17 pm.

RESPECTFULLY SUBMITTED:

_____
TRISTIN TARRANT
ASSISTANT CITY CLERK

NOTE: These Minutes were approved at _____ 2025 Oak Forest Wall and Beautification District Advisory Committee Special Meeting.

REGULAR AGENDA - PART II ITEM 502

OAK FOREST WALL AND BEAUTIFICATION DISTRICT ADVISORY COMMITTEE AGENDA | MAY 21, 2025 REGULAR MEETING

TITLE

Quarterly Fiscal Year to Date Expenditure Details

SUMMARY

FUNDING SOURCE

RECOMMENDATION

No action required.

Oak Forest Maintenance Fund

BIANNUAL MEETING

Select Expense Accounts

FY2025 - 10.01.2024 thru APRIL 25, 2025

Account / Vendor		Date	Amount	Description
Utilities	**540430**	**Budget**	**$ 12,180.00**	
	City of Winter Springs	10.15.2024	484.59	irrigation
		11.19.2024	569.01	irrigation
		12.17.2024	562.85	irrigation
		01.21.2025	786.56	irrigation
		02.18.2025	794.48	irrigation
		03.18.2025	729.69	irrigation
		04.15.2025	949.60	irrigation
	Duke Energy	11.19.2024	162.34	low voltage entrance lighting
		12.17.2024	162.33	low voltage entrance lighting
		01.15.2025	162.31	low voltage entrance lighting
		02.26.2025	162.31	low voltage entrance lighting
		03.18.2025	162.31	low voltage entrance lighting
		04.14.2025	32.46	low voltage entrance lighting (Mar)
		04.17.2025	129.84	low voltage entrance lighting (Mar)
		YTD Expense Total	**$5,850.68**	
		Encumbered	**$0.00**	
		End Balance	**$6,329.32**	
Grounds	**545270**	**Budget**	**$ 47,776.00**	
	Nature's Care	10.15.2024	1,020.90	Oct Landscaping
		11.07.2024	1,020.90	Nov Landscaping
		12.03.2024	1,020.90	Dec Landscaping
		12.16.2024	3,120.00	Annuals
		01.15.2025	1,020.90	Jan Landscaping
		02.10.2025	1,020.90	Feb Landscaping
		03.26.2025	1,020.90	Mar Landscaping
		04.29.2025	1,103.20	Apr Landscaping
	Siteone	04.21.2025	56.45	irrigation supplies
		YTD Expense Total	**$ 10,405.05**	
		Encumbered	**$ 5,859.55**	
		End Balance	**$ 31,511.40**	
Grounds - Signs/Walls	**545270-004**	**Budget**	**$ 4,000.00**	
		YTD Expense Total	**0.00**	
		Encumbered	**0.00**	
		End Balance	**$ 4,000.00**	
Contract Admin	**530341**	**Budget**	**$ 21,452.00**	
	NBS	04.14.2025	625.00	Special Assessment Service
	NBS	04.14.2025	625.00	Special Assessment Service
		YTD Expense Total	**$ 1,250.00**	
		Encumbered	**$ 16,622.00**	
		End Balance	**$ 3,580.00**	