

Jacksonville Tree Commission

Minutes

Wednesday November 20, 2024, - 9:30 AM

Via Zoom Platform & In Person

[Recording of Meeting can be obtained by sending request to  
Joe Rainey [jrainey@coj.net]

For approval December 18, 2024

**Commissioners:**

Curtis L. Hart, Chair (Council Appointee; 2021-0033-A)  
Susan Fraser (Council Appointee; 2022-0063-A)  
Vacant (Mayor Appointee; 2023-0696-A)  
William Burke (Mayor Appointee; 2023-0695-A)  
Alden Howell (Council Appointee; 2024-0388-A)  
Chris Miller Council Liaison  
Nina Sickler, Director of Public Works

**Advisors:**

Jonathan Colburn - Urban Forestry Manager  
Justin Gearhart - City Arborist  
Shannon MacGillis - Office of General Counsel  
Jose Regueiro - Accounting

**Staff:** Joe Rainey

**1. Call to Order**

Conducted by Chair

**2. Roll Call and Verification of Quorum**

Conducted by Chair, Commissioners present:

Curtis Hart, Chair  
Susan Fraser  
Nina Sickler  
William Burke  
Chris Miller  
Alden Howell

**Quorum present** (4, in person): yes

**3. Call for Public Speakers (online & card):**

**NONE**

**Action Items:**

**1. Prior Meeting Minutes.**

**Issue:** The minutes from September 18, 2024, pending approval

**Motion:** Approve

**Moved by:** Nina Sickler

**Second:** Susan Fraser

**Vote:** **September minutes** approved, unanimous.

**Issue:** The minutes from October 16, 2024, pending approval

**Motion:** Approve

**Moved by:** Nina Sickler

**Second:** William Burke

**Vote:** **October minutes** approved, unanimous.

**2. Level 2 Project Proposal:**

**Gonzales Park - Gearhart:** Request from Jacksonville Beach for additional Shade/aesthetics for a total of 50 trees. Importance of irrigation noted. Contract and Warranty will be for City of Jacksonville, once warranty ends maintenance reverts to City of Jacksonville Beach. Cost \$106,397.

**Motion:** Approve

**Moved by:** Nina Sickler

**Second:** William Burke

**Vote:** approved, unanimous.

**Merrill Road - Gearhart:** This is a request from Council Member Amaro. The project is on a new median for four trees (one oak tree; three olive trees) spaced throughout as deemed safe by traffic engineering, to improve the aesthetic. 2-year warranty and maintenance by Vender, Cost \$7998.48.

**Motion:** Approve, with corrections made to application.

**Moved by:** Nina Sickler

**Second:** William Burke

**Vote:** approved, unanimous pending amended documents.

**Murray Hill - Gearhart:** from Council Member Peluso and the Murray Hill Preservation. The project is seven oak trees and seven Eagleston Hollies along the corridor of Edgewood in Murray Hill (utilities as the main constraints), cost \$33,119.

**Request for action/follow-up- Hart:** Investigate portable traffic light option to save on cost of MOT (Maintenance of Traffic).

**Request for action/follow-up- Fraser:** Requests Liberty Landscape representative to get MOT costs for the year.

**Motion:** Approve, with corrections made to application.  
**Moved by:** Susan Fraser  
**Second:** William Burke  
**Vote:** approved, unanimous pending amended documents.

**Black Hammock Island - McGovern:** This is a request from residents for 60 Trees, cost \$92,000.

**Motion:** Approve, with corrections made to application.  
**Moved by:** Nina Sickler  
**Second:** William Burke  
**Vote:** approved, unanimous pending amended documents.

**Maxville Park Community Center & Library - McGovern:** This project focuses on the need for shade and some innovative areas to use to soak up water that stands. The request is for a total of 94 trees, plus some removals and some additional soils. Existing irrigation in the parking area may or may not be completely functional, so the request contains a line-item in for irrigation renovations. The parks contract has a one-year warranty and the right-of-way contract is for one year. Cost \$219,325.

**Hart:** inquiry as to existing live oaks.  
**McGovern,** some of the live oaks are still there and doing ok.

**Motion:** Approve, as presented  
**Moved by:** William Burke  
**Second:** Nina Sickler  
**Vote:** approved, unanimous.

**Southside Parks - McGovern:** 8 project applications.

**Glynlea Park,** as presented.

**Julington Durbin Preserve,** as presented.

**Brackridge Park,** as presented.

**Walter Anderson Memorial Park, T Arpen (participant)-  
inquiry** caliper size of trees 75% price increase from 4" to

5" caliper. **McGovern** - goal is to get shade sooner. Motion to amend to 4" caliper with corrected pricing Unanimous.

**Genovar Park**, as presented.

**Palmetto Leaves Park**, deferred to next meeting by **Chair**.

**Touchton Road Park**, as presented.

**Hart: (generally)** inquiry regarding converting tennis courts to pickle ball courts.

**Motion:** Approve **Glynlea Park, Julington Durbin Preserve, Brackridge Park, Walter Anderson Memorial Park, Genovar Park, Touchton Road Park, each** as presented.

**Moved by:** Nina Sickler

**Second:** William Burke

**Amendment to Motion:** **Walter Anderson Memorial Park**, to 4" caliper with corrected pricing.

**Moved by:** Nina Sickler

**Second:** William Burke

**Vote to amend Motion:** approved, unanimous.

**Amended Motion:** Approve **Glynlea Park**, as presented; **Julington Durbin Preserve**, as presented; **Brackridge Park**, as presented; **Walter Anderson Memorial Park**, amended to 4" caliper with corrected pricing; **Genovar Park**, as presented; **Touchton Road Park**, as presented.

**Vote on Amended Motion:** approved, unanimous.

**Palmetto Leaves Park**, deferred to next meeting by **Chair**.

**3. Financial Report: Jose Regueiro:** Revision for Oct. financials to be provided. There was an error in previous financials, Oct. being beginning of fiscal year. Combined revenue FY 2024 \$567,700 vs. \$406,000 previous FY with expenses \$30,900. Compared to \$223,000 the previous year, error related to timing difference. MTD is accurate as this is beginning of FY 2025. Total line fund allocated \$21.5 million, Oct. \$24 million. Sept. is still in flux and should be provided by Dec.

**Fraser:** Inquiry at to clarification of how and time frame of financials provided and defining discrepancies.

**Regueiro:** clarifies each party who and why provides financial pull at different time causing the differences.

**Hart:** Suggests Regueiro and Gearhart coordinate and provide one form for financials to reduce confusion over discrepancies between reports.

**3. Suggested new species for approval, Colburn.**

**Shortleaf Pine, Deferred** by Chair until next meeting.

**Loblolly Pine,** as presented.

**American Basswood, Deferred** by Chair until next meeting.

**Ogeechee Tupelo,** as presented.

**Sourwood,** as presented.

**Motion: Approve, Loblolly Pine, Ogeechee Tupelo and Sourwood. as presented**

**Moved by: William Burke**

**Second: Nina Sickler**

**Vote: approved, unanimous.**

**4. Status of Level 2: Justin Gerhart:** Jacksonville Beach project is now off warranty, Jacksonville Beach happy with results. Gate Parkway is done but not showing on docs.

**No Motion/ No Vote.**

**5. Parks Department Project Update:**

**Kathleen McGovern: McGurt's Creek** wetland restoration Phase One will be starting in the next couple weeks. COJ Senior Center parks are complete.

**Jill Enz: RiversEdge update-** December is the schedule for Silva cells and structured soils installation.

**Hart:** inquiry- Update on the Park Street closures?

**Sickler:** estimated to reopen June 2025.

**No Motion/ No Vote.**

**Tracy Arpen (participant):** Request for review/report of benefit or 2 year over 1 year warranty. Tally survival and losses based on warranty length.

## 6. New Business

### Elect Chair and Vice Chair:

**Motion:** Curtis Hart as **Chair**.

**Moved by:** Chris Miller

**Second:** William Burke

**Vote:** approved, unanimous.

**Motion:** William Burke as **Vice Chair**.

**Moved by:** Nina Sickler

**Second:** Susan Fraser

**Vote:** approved, unanimous.

**Urban Forest Task Force, Fraser:** Good Organizational meeting, Next meeting Scheduled for Dec. 17, 2024. Speakers and materials for urban planting standards being developed. Request for modification/amendment to Charge Memo for Task Force, to clarify definition of "urban".

**Hart:** approved clarified definition of "urban" and modified the task force deadline date to May 31, 2025.

**Amended Charge Memo issued** (attached).

## 7. Old Business

The oak trees that are planted on San Juan. There's one gets off Roosevelt and goes toward the Ortega Bridge. There were rose oaks on each side, planning, I'm guessing probably fifteen years ago right in front of Baker Park, to be reviewed for pruning or maintenance.

Main Street planning after FDOT road/median work complete.

**McDaniel:** Concerned with signage becoming problematic to new tree installs. Will be getting with Justin to see if traffic engineering could review, may need to reapply for a new permit. Clarify what is planned for area before Commission moves forward with any plantings/plans. Further research being done.

**No Motion/ No Vote.**

END OF MEETING 10:27AM

ATTACHMENT 1

Amended Task Force Memo

APPROVED