

CITY OF WINTER SPRINGS, FLORIDA  
MINUTES  
**TUSCAWILLA LIGHTING AND BEAUTIFICATION  
DISTRICT ADVISORY COMMITTEE**  
REGULAR MEETING  
APRIL 18, 2018

**CALL TO ORDER**

The Regular Meeting of Wednesday, April 18, 2018 of the Tuscawilla Lighting and Beautification District Advisory Committee was called to Order by Chairperson Tom Vagnini at 5:15 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

**Roll Call:**

Chairperson Tom Vagnini, present  
Committee Member Terri Bivona, present  
Committee Member Elaine Johnson, present  
Committee Member Kevin McCann, present  
Committee Member Ellen Paul, absent  
Assistant to the City Clerk Antonia DeJesus, present

A moment of silence was held for Commissioner Pam Carroll and Committee Member Donald Gilmore for their efforts to the Tuscawilla Community. The Pledge of Allegiance followed.

No changes were made to the Agenda.

**REGULAR AGENDA – PART I**

REGULAR  
**500. Not Used**

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REGULAR

**501. Office Of The City Clerk**

**The Office Of The City Clerk Is Requesting The Tusawilla Lighting And Beautification District Advisory Committee Hold An Election For The Position Of Vice-Chairperson For The Remainder Calendar Year 2018.**

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**“I NOMINATE ELAINE JOHNSON.” MOTION BY COMMITTEE MEMBER McCANN.**

**BRIEF DISCUSSION FOLLOWED ON NOMINATIONS, THE PROCEDURE ON ACCEPTING NOMINATIONS, AND QUORUM REQUIREMENTS.**

**SECONDED BY COMMITTEE MEMBER BIVONA. DISCUSSION.**

**VOTE:**

**COMMITTEE MEMBER BIVONA: AYE**

**COMMITTEE MEMBER JOHNSON: AYE**

**CHAIRPERSON VAGNINI: AYE**

**COMMITTEE MEMBER McCANN: AYE**

**MOTION CARRIED.**

## **AWARDS AND PRESENTATIONS**

**AWARDS AND PRESENTATIONS**

**100. Not Used**

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## **INFORMATIONAL AGENDA**

**INFORMATIONAL**

**200. Not Used**

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## **PUBLIC INPUT**

*Chairperson Vagnini opened “Public Input”.*

*Commissioner Ken Greenberg, 1635 White Dove Drive, Winter Springs, Florida: spoke on his time spent serving on the Tusawilla Lighting and Beautification District Advisory Committee and noted, “It was a pleasure and an honor to serve with each and every one of you.” Commissioner Greenberg commented favorably on Chairperson Vagnini and Committee Member Terri Bivona’s new roles and futures on the Committee. Additionally, Commissioner Greenberg remarked on a proposed project and available funds for the said project.*

*Chairperson Vagnini closed “Public Input”.*

## CONSENT

### CONSENT

#### **300. Office Of The City Clerk**

**The Office Of The City Clerk Is Requesting The Tusawilla Lighting And Beautification District Advisory Committee To Review And Approve The Wednesday, January 17, 2018 Tusawilla Lighting And Beautification District Advisory Committee Regular Meeting Minutes.**

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**“I MOVE THAT WE APPROVE THE MINUTES OF THE LAST MEETING.” MOTION BY COMMITTEE MEMBER McCANN. SECONDED BY VICE-CHAIRPERSON JOHNSON. DISCUSSION.**

### VOTE:

**COMMITTEE MEMBER McCANN: AYE**

**CHAIRPERSON VAGNINI: AYE**

**COMMITTEE MEMBER BIVONA: NAY**

**VICE-CHAIRPERSON JOHNSON: AYE**

**MOTION CARRIED.**

## PUBLIC HEARINGS AGENDA

### PUBLIC HEARINGS

**400. Not Used**

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## REGULAR AGENDA – PART II

### REGULAR

#### **502. Finance And Administrative Services Department**

**The Finance And Administrative Services Department Requests That The Tusawilla Lighting And Beautification District Advisory Committee Receive A Year To Date Budget Review And Enter Into A Discussion.**

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Mr. Brian Fields, Director, Community Development Department, introduced himself and reviewed recent staff and organization changes. Mr. Fields noted, “I think this is a good time for our staff – we’re giving everything a fresh look in the TLBD (Tusawilla Lighting and Beautification District).” Mr. Fields commented briefly on the Commission Chambers renovations.

Ms. Kelly Balagia, Budget Analyst, Finance and Administrative Services Department, referenced a handout of financial information and commented on the remaining two (2) funds that the Tusawilla Lighting and Beautification District had.

Continuing, Ms. Balagia noted some hidden rows on a budget document and its bearing on the total amounts. Ms. Balagia went on to review fund balances with further comments on assessment fees.

Referring to a specific fund, Ms. Balagia commented, “We did identify a fifty thousand dollar (\$50,000.00) capital project – monies that could be utilized.” Committee Member Kevin McCann inquired if the money would be lost if not used. Ms. Balagia indicated, “No, it is not a use-it-or-lose-it; this is basically this fund’s checking account, so what’s not spent will just – roll over to the next year and be available for appropriation.”

Chairperson Vagnini wondered why the money could only be used for capital projects. Ms. Balagia pointed out, “Because that was really the purpose of this assessment.” Discussion followed on the assessment fee.

Moving on, Ms. Balagia mentioned additional financial documents and reviewed expenditures over the quarter. Committee Member Terri Bivona suggested more detailed expense reports in the future.

Brief discussion followed on reimbursements related to hurricane damage and debris removal.

**REGULAR**

**503. Community Development Department – Urban Beautification Division**

**The Community Development Department – Urban Beautification Division Requests That The Tusawilla Lighting And Beautification District Advisory Committee Receive And Discuss Information Regarding Landscaping At The South Fountain Area And At The Intersection Of Tuscora Drive And Winter Springs Boulevard.**

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Ms. Jennifer Hitchcock, City Arborist and Beautification Coordinator, Community Development Department, introduced herself and reviewed her efforts so far regarding landscaping and maintenance.

Next, Mr. Fields commented on the proposed plan that was requested by the Committee for the area south of the South Fountain. Committee Member McCann commented on the history of the area south of the South Fountain and emphasized the fiscal responsibility the Committee had to its residents.

Committee Member Bivona commented on dead twigs throughout the landscaping. Ms. Hitchcock stated, “We are on top of it; I noticed that, too.” Brief comments followed on pruning methods.

Referring back to the proposed plan, Ms. Hitchcock indicated, “My initial assessment - of course I’m going to think about trees first, that’s probably the biggest expense.” With additional remarks, Ms. Hitchcock suggested planting trees that were similar to preexisting trees in the area and all at once so that they grew consistently with each other. Ms. Hitchcock also spoke about irrigation and maintenance associated with planting trees.

Ms. Hitchcock indicated the existing trees were Red Cedars and suggested, “There is another similar tree, it’s also in the same family, it’s called Arizona Cypress, and instead of just a green look, it’s like a bluish gray look. It’s really great – what we could do is alternate them between the Red Cedars and try to fill in some of that space.” Additional comments followed on adding varying visual aesthetics, adding more plant material, long term planning, and fence painting.

Discussion followed on old plant material and landscape planning.

Ms. Hitchcock mentioned to a small area by the fountain, suggested removing the present plant material and placing rocks instead, and noted, “It’s not even an area I would put plants back in.” Ms. Hitchcock referred to a photograph and commented further on the surrounding area.

Discussion followed on grass varieties and challenges in landscaping. Committee Member McCann pointed out that the purpose of planting trees was not just beautification but to mask the inconsistent fence lines. Further remarks followed.

*Mr. Jorge Ochoa, Account Manager, BrightView Landscape Services, Inc., 4777 Old Winter Garden Road, Orlando:* introduced himself and referenced the landscape proposal.

Photographs were shown accompanied by comments from Mr. Ochoa and Ms. Hitchcock. Vice-Chairperson Elaine Johnson suggested the work be completed in phases. Much discussion ensued on trees, irrigation, aspects and phases of the project, options on how to proceed, opportune planting times, evaporation rates, and water sourcing.

Committee Member McCann spoke favorably of staff’s ability and noted, “I have a great deal of faith of what guys are talking about.”

With brief comments, Mr. Fields gave some options on how the Committee could proceed including offering revised proposals at the next Regular Meeting. Discussion followed further on opportune planting times, irrigation, aftercare once the plant material was installed, how to proceed, and possibly holding a Special Meeting.

Mr. Fields indicated, “So, I think in less than thirty (30) days we can have a detailed proposal for all four (4) phases based on the update tonight that we’ve discussed.” Further discussion.

**“I MOVE THAT WE SCHEDULE A SPECIAL MEETING IN ONE (1) MONTH’S TIME.”  
MOTION BY BOARD MEMBER McCANN FOLLOWED BY BRIEF REMARKS.  
SECONDED BY VICE-CHAIRPERSON JOHNSON. DISCUSSION.**

**BRIEF COMMENTS FOLLOWED ON DATE SELECTION FOR THE SPECIAL MEETING.**

**VOTE:**

**CHAIRPERSON VAGNINI: AYE**

**COMMITTEE MEMBER McCANN: AYE**

**VICE-CHAIRPERSON JOHNSON: AYE**

**COMMITTEE MEMBER BIVONA: AYE**

**MOTION CARRIED.**

Ms. Hitchcock commented on various updates regarding landscaping through the Tuskawilla Lighting and Beautification District. Discussion followed on Perennial Peanut.

Remarks followed on the entrance monument on Citrus Road.

**REGULAR**

**504. Community Development Department – Urban Beautification Division**

**The Community Development Department – Urban Beautification Division Requests That The Tuskawilla Lighting And Beautification District Advisory Committee Receive And Discuss Information Regarding The Entrance Fountains For The Tuskawilla Lighting And Beautification District.**

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Mr. Fields introduced the Agenda Item, gave some background on the current fountain vendor, and noted that the contract was up for renewal. Mr. Fields went on, “Fountain Doctors’ price is approximately eighteen thousand dollars (\$18,000.00) a year. Contacted Freeport Fountains – their proposal was for about forty-one thousand dollars (\$41,000.00) a year. Freeport was part of the initial installation of the fountains out there. Another vendor we contacted, Collier Water Systems, did not respond.”

Having reviewed the fountains with Fountain Doctors, Mr. Fields stated, “We would recommend continuing with that fifth year – really an assessment year for us to work with Fountain Doctors.” Mr. Fields gave some history to the City’s relationship with Fountain Doctors. Mr. Fields added, “That’s what we intend to do, what we recommend, unless there are any objections.” No objections were noted.

Moving on, Mr. Fields indicated that the South Fountain had a new motor and pump and a spare motor. Mr. Fields stated, “We are recommending purchasing a spare pump and motor for the – waterfalls as a backup for when the north fails. The cost for that assembly – three thousand three hundred and seventy-three dollars (\$3,373.00). So, that’ll get us whole as far as having pumps, motors, and spares, so we’re fully stocked to go forward in case we have a failure.”

Much discussion followed on fountain pumps and recent history of the fountain pumps.

**“I MOVE THAT WE ACCEPT THE – DID YOU SAY THREE THOUSAND (\$3,000.00)?” MR. FIELDS CONFIRMED, “FOR THE SPARE PUMP.” COMMITTEE MEMBER McCANN CONTINUED, “I WOULD MOVE THAT WE DO, BUT WE SURE WOULD LIKE TO LEARN WHAT HAPPENED AND HOW DO WE STOP IT FROM HAPPENING AGAIN.” MOTION BY COMMITTEE MEMBER McCANN.**

**COMMENTS FOLLOWED ON MOVING THE PUMP STATION TO AN AT-GRADE LOCATION, CAPITAL FUNDS, THE LOCATION OF THE PUMP STATION, THE INTERCHANGEABILITY OF THE PUMPS BETWEEN FOUNTAINS, AND THE PUMPS FOR THE WATERFALLS AND GEYSERS.**

**SECONDED BY CHAIRPERSON VAGNINI. DISCUSSION.**

**VOTE:**

**COMMITTEE MEMBER BIVONA: AYE  
VICE-CHAIRPERSON JOHNSON: AYE  
CHAIRPERSON VAGNINI: AYE  
COMMITTEE MEMBER MCCANN: AYE  
MOTION CARRIED.**

**PUBLIC INPUT**

*Chairperson Vagnini opened “Public Input”.*

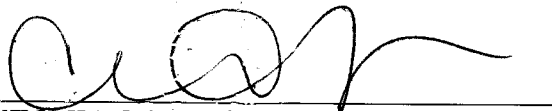
*Mr. Ted Johnson, 1107 Pheasant Circle, Winter Springs, Florida: remarked on the landscape proposal, the lighting around the flagpole at the entrance to the Tusawilla Lighting and Beautification District, and his concern about removing vegetation around the North Fountain.*

*Chairperson Vagnini closed “Public Input”.*

**ADJOURNMENT**

Chairperson Vagnini adjourned the Regular Meeting at 7:27 p.m.

*RESPECTFULLY SUBMITTED:*



ANTONIA DEJESUS  
ASSISTANT TO THE CITY CLERK

NOTE: These Minutes were approved at the July 18, 2018 Tusawilla Lighting and Beautification District Advisory Committee Regular Meeting.