

**The City of Lake Worth Tree Board**  
**City Hall Conference Room**  
**Regular Meeting Minutes**  
May 8, 2023

**Call to order:** 6:10

**Members Present:** D. Kerner, G. Powell, D. Brown and G. Timor

**Members Absent:** None

**Staff Present:** David McGrew, City Horticulturist/Board Advisor

**Agenda additions, deletions, reordering:** Reorder Old Business item c - South Palmway median-500 block before new business

**Approval of minutes:**

Motion made by D. Brown to approve the January 12, 2022 Minutes. Seconded by G. Powell.

Yay: 4            Nay: 0

Motion made by D. Brown to approve the February 9, 2022 Minutes. Seconded by G. Powell.

Yay: 4            Nay: 0

Motion made by G. Powell to approve the March 16, 2022 Minutes. Seconded by D. Brown.

Yay: 4            Nay: 0

**Public Attendance:** Greg Richter was in attendance to discuss Old Business Item c

Motion made by D. Brown and seconded by D Kerner to add landscape specifications and training to old business as item d.

Yay: 4            Nay: 0

**Reports:** None

**Old Business item C South Palmway median-500 Block** (reordered)- The chair gave a brief overview of the South Palmway median project. G. Richter asked to board to submit a complete proposal to the neighborhood association when the meeting resume in the fall. He also stated that the neighborhood approves of the project in principal and that some funding from the neighborhood association was available.

**New Business:**

**A. Discussion about Tree Board Advisory role as per Commission workshop on April 17**

D. Brown asked about the groundcover brochure that was mentioned by E. Sita. The advisor D. McGrew that he would send the draft to the board for review and input from the board.

D. Kerner asked about the brochure and how staff and the Board can communicate more efferently.

G. Timor asked about the staff review and approval process for Tree Board items. The advisor D. McGrew responded that Tree Board work products are reviewed by management staff before the item can be proposed or published. Landscape maintenance items would be reviewed by Public Works and publications and web items are reviewed by Community Sustainability. Proposed ordinance revisions are first reviewed by the Community Sustainability Department then the Planning and Zoning Board, the Historic Resources Preservation Board then to the City Commission for adoption.

G. Timor asked if Community Sustainability Department approved the publications or if the content is reviewed and approved. The advisor responded publications and web content is reviewed by the Community Sustainability Department.

D. Kerner asked about a draft that staff was working on in reference to the remediation of trees that are removed. The advisor responded that he would ask for clarification.

The board then discussed the draft groundcover document that was mentioned by E. Sita. The advisor will send the draft groundcover document to the board for review.

G. Powell asked that the board set aside time at the end of the meeting to list tasks for board members and staff. The advisor responded that he will add tasks/assignments for the board and the advisor at the end of the agenda.

Board discussed how to track tasks. G. Timor suggested a simple list at the end of the meetings. The board then discussed adding follow-up tasks for board members and the Advisor.

Commissioner Diaz stopped into the meeting to observe.

The board then discussed the South Palmway median replanting project. Advisor will review the proposal and send to tree board members for additional information and edits from the project manager G. Timor.

D. Kerner stated that Commissioner Diaz appreciates the Tree Board's input.

Commissioner then stated that that the purpose of the advisory boards is to advise the Commission on policy changes.

The board reviewed the changes to the Tree Board. D. Brown stated that the main changes are changing the name, changing from 7 members to 5 members, asking that 2 members have a substantial background. D. Kerner read the requirements which are certifications, licenses, or education as a landscape architect, arborist, horticulturist, master gardener or have education, training or a degree in one of the following areas (which were not read).

D. Kerner asked to what's extent of the course work that needs to be.

D. Brown then stated that G. Powell is a master gardener. D. Kerner stated the board needed two members with the qualifications and who was the closest there and what is the idea of education and training.

G. Powell responded by reading the ordinance section that says "to the extent available".

D. Brown stated that other big change is there is no time limits. D. Brown responded that the change was made previously.

The advisor responded there are no term limits.

D. Brown stated that changing the members from 7 to 5 that means three members present would make a quorum.

G. Timor asked if the board was recruiting new members. D. Brown responded that if she new anyone who was interested to encourage them to apply for the board.

G. Powell asked about code section 2.82 (a), work plan. Then read a portion of that section and asked the advisor to summarize what that section says.

The advisor D. McGrew stated that he will aske that the Assistant Director for Sustainability, Erin Sita and the Public Works Director Jamie Brown attend the meeting after the changes are approved by the commission to discuss that section.

The Board then discussed how that section would be implemented.

G. Powel asked why the board was not asked to provide input on the function of the Tree Board. The advisor responded that Commission determines what the board function is and the board serves at the pleasure of the commission.

D. Kerner asked how the implementation of the revised duties. The advisor responded that staff will work with the board on how to implement the changes.

D. Kerner asked about the whereas clauses. Why the Tree Board was first established to apply for Tree City USA designation. Then asked if the City was currently designated as a Tree City USA.

The advisor responded that the reason that the City did not have the designation is due to not having a tree event due to COVID. And that there are four requirements for designation which include a proclamation and Arbor day observance, a budget for tree care, a community tree ordinance, and a tree board or department.

D. Brown stated that we need an event. The advisor responded yes, that it could be a simple as a single tree planting.

The advisor stated that staff completes the application which is signed by the Mayor.

G. Powell asked what is the next step for tree city. The advisor responded; plan an event. The board requested that an item be added to the next agenda.

## **Old Business**

### **A. Landscape webpage update**

G. Powell gave an over view of her webpage revisions and stated that some of the revisions has been implemented. She suggested that the board members go to the website to see how it is setup.

G. Powell and G. Timor will rewrite the Tree Board section of the webpage.

The board continued to review the suggested revisions.

## **Board and advisor assignments/tasks**

Board:

G. Powell and G. Timor will revise the Tree Board section of the webpage.

G. Timor to resend the South Palmway median proposal.

Board to provide additional resources and links for webpage. Three from each member.

Advisor:

Check with IT about photo transferring.

Ask management staff to attend the next tree board meeting.

Check with City Manager about staff and contractor landscape maintenance training.

**Adjourned: 8:23 PM**