

CITY OF LAKE WALES
TREE ADVISORY BOARD AGENDA

January 7th, 2026

11:00 a.m.

HR/Planning Conference Room

City Administration Building

201 W. Central Ave

Lake Wales, FL 33853

1. CALL TO ORDER & ROLL CALL
2. Minutes
 - 2.I. Minutes - February 26, 2024

Documents:

[TREE ADVISORY BOARD MINUTES - FEBRUARY 26 2024 \(004\).PDF](#)

3. Communications And Petitions
4. City Staff Updates
5. Board Member Comments

Documents:

[TREE ADVISORY BD LIST OF BD MEMBER CONCERNS 2026.PDF](#)

6. Adjourn

Minutes of the Tree Advisory Board meetings can be obtained via a public records request filed with the City Clerk's Office. The minutes are recorded but are not transcribed verbatim.

Persons requiring a verbatim transcript may make arrangements with the board secretary to duplicate the recordings, or may arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party. Persons who wish to appeal any decision made by the Tree Advisory Board with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the action is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

Tree Advisory Board Meeting

Minutes

February 26, 2024

1. Call To Order & Roll Call

Meeting was called to order at 5:42PM.

Members Present: David Price, Robert Connors, and Susan Webb

Members Absent: Mandy Cilliers and Preston Troutman

Staff Present: Deena Drumgo – Assistant City Manager and Kevin Polk - Horticulturist

A quorum was present.

2. Communications & Petitions

There were no communications or petitions.

3. Approval of Minutes

Robert Connors made a motion to approve the Minutes from December 13, 2023. Seconded by Susan Webb. Minutes were approved.

4. Old Business

A. Tree Trimming Services – Kevin Polk stated that the Pram Fleet tree was removed and will be replaced with a Southern Live Oak. Mr. Polk is drafting a Request for Proposals (RFP)

B. Tree Management and Maintenance Plan – Kevin Polk stated that he is drafting a plan for data collecting and tree inventory, as well as maintenance standards. David Price discussed researching other communities and their plans for maintenance to use as a template.

C. Water Truck – Kevin Polk stated that he is getting quotes on a water truck.

D. Olmstead Day – Olmstead Day is scheduled for March 23, 2024. Kevin Polk will be a speaker for the event.

E. Druid Park – Robert Connors has a meeting scheduled with Rollins College in Winer Park. He will report back at the next meeting.

F. Lift Station at Southwest Corner of Lake Wailes – David Price discussed the color of the lift station, requesting a more subtle color, the condition of the fence, and the concrete repair needed for the generator. Deena Drumgo stated that she would follow-up with the Utilities Department on the concerns.

5. New Business

A. Tree City USA – A discussion ensued about the requirements needed for the designation, which includes a \$2 per capita for tree maintenance and installation. Kevin Polk will put together a budget for such tree maintenance.

Robert Connors made a motion to draft and send a support letter to the City Commission for tree funding and tree care as annual budgeted line item. Seconded by Susan Webb. Motion approved.

B. Arbor Day – Olmstead Day will serve as Arbor Day and will include community outreach.

C. Trees Planted – Kevin Polk stated that staff has planted fifty-seven (57) trees, including: Parkside Oaks, Muskogees, and Crape Myrtles. Robert Connors stated that Lake Wales Heritage recently planted forty (40) trees, including: Live Oaks, Longleaf Pines, Crape Myrtles, and Tabebuias.

D. Upcoming Planting Plans – Kevin Polk stated that staff will be planting trees on Park Avenue and Central Avenue as part of the streetscape project.

6. Additional Topics

Robert Connors asked about the Tree Trust Fund and how it is being tracked. Deena Drumgo stated that she would follow-up with staff.

7. Adjourn

The meeting was adjourned at 6:58PM.

David Price submitted an email on 12/19/2025 with the following:

- A) Review policy for the City to collect fines for developers that cut down trees.
What is the amount they have to pay?
How much has the city collected?
What can those funds be used for?
- B) Overview of the City's tree ordinance as to appropriate tree species to plant.
- C) Cars parking on tree roots in non-designated parking areas.
- D) Requests a brief report on the tree work that has been done by Crossan & Payne in 2025.

Robert Conners submitted an email on 1/2/2026 with the following:

- A) Review how current city codes address maintenance of the required landscaping in shopping centers and other developments.

David Price submitted an email on 1/4/2026 with the following:

- A) By-laws for the committee.
- B) Species list. Are there recommended tree species for planting listed in a planting manual?
- C) Is there a tree management plan – comprehensive plan for the care, preservation, planting, and removal of trees and shrubs?
- D) Minutes from the last meeting.