Tree and Garden Meeting
November 17, 2026 @ 2:00 pm
3 N. Summit Street
Crescent City, FL
AGENDA

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1. Call to Order and Roll Call

2. Approval of Minutes

- August 27, 2026
- October 6, 2026

3. Old Business

- Status of ARBNet Program

4. New Business

A. City Hall Landscape Planning

- Establishment of candidate plant list for City Hall front area (e.g., ferns, coontie cycads)
- AI suggestion for planter bed under City Hall sign, using 3+ coonties, and thryallis – galphimia gracilis instead of allamanda
- Evaluation criteria: sun tolerance, wildlife/insect interactions, maintenance requirements
- Resident input considerations
- Stake removal/re-staking at Harry Banks and Lake Stella Parks

B. Site Conditions and Constraints

- Irrigation system status and repair considerations
- Evaluation of irrigation requirements for proposed plantings
- Protection of electronic components associated with marquee sign and required setbacks

C. Planting Options and Site Planning

- Permanent plantings versus container-based installations
- Maintenance, drought tolerance, and long-term aesthetic considerations
- Eva Lyon Park and Summit Avenue landscape planning considerations (as part of overall planting strategy)

D. Tree Canopy Inventory Grant

- Clarification of grant purpose and scope
- Application status
- Next steps for eligibility and implementation review

E. Tree City USA Program

- Application review and status

F. Committee Structure / Membership

- Discussion regarding chair role and potential board candidate considerations

G. Arbor Day – January 9, 2027 from 10 am – 2 pm

- Discussion regarding possible partnership, education and/or advertising
- Julio Perez, IFAS Horticultural Agent will speak and be present from 11am – 1 pm
- Jesse Frazier, Senior Forester, will be present, unsure if he will have trees to distribute
- Lisa DeVitto volunteering to organize activities

5. Public Comment

6. Comments / Future Agenda Items (click here)

- Correspondence regarding protective fencing for historical trees and possible use of remaining wood chips as City mulch
- Confirmation of next meeting date and establishment of deadline for agenda item submissions

7. Adjournment

Persons with disabilities or languages requiring special accommodations to participate in this meeting should contact City Hall at 386.698.2525 at least 24 hours in advance to request such accommodations.

MEETING CONNECTION INFORMATION:
You may view the meeting live on the City's YouTube channel. Go to www.crescentcity-fl.com and click on the YouTube link, or go to
City of Crescent City, Florida - YouTube

Tree and Garden Board Meeting
Commission Chambers
3 N. Summit Street
Crescent City, FL 32112
August 27, 2026 – 2:00 pm
MINUTES

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1. Call to Order and Roll Call

Acting Chair **Rhonda Contreras** called the meeting to order at 2:04 pm and roll call was conducted by City Clerk Shereta Belcher.

Board Members Present:

- **Pat Langan, Board Member**
- **Jean Bowerman, Board Member**
- **Rhonda Contreras, Acting Chair**

Board Members Absent:

- **Electra Sutton** (excused)

Staff Present:

- **Bonnie Loveday, Assistant City Manager / CRA Manager**
- **Shereta Belcher, City Clerk**
- **Pamela Taylor, Code Enforcement Officer (arrived after roll call)**

Others Present:

- **Lisa DeVitto, 108 South Main Street**
- **Tim Schneider**, applicant
- Members of the public

A quorum was established.

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2. Approval of Minutes

The Board reviewed the previous meeting minutes, including clarification on attendance at the prior meeting.

Motion: Board Member **Pat Langan** moved to approve the minutes as presented.
Second: Board Member **Jean Bowerman**.
Vote: Motion passed unanimously.

3. Old Business

Containers on Central Avenue; America in Bloom Program; ARBNet; Mulch for Heritage Oaks in Eva Lyon Park; Triad Pots and Hanging Plants

The Board discussed that several previously listed old-business items had been completed months earlier and no longer required continued review.

Motion: Board Member **Pat Langan** moved to remove all old business items *except the ARBNet item* from future agendas.
Second: Board Member **Jean Bowerman**.
Vote: Motion passed unanimously.

The **ARBNet** item remained under Old Business.

4. ARBNet Tree Labeling Project

The Board discussed ArbNet accreditation requirements, tag options, plant taxa, and possible funding strategies. Acting Chair Contreras will research tag options and coordinate with staff and Chris Elder regarding the species list.

No motion was made.

5. New Business

A. City Hall Landscape Planning

The Board discussed sun exposure, watering challenges, vine intrusion, irrigation feasibility, and recommendations for soil replacement in the planter box. Staff will gather additional information.

Item tabled.

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B. Site Conditions and Constraints

The Board discussed irrigation requirements, staff capacity for watering, and potential drip-irrigation options. Staff will continue evaluating solutions.

No action taken.

C. Planting Options and Site Planning

The Board discussed permanent versus container plantings and the need to wait for installation of the new electronic sign before finalizing landscape decisions.

No action taken.

D. Tree Canopy Inventory Grant

The Board discussed timing of grant cycles and the need to prepare for rapid application deadlines.

Motion: Board Member **Pat Langan** moved that the City apply for a tree canopy inventory grant if and when one becomes available.
Second: Board Member **Jean Bowerman**.
Vote: Motion passed unanimously.

E. Applications for Tree Removal

1. Myrtle Avenue – T&A Lot Project

Applicant **Tim Schneider** requested removal of palm trees and a dead Chinese tallow tree and trimming of oak trees. A site visit confirmed conditions. Discussion included heritage-tree size criteria and oak-measurement requirements.

Motion: Board Member **Jean Bowerman** moved to:

- Approve removal of the Chinese tallow tree.
- Approve trimming of the oak trees if they measure **less than 30 inches in diameter**.
- Allow removal of the palm trees, which are not protected.

Second: Board Member **Pat Langan**.
Vote: Motion passed unanimously.

2. 20 South Lake Street

A small non-heritage tree had been removed, and a heritage-sized oak tree had been properly trimmed.

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Motion: Board Member **Jean Bowerman** moved to approve the application.
Second: Board Member **Pat Langan**.
Vote: Motion passed unanimously.

3. 212 South Main Street

Trees were removed before the permit application was submitted. The Board discussed enforcement protocols and replacement requirements.

Motion: Board Member **Jean Bowerman** moved to table the application pending clarification from the City Manager and Code Enforcement on enforceable requirements.
Second: Board Member **Pat Langan**.
Vote: Motion passed unanimously.

6. Heritage Tree Inquiries

503 Lemon Avenue – Improperly Pruned Heritage Tree

A heritage-sized oak tree had been improperly pruned without a required permit, potentially compromising its stability.

Motion: Board Member **Rhonda Contreras** moved to:

- Cite the property owner for improper pruning without a permit.
- Require consultation with an ISA-certified arborist.
- Require replacement trees if the arborist determines the tree must be removed.

Second: Board Member **Jean Bowerman**.
Vote: Motion passed unanimously.

7. Tree City USA Program

The Board lacked the information necessary for discussion.
Item tabled.

8. Committee Structure / Membership

The Board discussed the chair role and the need to recruit additional members. Staff will post notice for applicants.

No motions were made.

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9. Public Comment

No further public comments were offered.

10. Comments / Future Agenda Items

Future items include:

- Arbor Day event planning
- Public education strategies
- Use of wood chips generated from municipal tree-trimming operations

11. Correspondence

Acting Chair Contreras reported sending correspondence regarding potential mulch reuse.
No additional correspondence was noted.

12. Next Meeting Date and Agenda Submission Deadline

- **Next Meeting:** September 24, 2026 at 2:00 PM
- **Agenda Submission Deadline:** Seven days prior to each meeting; for September, **September 17, 2026**

13. Adjournment

Motion: Board Member **Pat Langan** moved to adjourn.
Second: Board Member **Jean Bowerman**.
Vote: Motion passed unanimously.

The meeting was adjourned.

APPROVED this 17th day of November, 2026.

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Derek Martin, City Manager **Shereta Belcher, City Clerk**

MEETING CONNECTION INFORMATION

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Tree and Garden Board Workshop
Commission Chambers
3 N. Summit Street
Crescent City, FL 32112
October 6, 2026 – 11:00 am

MINUTES

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1. CALL TO ORDER

City Manager Derek Martin called the workshop to order at approximately 11:00 AM. City Manager Martin stated that the purpose of the workshop was to provide orientation and training for the board members and to introduce the new Board Member Handbook for fiscal year 2026–2027.

2. ROLL CALL (Chronological Order as Spoken)

Board Members Present:
- Rhonda Contreras, Board Member
- Electra Sutton, Board Member
- Jean Bowerman, Board Member
- Pat Langan, Board Member

Staff Present:
- Derek Martin, City Manager
- Bonnie Loveday, Assistant City Manager/CRA Manager
- Shereta Belcher, City Clerk

All members were present. A quorum was noted, although a quorum was not required for a workshop.

3. TRAINING

Board Member Handbook

City Manager Martin introduced the updated Board Member Handbook and explained that it was designed to guide board members in parliamentary procedure, Sunshine Law compliance, and meeting conduct. Staff ensured all members had complete materials. Materials referenced during the workshop were linked in the published agenda and included in the agenda packet provided online and in person.

Understanding Robert's Rules of Order

City Manager Martin reviewed the key principles of parliamentary procedure, including categories of

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motions, debate rules, voting requirements, and the nine-step motion-handling process. He emphasized fairness, transparency, and orderly meetings.

Sample Agenda Review
He reviewed the standard public board agenda structure and reminded members that public comment must occur prior to final board action as required by law.

Sunshine Law Summary
City Manager Martin discussed open-meeting requirements, prohibited forms of communication among board members, penalties for noncompliance, and the role of staff in supporting Sunshine Law adherence.

Meeting Etiquette and Professional Conduct
He reviewed expectations for board member conduct, including preparation, recognition by the Acting Chair before speaking, and maintaining decorum. Staff responsibilities for agenda materials and public-speaker procedures were also addressed.

City Charter
Members were encouraged to review the City Charter for foundational authority, quorum requirements, and procedural structure.

Tree Code
City Manager Martin noted that the Tree Code was included for reference and that members were familiar with it through previous advisory work.

Florida League of Cities – Cities 101 Online Training
A short Roberts Rules training video was presented. The City Clerk was asked to email additional training resources to board members.

4. BUSINESS ITEMS

Arbor Day and Proclamation Discussion
Assistant City Manager/CRA Manager Bonnie Loveday explained that the Arbor Day proclamation must include a confirmed date for the Tree City USA application and that it must be ready for the upcoming City Commission meeting on Thursday. The official Arbor Day is January 15, but the event is typically scheduled based on the availability of Julio, the Putnam County Extension Agent.

Board members discussed potential dates including January 2, 9, and 23 (the fourth Saturday). They also discussed last year's date and considered Harry Banks Park as a possible venue, with suggestions to involve local school agriculture programs.

Consensus:
• Assistant City Manager Loveday will contact Julio with the proposed dates and email the results to City Manager Martin.
• City Manager Martin will bring the recommended dates to the City Commission for selection.

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• The proclamation date may be added as an emergency item to Thursday's agenda if necessary.
• Agenda submission deadlines must be met to avoid repeated revisions.

City Manager Martin noted that once the Commission selects a date, the board will discuss event details and venue at the November meeting, and staff will forward the recommendation to the Commission in December.

5. PUBLIC COMMENTS
No public comments were offered.

6. GENERAL DISCUSSION

Next Meeting Date
City Manager Martin asked whether a regular October meeting was needed.
Consensus: The board reached consensus to cancel the October meeting due to lack of agenda items.

The board discussed options for November while considering holidays, scheduling, and public-notice requirements.

Consensus:
• The next Tree and Garden Board meeting will be held Tuesday, November 17, 2026, at 2:00 PM.
• Agenda submissions are due by November 9, 2026.
• Board members will email items to staff to ensure proper inclusion on the agenda.

City Manager Martin encouraged members to bring forward planting proposals or other initiatives for consideration at the November meeting so that staff may prepare any necessary material for the December Commission meeting.

7. ADJOURNMENT
Board Member Rhonda Contreras moved that the meeting be adjourned. Board Member Electra Sutton seconded the motion. The motion passed unanimously. The meeting adjourned at 11:46 AM.

APPROVED this 17th day of November, 2026.

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Derek Martin, City Manager **Shereta Belcher, City Clerk**

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4th Annual Ortega Camellia Festival

Sat. January 23rd. 2027 9:00 AM - 2:00 PM

BLOOM DISPLAY- VENDORS - TOUR OF YARDS
RAFFLES - KIDS CRAFTS- FOOD TRUCKS

Over 250 Camellias for sale!

Located at Ortega Church
4807 Roosevelt Blvd, Jacksonville FL

Contact Us: OrtegaCamelliaFestival@gmail.com

Rain date: Saturday February 6th