VERO BEACH TREE AND BEAUTIFICATION COMMISSION MEETING
January 17, 2019 – 9:00 a.m.
Council Chambers, City Hall, Vero Beach, Florida

AGENDA

1. CALL TO ORDER

2. APPROVAL OF MINUTES
   A) December 20, 2018

3. PUBLIC COMMENT

4. NEW BUSINESS
   A) Best Practices Tree Pruning Methods – Mrs. Catherine Booth
   B) Beautification Weekend Banner, Yard Signs, and Yard Debris Pickup
   C) Recruiting New Tree and Beautification Commission Members

5. OLD BUSINESS
   A) Pricing for MacWilliam Park Centennial Tree Plaque – Ms. Nanette Haynes
   B) Update on the 100th Anniversary
   C) Update on the Proposed Changes to the City Tree Ordinance
   D) Arbor Day Foundation - Community Canopy Program Information and Agreement
   E) Tree Giveaway Project
   F) Update on Proposed Dedicatory Bench at the Centennial Tree Location
   G) Review Revised Annual Report

6. TREASURY REPORT

7. CHAIRMAN’S MATTERS

8. MEMBER’S MATTERS
   A) Inaugural Library Meeting – Ms. Cynthia Schwarz
   B) Newsweekly Article – Ms. Cynthia Schwarz

9. NEXT MEETING DATE
   A) Next Meeting Date – February 21, 2019

10. ADJOURNMENT

This is a Public Meeting. Should any interested party seek to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, they will need a record of the proceedings and that, for such purpose, they 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. Anyone who needs a special accommodation for this meeting may contact the Americans with Disabilities Act (ADA) Coordinator at 978-4920 at least 48 hours in advance of the meeting.
VERO BEACH TREE AND BEAUTIFICATION
COMMISSION MINUTES
Thursday, December 20, 2018 – 9:00 a.m.
Council Chambers, City Hall, Vero Beach, Florida

PRESENT: Vice Chairman, Marilyn Black Dussault; Member: Cynthia Schwarz, Alternate Member #1, Fran Robinson, and Alternate Member #2, Neal Roe Also Present: Grounds Maintenance Manager, Nanette Haynes; Assistant City Attorney, Stefanie Beskovoyne, and Senior Administrative Assistant, Rita Hawkins

Excused Absence: Barbara Leigh

1. CALL TO ORDER

Vice Chairman Dussault called today’s meeting to order at 9:00 a.m. and the Senior Administrative Assistant performed the roll call.

Mrs. Dussault announced that Ms. Elly Manov resigned from the Tree and Beautification Commission.

2. APPROVAL OF MINUTES

A) November 15, 2018

Ms. Schwarz asked to have the word "spices" changed to "species" under item D on page four (4) of the November 15, 2018 minutes.

Mrs. Robinson stated that under Member’s matters in the first paragraph the word "gong" should be "going."

Ms. Schwarz made a motion to approve the minutes of the November 15, 2018 Tree and Beautification Commission meeting with the two (2) corrections made. Mr. Roe seconded the motion and it passed unanimously.

3. PUBLIC COMMENT

None

4. NEW BUSINESS

A) Main Street Vero Beach Hanging Baskets and Pots – Mr. Jake Kirchner, Main Street Vero Beach

Mr. Jake Kirchner, Main Street Vero Beach, said that people have been asking Main Street Vero Beach about the status of the hanging baskets. He explained that he just started with Main Street in March, so he does not know what agreements were made or who was taking care of them previously. He just knows that the plants that were installed the last time only lived for about three (3) weeks.

Ms. Debbie Avery, Sunrise Rotary Club, explained that she used to be on the Board for Main Street Vero Beach and she is also a member of the Sunrise Rotary Club. The Sunrise Rotary Club was donating $1,500 a year to maintain the hanging baskets and they would also do the
work. Mrs. Robin Pelensky, Chairman, became overwhelmed and could not keep up with the baskets. She also stated that the irrigation is not being turned on for the baskets.

Mrs. Dussault asked Ms. Avery what she meant by her statement that the irrigation is not turned on.

Ms. Nanette Haynes, Grounds Maintenance Manager, explained that the baskets were initially installed in 2011 and the City spent $2,000 to add irrigation to two (2) different blocks. They had to pull up the brick pavers and run irrigation lines up through the poles. They are connected to the irrigation system that waters the bulb outs on Monday, Wednesday, and Friday and her irrigation technician checks the entire system on a monthly basis. The irrigation system runs for 15 minutes, which is ample time. When Main Street was taking care of the baskets they had volunteers that did the planting. During one (1) of those replantings the irrigation technician checked on the baskets to make sure the emitters were placed back in the baskets correctly and it was discovered that the new plants were not planted in the soil and they were just sitting on top. Recently her irrigation technician reported that there was very little soil in the baskets. Flowers are very delicate and the soil needs to be replenished to make sure the plants are getting the proper nutrients. She said if they are not planted correctly they will not survive, so she explained the steps involved with planting the flowers to ensure their success. She wants to see this project succeed and to ensure that the area looks nice, but the baskets are the responsibility of Main Street. It reflects on her as the Grounds Maintenance Manager, because she is responsible for the bulb outs and people think she is not taking care of the hanging baskets.

Ms. Schwarz asked Ms. Haynes if her crew checks the irrigation system at least a couple of times a year. Ms. Haynes replied that they check the system on a monthly basis. She said Main Street has a lot of turnover, but if any of the business owners or members see any issues they can always give her a call.

Ms. Avery said that the Sunrise Rotary Club decided to donate $1,500 again to replant the baskets and is willing to do the work to have them planted before the middle of January if Main Street Vero Beach agrees to it.

Mrs. Robinson stated that at the recent Board meeting of the Garden Club of Indian River County this issue was discussed, because the Garden Club has sponsored several of the pots in downtown. She said there are nine (9) Garden Club Circles and the circle she belongs to had been donating $100 a year to Main Street to provide the plants, soil, and maintenance for one (1) pot. At their recent meeting her circle recommended that they remove their sign from the pot, because they do not want it to reflect badly on the Garden Club of Indian River County. The people of Main Street want the baskets and pots, but they are not willing or not equipped to take care of them properly.

Mrs. Dussault said this sounds like more than just a maintenance problem. It is the lack of knowledge of what maintenance really means. If the Rotary Club is willing to put in $1,500 again they need to know if Main Street has sufficient volunteers who are willing to do the work. Otherwise, it is just a waste of money.

Mr. Kirchner stated that he has a degree in agriculture and he agrees with most of what has been said. However, if those plants were getting enough water they would not have died in three (3) weeks. He said the volunteers who planted them went over budget by $1,000, so they cannot afford to pay someone to water them every day. He asked if they could add another day to the irrigation schedule. Going forward he believes they should only plant native plants if they are only getting watered three (3) days a week.
Ms. Haynes explained that there is a plant pallet that was approved by the Tree and Beautification Commission and it is quite extensive. She is not sure what was planted last time, or if they were planted correctly. If they install plants that need more water then they need to contact her so she can adjust the irrigation schedule. Mr. Kirchner replied that he did check on the plants and they were planted down in the soil, but he does not know if the soil was replaced.

Mrs. Dussault said that the plants that were selected with Ms. Haynes guidance were plants they knew could be planted in the baskets and handle the watering schedule. Mr. Kirchner said it is possible the wrong plants were used.

Ms. Haynes said she can check with Mrs. Pelensky to find out what was planted. The initial planting requires them to be watered well to remove any air pockets around the plants.

Ms. Schwarz said this is the first time since 2011 that they have had this drastic of a problem, so maybe something was overlooked.

Ms. Haynes commented that she cannot recall this happening before and the plants normally last several months. If Main Street sees something that does not look well they should give her a call and she will bump up the irrigation. She asked Mr. Kirchner to let her know when the replanting takes place so she can check on them.

Mrs. Dussault said Main Street should check to make sure they have the correct plants, see if the soil needs to be replaced, make sure they are planted correctly, and make sure they get a good initial watering. In a month if they are still having problems they need to let Ms. Haynes know so she can address the issue.

Ms. Schwarz told Mr. Kirchner that it seems like he is the correct person to spear head this project, so that is a big plus.

Mr. Roe suggested they check to see if there is a member of Main Street or the Chamber of Commerce that might have a water truck that could assist them with the initial watering.

Mr. Kirchner said it might help if they could initially increase the amount of days they get watered. He would like to find a person or an organization to be responsible for the maintenance of the pots once they are planted. Ms. Haynes stated that is how it originally started. Each of the pots had a sponsor, but it fell by the wayside.

Mrs. Dussault said that Mrs. Pelensky should have the list of the original sponsors, so they can reach out to them. Making Main Street beautiful is the responsibility of all the businesses and the people of Main Street not just a few people. She asked Mr. Kirchner to stay in touch with Ms. Haynes, because she is here to help them.

B) Review of Annual Report

Mrs. Dussault stated that each of the Commission members received a draft copy of the annual report.

Ms. Haynes asked to have the word Tabebula changed to Tabebuia.

Ms. Schwarz asked if they did the Police Department landscaping in 2017 or 2018. The Senior Administrative Assistant replied that project was done in 2017 for the Beautification Weekend.
Ms. Haynes stated that she completed a City project last month, which was her contribution to the Centennial. She said this project consisted of cleaning up and adding new landscaping to the front entrance of the Utilities Department.

Ms. Schwarz commented that she took the Tree Board University program, which will help them reach the next level of designation as a Tree City USA community, so she would like to add that to the report.

Mrs. Robinson asked to have Mr. Richard Baker changed to Dr. Richard Baker.

Mrs. Dussault said that they need to mention the resignation of Ms. Manov. Ms. Schwarz said Mr. Downey resigned in 2018, so they should mention him as well as Mr. Rodolico.

Mrs. Dussault said if they approve the bench and plaque for Mr. Runge that should be added to the report.

Mrs. Robinson said that for the Cultural Arts Tree Dedication they should mention that Mrs. Dussault spoke on behalf of the Tree and Beautification Commission.

Mrs. Dussault said that under their goals for 2019, item B needs to include that they will encourage the Main Street members to continue to participate. Since the irrigation technician checks on the system once a month, she asked Ms. Nanette Haynes if she could keep the Commission updated. Mr. Roe suggested changing the word downtown to Main Street Vero Beach to give them proper recognition.

Mrs. Robinson said she believes that Main Street needs to take some ownership in these projects in downtown.

Ms. Haynes said she only has two (2) irrigation technicians, one (1) for the mainland and one (1) for the beachside. They are responsible for turning on and inspecting the systems, but she does not expect them to check on the plants. Since there are people running their businesses every day she would like to encourage them to keep an eye on the basket and notify her if they see any problems.

Mr. Roe suggested inviting all parties that are involved in the beautification in downtown to the Tree and Beautification Commission meetings on a quarterly basis.

Mrs. Dussault recommended adding a goal that states, “They will invite Main Street and other vested parties with the downtown baskets and pots to their Commission meetings on a quarterly basis”.

Mrs. Robinson volunteered to walk through downtown on a quarterly basis and visually check on the baskets and pots.

Ms. Haynes reported that the pots along Ocean Drive were just replanted last month, but the Oceanside Business Association pays a company to take care of them.

Mrs. Dussault suggested rewording item D to read, “Continue with Arbor Day tree plantings to create awareness and to maintain and elevate the Tree City USA status”.

The Commission members went over the remaining 2019 goals.
5. OLD BUSINESS

A) Pricing for Centennial Tree Plaque

Mrs. Dussault explained that her original idea of taking the decade tabloids that were created for the Centennial and making them into plaques for the 10 trees they gave to the Cultural Arts Village will not be possible right now. The copyright laws are very strict and she did not have time this year to pursue what would be involved. She would still like to pursue this idea in 2019. She thinks it fits perfectly with the Cultural Arts Village, because each tree is dedicated to a decade of Vero. There are several other types of plaques available, but she wants to look at her original idea first.

Ms. Schwarz asked what is the copyright issue. Mrs. Dussault replied that some of the photographs might have copyright issues. Ms. Schwarz said she would like Mrs. Dussault to go forward with researching the idea.

Ms. Schwarz made a motion to allow Mrs. Dussault to look into the copyright aspect of doing decade historical plaques to be placed in front of the 10 trees that were provided by the City for the Cultural Arts Village. Mrs. Robinson seconded the motion and it passed unanimously.

Ms. Haynes reported that she is still working on the pricing for the Centennial Tree plaque.

B) Update on the 100th Anniversary

Mrs. Dussault reported that the children’s artwork from the schools is with the Vero Beach Art Club and the winners will be selected and announced on January 4, 2019 at the Vero Beach Art Museum. There will be a showing of all the artwork that same day. She stated she will be meeting with the interfaith group which is planning a nice family event and she will be participating in that.

Mrs. Robinson announced that the Garden Club of Indian River County makes an annual ornament and this year it was designed for the Centennial. They already sold out of the first 2,400 that they ordered, but they will be receiving another 400 in January.

C) Update on Proposed Changes to the City Ordinance

Ms. Stefanie Beskovoyne, Assistant City Attorney, reported that since the Ordinance is a Planning Ordinance in the Planning section of the City Code, it required a review by the Planning Department. It was promptly reviewed by the Planning Director and the revised draft Ordinance will be considered by the Planning and Zoning Board at their meeting this afternoon. If the Planning and Zoning Board approves the Ordinance, they will forward it to the City Council for their consideration.

D) Update on the Arbor Day Foundation - Community Canopy Program

Ms. Schwarz said she got in touch with the lady who is the Program Development Manager of the Tree City USA Arbor Day Foundation in Lincoln, Nebraska. She forwarded the links containing the information on the Community Canopy program to the City Clerk’s office for the other Commission members to receive and review (on file in the City Clerk’s office). She said she was not sure what needs to be included in a proposal for the Commission to review.
Mrs. Dussault said it was recommended that she ask for a sample copy of the agreement that is used between a City and the Arbor Day Foundation. The agreement should outline what is expected between both parties. She wants to see the agreement before they do all the legwork.

Mrs. Robinson stated that one of the links listed the steps to follow and the last item listed was to “Sign the scope of work agreement”.

Ms. Beskovoyne explained that they need more details of the program, so they all know what they will be getting involved with.

E) Tree Giveaway Project

Mrs. Dussault said that unless any of the Commission members want to continue with the tree giveaway project that Mr. Runge was proposing, she thinks they should continue with the Arbor Day Foundation Community Canopy program. She would like to see the Community Canopy program work in conjunction with the Beautification Weekend, because it would help with marketing the weekend. It is certainly a great idea.

F) Update on Proposed Dedicatory Bench for Mr. Chris Runge

Mrs. Dussault said that she provided the Commission members with a photo of the type of bench that she had in mind (on file in the City Clerk’s office). She knows it is different from the other benches in the Parks and it costs about $500. They could still attach a plaque dedicating it to Mr. Runge.

Ms. Haynes explained that they are putting at least two (2) of the City’s standard Park benches as part of the hardscape near the Centennial Tree in MacWilliam Park. She does not recommend using benches with wrought iron, because they rust and start to look really bad. Mrs. Dussault said she did not realize that there were benches included in the original design plan, but that helps with their idea.

Ms. Schwarz stated that even though Mr. Runge was an excellent Chairman, she would like to suggest that they dedicate the bench to all the Chairmen of the Tree and Beautification Commission. Mrs. Dussault said that perhaps they should dedicate it to all the Commission members and not just the Chairmen. Ms. Haynes suggested they dedicate the bench to all the past people who have served on the Tree and Beautification Commission. Mrs. Dussault and Ms. Schwarz agreed with Ms. Haynes suggestion. Ms. Haynes said that she will need to know what they want the plaque to read and she will have it made for one (1) of the benches.

6. TREASURY REPORT

There was no updated treasury report provided for this meeting, but the Senior Administrative Assistant stated that when she receives the figures they will be included in the annual report.

Ms. Hayes stated that she is in the process of planting six (6) trees along Victory Boulevard, which will cost approximately $700. Those funds will be coming out of the account after the first of the year.

7. CHAIRMAN’S MATTERS

Mrs. Dussault thanked all the Commission members, Ms. Haynes and her staff, Ms. Beskovoyne, and Ms. Hawkins for all their participation and wonderful work this past year.
8. MEMBER’S MATTERS

Ms. Schwarz stated that she tentatively selected January 28, 2019 at 6:00 p.m. for the first informational meeting at the Library. She spoke with Mr. Karl Zimmermann and he is willing to speak for about 10 minutes about the background and the history of the Tree Commission. She explained that she would like to use a picture of the Tree City USA sign on the Libraries website and their advertising sign. She said that so many people do not have a clue on what Tree City USA signs stand for, so she would like to talk about that as well. She asked Ms. Beskovoyne if there would be any copyright laws or legal issues with using that picture. Ms. Beskovoyne asked Ms. Schwarz to send her the picture, so she can see what she is considering. Ms. Schwarz said she would do that.

Ms. Schwarz said that she would also like to find an Arborist to speak at the January session. Ms. Haynes stated that she might have contact information on an Arborist that might be willing to speak, or she could go on the Florida Chapter ISA website to obtain a list of certified Arborists.

Ms. Schwarz asked if there are plans to replant the trees that were diseased and removed at the base of the Barber Bridge. Ms. Haynes said that area is overseen by the Florida Department of Transportation (FDOT) and she was ordered to remove them. Anything she does there has to be approved by FDOT and it can get complicated. She cannot replace them with trees that are susceptible to the disease, so she is researching her options.

Mr. Roe asked if the City ever gets pushback from the residents about the tree trimming and how the transition to Florida Power & Light will affect them. Ms. Beskovoyne replied that the City does get pushback from the residents on tree trimming and when FPL takes over they will handle it their way. FPL has their own customer complaint number and their own procedures on how they trim trees.

Mr. Roe asked if FPL will be an asset to the Commission and help with beautification projects.

Mrs. Dussault said she believes that FPL will be an asset to the Commission. She explained that FPL underwrote a big amount of the cost for the Centennial Celebration. They have a representative on the Centennial Committee that attends every meeting.

9. NEXT MEETING DATE

A) Next Meeting Date – January 17, 2019

The next meeting of the Tree and Beautification Commission is scheduled for January 17, 2019.

10. ADJOURNMENT

Mrs. Schwarz made a motion to adjourn today’s meeting at 10:45 a.m. Mrs. Robinson seconded the motion and it passed unanimously.

/rh
Hello Rita:

Attached is the agreement paperwork for the Tree Canopy program through the Arbor Day Foundation. Please add to agenda and forward to members. If there are any further questions I will field them to Ms. Bousquet.

Cynthia Schwarz

-----Original Message-----
From: Kristen Bousquet <kbousquet@arborday.org>
To:
Sent: Wed, Jan 2, 2019 4:40 pm
Subject: RE: Vero Beach Tree Canopy

Hello Cynthia,
I am attaching our Next Steps document that talks through the decisions that we would work through together to begin a partnership in Vero Beach.

I am also attaching our agreement template for this program so you can review.

Let me know what questions I can answer.
Thanks for your interest,

Kristen Bousquet
Program Development Manager, Community Canopy
Work: 402-473-2023 | kbousquet@arborday.org

Arbor Day Foundation
“We inspire people to plant, nurture, and celebrate trees.”
211 N. 12th St.
Lincoln, NE 68508

From:
Sent: Wednesday, December 26, 2018 8:33 AM
To: Kristen Bousquet <kbousquet@arborday.org>
Subject: Vero Beach Tree Canopy

Hello Kristen:

I am wondering if you could forward me the actual Arbor Day agreement for the Tree Canopy program. Our Vero Beach Tree Commission would like more complete information about joining this collaborative effort.

Thank you so much.

Cynthia Schwarz
City of Vero Beach Tree and Beautification Commission, member
BEGIN YOUR TREE DISTRIBUTION CAMPAIGN

THIS GUIDE WILL HELP YOU PREPARE THE FIRST STEPS IN YOUR ENERGY-SAVING TREES OR COMMUNITY CANOPY PROGRAM.

ARBOR DAY FOUNDATION IS HERE TO HELP ALONG THE WAY.

SET A BUDGET
Indicate how many trees will be distributed and set a budget that can support it.

SELECT A DISTRIBUTION MODE
Choose one of the three tree delivery options.
- Mailed: trees are mailed to participants with tree planting and care instructions.
- Pickup event: hold a distribution event for participants to pick-up their free tree.

SELECT TREE SPECIES
Choose your tree species from the nursery list we provide you. Your species selections will help determine the cost of your program. Arbor Day Foundation can provide you with a list of those species that would thrive in your area.

COMPLETE THE ONLINE APPLICATION
Visit est.arborday.org/application/company to complete the online onboarding form to help us create the best program for your organization.

PROVIDE YOUR GEOGRAPHY FOOTPRINT
Provide your geography footprint with zip codes or send us a GIS shape file of your boundaries.

SET A TIMELINE
Determine a timeline for your tree distribution campaign. Include planning calls, a website launch date, and tree distribution dates. If you select a pick-up distribution model, determine a distribution date, time, and location and start organizing your pick-up event.

USE THE MARKETING TOOLKIT
Use the Energy-Saving Trees or Community Canopy marketing toolkit to help plan your marketing strategy and share your plan with the Arbor Day Foundation to help us maximize your campaign. arborday.org/energysavingtrees/choose-your-toolkit.cfm

SIGN THE SCOPE OF WORK AGREEMENT
The Scope of Work Agreement is the start to our exciting new partnership.
Scope of Work Agreement

This agreement, on June 1, 2018, states the partnership details of <partner> (hereinafter “Partner”) and the Arbor Day Foundation (ADF) for the Community Canopy program beginning July 1, 2018 and ending December 31, 2018.

Agreement amount: $X total funding for Community Canopy program in <state> including distribution of X trees at $X per tree for a <season/year> program.

As a part of this partnership, <partner> agrees to:

- Pay $X per tree to distribute X trees to participants in X territory. X trees (or at minimum 85% of these) will be reserved and captured in the Community Canopy online reservation tool.
- Complete and submit the online application where you will provide a tree species wish list to ADF: https://est.arborday.org/Application/Company
- Choose tree species from availability list provided by ADF. (Species substitutions sometimes need to happen due to crop failures or growth/quality issues. If this scenario occurs, ADF will work with Partner to discuss interchangeable species.)
- Provide eligible zip codes, tree event details, terms and conditions and welcome message copy to Arbor Day by February 15, 2018.
- If applicable, determine and organize the designated location(s) for these trees to be picked up by participants, along with plan and staff the scheduled tree pickup events.
- Provide pickup event details to Arbor Day by <date>. This includes dates, times, locations, delivery address for trees and any special instructions. Partner will assume responsibility for unloading trees from truck.
- Review this scope-of-work document provided by ADF which details the partnership. Provide edits needed and sign document within 14 days of receipt.
- Promote the program through multiple marketing channels which may include direct mail campaigns, email campaigns, search engine marketing, web site promotions, press releases, social media and other channels.
  - A formal marketing plan, including a timeline and verbiage details will be shared with the Arbor Day Foundation before the launch of your program. (This marketing plan will include additional marketing tactics that will happen on October 10, 2018, if 90% of the trees are not yet reserved.)
  - All marketing activities using the Community Canopy or Arbor Day Foundation logo must be sent to and approved by the Arbor Day Foundation.
- In the case that trees are not depleted by the program end date, Partner shall assume the sole responsibility and cost of the remaining inventory of trees and determine where to utilize remaining trees for future use.
- Decisions for where remaining trees will be sent will be made by Partner within 14 days of close of program. After 14 days, ADF will arrange for trees to be sent to a member of our tree network within your community.

Initial Here: _____
• Additional costs could be incurred by the Partner for not meeting deadlines outlined in this agreement or if late changes are requested by Partner after these deadlines.

• Deliver checks/payments to the Arbor Day Foundation within 30 days of receipt of invoice to:

  Arbor Day Foundation  
  Attn: Accounting  
  P.O. Box 80208  
  Lincoln, NE 68501

As a part of this partnership, the Arbor Day Foundation agrees to:

• Provide a pre-selected list of available tree species for Partner to choose from.

• Source X containerized trees for Partner’s program.
  o Trees are to be shipped directly to participants’ residences by ADF vendor
  o Insert planting/care instructions with tree shipments to residents
  o Tree orders will begin shipping between <date> and <date>.
  o End ship date will be <date>.
  o In the case that trees are not depleted by the end ship date, trees will be available for a final bulk shipment to location determined by Partner or ADF can provide a recommendation to an Alliance for Community Trees member in the Partner’s area.
  o OR trees are to be bulk transported to Partner event site 24-48 hours before event.
  o Trees are guaranteed to arrive in a good, healthy condition or we’ll replace them at no charge.

• Maintain Community Canopy website for Partner:
  o Provide a custom url for Partner’s reservation website.
  o The online platform will be launched for reservations by <date>, dependent on if all info for launch has been received by Partner.
  o Setup as a direct delivery model offering X free trees per participant (X total) for planting in pre-approved, strategic planting zones to reduce energy usage.
  o OR Setup as local pickup model offering X free trees (X total) to participants for planting in pre-approved, strategic planting zones to reduce energy usage.
  o Website customizations to include:
    ▪ Approved Partner logo
    ▪ Interactive mapping tool
    ▪ i-Tree Tools research on the long-term benefits of specific trees planted around customer’s house (including energy savings, air quality, and carbon emissions)
    ▪ Customized welcome message and terms and conditions statement (will require each participant to accept these terms for each order submitted.)
    ▪ Order confirmation email will vary slightly depending on program model that customer has selected. Email will include a map showing the agreed upon energy saving planting location.
    ▪ Provide a specific toll-free customer service line to answer participant questions surrounding the program.
    ▪ Pre-event reminder email

• Provide the Community Canopy and Arbor Day Foundation logo to be used in advertising and marketing materials upon approval by the Arbor Day Foundation.

Initial Here: _____
• Collect and provide a wait list of Partner participants who express interest after trees are depleted
• Provide an invoice to Partner for $X,000 by <date>. Payment due within 30 days of receipt of Invoice. Invoice will be emailed to: name@<partner>.com
• Provide dashboard login access to allow Partner to access and download all data related to this program including all customer orders and environmental data.
• Work with Partner for post-program survey to be sent to participants.
• Provide program summary report to Partner by June 15, 2018. Report to include statistics about programs energy benefits (kWh and therms conserved) and community benefits (lbs of CO2 sequestered and avoided, gallons storm water conserved, lbs of air filtered) and other Key Performance Indicators. Report will be sent to Partner, as shown above.
• Will indemnify and hold harmless Partner, its officers, directors, employees and affiliates from and against any and all claims, liabilities, losses, costs, damages or expenses (including court costs and reasonable attorney’s fees) due to damages or losses suffered by third parties in connection with the operation of this letter and agreement.

Arbor Day Foundation will retain rights of use for tree-related data (data not pertaining to Partner customer identity) captured through the Arbor Day Foundation Community Canopy tool.

If either party or its key executives commit any act or become involved in any situation that conflicts with the Arbor Day Foundation’s mission of environmental conservation or results in serious negative publicity, the non-involved party shall have the right to terminate this Agreement.

Upon approval, please sign and date this agreement. Return via fax at (402) 474-0820, e-mail at kbousquet@arborday.org or mail it to Kristen Bousquet at Arbor Day Foundation, 211 N. 12th Street, Lincoln, NE 68508. If you have questions or concerns, contact us at 402-473-2023.
Tree and Beautification Commission
2018 Annual Report

Arbor Day Tree Planting
Leisure Square
April 27, 2018

2018 Beautification Weekend Project
Tree Planting at Crestlawn Cemetery
MEMORANDUM

TO: Mr. Harry Howle, Mayor and City Councilmembers

FROM: Mrs. Marilyn Black Dussault, Vice Chairman
Tree and Beautification Commission

DATE: December 20, 2018

SUBJECT: 2018 Tree and Beautification Commission Annual Report

The Tree and Beautification Commission held 10 regular Commission meetings and an Arbor Day Tree planting during 2018.

The Commission is currently working with a board of three (3) regular members and two (2) alternate members and is currently seeking to fill two (2) open positions. This past year the Tree and Beautification Commission lost some great members whose guidance, experience, and knowledge will be missed. Mr. Mark Rodolico resigned in February, Mr. Dan Downey chose not to renew his term in June, Mr. Chris Runge resigned in October, and Ms. Elly Manov gave up her position in December. Mrs. Fran Robinson and Mr. Neal Roe were selected by the City Council to fill vacant alternate positions during the year.

2018
Tree and Beautification Commission Members

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<thead>
<tr>
<th>Name</th>
<th>Term Start</th>
<th>Term End</th>
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<tbody>
<tr>
<td>Marilyn Black Dussault</td>
<td>9/18/12</td>
<td>6/15/2021</td>
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<td>Vice Chairman</td>
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<tr>
<td>Cynthia Schwarz</td>
<td>6/07/11</td>
<td>6/15/2019</td>
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<td>Barbara Leigh</td>
<td>4/05/16</td>
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<td>Alternate #2</td>
<td>6/15/2022</td>
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Nanette Haynes – Grounds Maintenance Manager
Rob Slezak – Recreation Director
Gayle Lafferty – Planner
Stefanie Beskoveyne – Assistant City Attorney
Rita Hawkins – Senior Administrative Assistant

The City of Vero Beach was again certified as a “Tree City U.S.A. Town” for the 37th year, an impressive record, and achievement thanks to the efforts of the Commission members and the City staff working together.
In January the Commission made a motion to accept the final design for a new Beautification Weekend banner to be made for the fourth annual City of Vero Beach Beautification Weekend, which took place on February 10th - 11th, 2018. The City Council approved the request to expend funds for the new banner at their January 2, 2018 meeting.

Thanks to Ms. Nanette Haynes, Grounds Maintenance Manager, the Tree and Beautification Commission initiated Beautification Weekend project was completed in early February. Eight (8) Oak Trees were planted along Seminole Avenue on the right-of-way at Crestlawn Cemetery. Funding for this project came from the Tree Replacement/Mitigation Fund.

At each meeting throughout the year the Tree and Beautification Commission discussed the 100th Anniversary Celebration of the City of Vero Beach, which started in October of 2018. Several of the Tree and Beautification Commission members took part in the Centennial tree planting dedications at the Schools in October and they got to see how special this was to the children and the schools. On Founders Day, May 26, 2019 the Commission will be dedicating a Centennial Tree, which will include a hardscape, landscaping, three (3) benches, and a centennial plaque. The tree is being donated by Digg Gardens. Mrs. Marilyn Black Dussault, Vice Chairman of the Tree and Beautification Commission, has been the Tree and Beautification Commission’s representative on the Centennial Committee and she has done a wonderful job at keeping the Commission updated on what is being planned and when the events are taking place.

Mrs. Barbara Hoffman, Cultural Council Executive Director, and Mr. Neil Sickterman, Vero Beach Cultural Arts Village, attended the March meeting and other meetings during the year to provide updates on the Cultural Arts Village tree planting. They provided details, answered questions, and met the expectations and requirements of the Commission to ensure that everything remained on schedule for planting the ten (10) Simpson Stopper trees on November 10, 2018 as part of the Centennial celebration. Mrs. Dussault volunteered to be the speaker and representative of the Tree and Beautification Commission at the Cultural Arts Village Tree Dedication. Mrs. Robinson was the Tree and Beautification representative that assisted Mrs. Hoffman with the planning of the Tree Dedication Ceremony.

An Arbor Day Proclamation was issued and read at the April 17, 2018 City Council meeting. This is one of the requirements for maintaining the City of Vero Beach’s Tree City USA status.

The Arbor Day tree planting celebration took place this year on April 27, 2018 at Leisure Square. A donated Pink Tabebuia Tree was planted with the assistance of some students from the Rosewood Magnet Elementary School. The students helped shovel soil around the tree as their part of the Arbor Day celebration. The City Council, members of the press, and the citizens of Vero Beach were all invited to attend the event.

Throughout the year the Commission has been discussing and working on the details for a proposed Tree Giveaway project. Another program that is also being researched is through the Arbor Day Foundation and is called the Community Canopy Program. It is also a tree giveaway program, but the Arbor Day Foundation spearheads the process based on the guidelines, input, and expectations of the Commission and the City. A proposal will be presented to the City Council for consideration once the Commission has worked out the details.

Ms. Cynthia Schwarz completed a program with the Arbor Day Foundation called Tree Board University. This consisted of taking eight (8) online courses, which can help the City earn a Tree Growth Award as a Tree City USA town and join an online social networking community. She
encouraged the other Tree and Beautification Commission members to also take the classes, as they were very informative and educational.

In September, Dr. Richard Baker, President of the Pelican Island Audubon Society, attended the meeting to report on two (2) projects they are working on. The Audubon Society and the Environmental Learning Center have partnered with other organizations and they are starting a project called 100,000 Trees for Life where trees will be planted throughout Indian River County. The Audubon Society is constructing two (2) greenhouses that will be used to grow the native trees and plants for this project. The Audubon Society will also be hosting an event at the Indian River Fairgrounds on February 2, 2019. They will have eight (8) speakers there discussing and sharing information about what types of plants to grow for this area, proper planting, and care instructions, etc. The Commission thanked Dr. Baker for the information and commended him for his efforts.

Ms. Nanette Hayne, Grounds Maintenance Manager, and her crew completed the City’s Centennial project in November. The Commission members and Ms. Haynes chose to do some replanting and cleaning up of the landscaping outside of the Utilities Department entrance at City Hall for this project.

As of December 20, 2018 the Tree Replacement/Mitigation Fund had a balance of $62,172.57 and the Tree Dedication Fund had a balance of $769.21.

The Dedicatory Tree Program for year 2018 consisted of four (4) trees being honored in memory of a family member or friend. Three (3) of the trees were designated for Riverside Park and one (1) was located at the Vero Beach Marina.

Goals for 2019

A. Continue with the Dedicatory Tree Program and Tree Plantings.
B. Keep updated on the Main Street Vero Beach Baskets to Banners and Adopt a Pot programs in downtown Vero Beach.
C. Invite Main Street members and anyone that is vested in the downtown hanging baskets and pots to their Commission meetings on a quarterly basis.
D. Continue to monitor the planters and plants installed along Ocean Drive to ensure their success.
E. Continue with Arbor Day tree plantings to create awareness and to maintain and elevate the Tree City USA status.
F. Continue to work with school children to educate them about the importance of trees and to encourage tree plantings.
G. Consider other approaches to encourage tree planting on private property in the City of Vero Beach.
H. Hold the annual City of Vero Beach Beautification Weekend and continue to promote and increase participation for this event.
I. Research and select locations for tree planting projects within the City limits to increase the tree canopy and to beautify the City of Vero Beach.
J. Continue planning and preparing for the City’s 100th Anniversary Celebration and the Centennial Tree Dedication Event.

MBD/rh
AN EVENING WITH THE
City of Vero Beach
TREE & BEAUTIFICATION
COMMISSION

Tree City USA
37 years

Learn about what this sign means and so much more. Karl Zimmermann, past Commission Chairman, will address the City’s tree ordinance, and Joe Sentance, tree consulting arborist, will delight the audience with helpful tree trimming and pruning tidbits.

10 lucky attendees will leave with a tree seedling!

MONDAY, JANUARY 28  6:30 PM
INDIAN RIVER COUNTY MAIN LIBRARY
FREE AND OPEN TO THE PUBLIC. NO REGISTRATION REQUIRED.
For more information, contact Jessica at 772-770-5060 ext. 4121
Hello Rita,

Attached is a tentative story for the Newsweekly to run Wednesday January 23, 2019. Karl Zimmermann is confirmed to talk. I just contacted the arborist. Also, I will have a power point for approval (or paperwork) for the Commission meeting on January 17. I'll email it to you beforehand.

Cynthia Schwarz
The City of Vero Beach Tree and Beautification Commission is busy planting some great endeavors for residents in 2019. First up, an informative one-hour talk focusing on ‘How Homeowners Can Successfully Prune Trees’ scheduled for Monday, January 28, 2019 at 6:30 p.m. at the IRC Main Library.

Karl Zimmermann, past Commission Chairman, will give an energetic rendition of some noteworthy Commission history and the importance of a Tree Commission. Then, arborist George Sentance will explain the intricacies and nuances of effective tree trimming and pruning and whittle it down so most any homeowner will feel confident and informed. To spruce the talk, ten lucky attendees will leave with a free tree seedling.

Second on the Tree Commission’s roster for 2019 is the annual beautification weekend project. Always earmarked for the second weekend in February, the Commission took pains back in 2015 to reestablish Dr. Humiston’s original concept of a community-wide beautification effort. Today’s community focus is much the same: Residents joining together to beautify our surroundings. The ‘Beautification Weekend’ banner will fly high downtown to signal these dates.

For more information and to stay abreast of the City of Vero Beach Tree and Beautification Commission projects and plans go to the City’s website at COVB.org or attend the Commission meeting scheduled for the third Thursday of every month.