

*Trees, Parks, Recreation Board (TPR) – City of Oxford, GA*  
Minutes of Called Meeting  
January 14, 2014  
Upstairs Conference Room, Oxford City Hall

The meeting was called to order by Chairman Ready at 5:00P.M.

Attendance

Board members present: Chairman Cheryl Ready, LaTrelle Oliver, Anderson Wright  
Board members absent: Hulon Clemons, Simon Perryman  
City Staff: Manager Bob Schwartz, Supervisor Jody Reid  
Citizen attendee: Gwen Green

Approval of Minutes for December 10, 2013

**Motion** to approve made by Anderson Wright. Motion seconded by LaTrelle Oliver  
Vote: 3, yes; 0, no. Motion carried.

Whatcoat right-of-way cleanup across from Allen Memorial as part of 175<sup>th</sup>

Jody Reid will meet at Whatcoat Street on Wednesday, January 15, with available board members to consider possibilities for “sprucing up” the area. Arborist Connie Head will need to approve major pruning and removal of any trees.

Premier landscaping services from Monroe has begun work.

The TPR Board membership ordinance has been approved by council. Two of seven voting members may live outside the city limits if they own property inside the city.

Budget request for FY 2014-2015: For submission in February, 2014, Chairman Ready presented the draft of TPR budget request, which includes hiring a certified arborist on retainer to perform ongoing maintenance pruning of city trees.

**Motion** to accept the proposal (attached to end of these minutes) was made by LaTrelle Oliver and seconded by Anderson Wright.

Vote to approve: 3 yes; 0 no. Motion carried.

Tree planting progress: Jody has staked twenty places for trees in Mitchell Street Park. Letter for final sourcing and purchasing of trees has not yet been received from Arborist Connie Head. When weather improves, city crew will level the irregular high spots to improve drainage and walkability.

The water line project for Emory and Asbury streets has begun. City Manager Schwartz reported that residents (owners and/or renters) received letters announcing the project and will also receive future progress reports.

Tree pruning and removal projects:

Arbor Equity is proceeding with removals on Emory, as per Arborist Head’s direction. Scarborough removed large oak at George and Asbury streets.

No contract yet for removal of large oak at Whatcoat and George.

No contract yet for pruning of the two oaks at south corner of Whatcoat and Pierce.

Arbor Day preparation – Date: February 15, 2014. Time: 10:00. Place: City Hall council room. Checklist attached.

**Motion** made by Anderson Wright, seconded by LaTrelle Oliver, to establish an Honor Roll plaque to be placed in City Hall for annual recognition of *Friends of Oxford's Trees*, with the initial honoree being The Covington Service Guild for its many years of providing free seedlings to citizens attending Arbor Day Celebrations.

Vote: 3 yes; 0 no. Motion carried.

Next Meeting – Next meeting, February 11, 2014.

Adjournment –

**Motion** to adjourn made by Anderson Wright, seconded by LaTrelle Oliver.

Vote: 3, yes; 0, no. Motion carried.

Meeting adjourned at 6:10 PM.

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LaTrelle Oliver, Secretary

Budget Requests for 2014-2015

From Trees, Parks and Recreation Board

To The City Council of the City of Oxford

The Trees, Parks, and Recreation Board respectfully requests the following budget items for consideration for the fiscal year 2014-2015:

Arbor Day expenses	\$400
Continued tree planting	\$2400
<del>Contingency</del> <sup>maintenance</sup> Contract for small tree pruning	\$2000
Arborist's fees	\$1000
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Total	\$6800

Respectfully submitted,

Cheryl Ready

Chairperson

Trees, Parks and Recreation Board

*See Council's contracts yrs. past -*

~~*Signature for*~~

Tree Board  
Arbor Day Checklist

1. Communication
  - a. Alert local newspapers about event (several weeks prior to the event)
  - b. Post on Newton Federal Bank display
  - c. Alert Oxford Citizens - listserv
  - d. Alert Oxford College Community
  - e. Contact Allen Memorial UMC to post announcement on church display
  - f. Assign a photographer to take pictures the day of the event
  - g. Announcement in the City of Oxford's or Tree Board newsletter
  - h. Connect with Covington and Newton County (contact Debbie Bell)
  - i. Work with Jody Reid and Bob Schwartz to get City Hall ready for event
2. Refreshments
  - a. Will also need a table
  - b. Need a pick up person for Dunkin' Donuts
3. Education
  - a. Oxford College student participation *& binocular microscopes*
  - b. Contact local schools to get students and teachers involved through an art activity
  - c. Tree care demonstrations
  
  - d. Tree seedlings
    1. Give-aways to citizens
    2. Planting in the city
4. Presentation at Arbor Day
  - a. Proclamation by the Mayor (print proclamation from Tree City website)
  - b. USA Tree City Award (by Joan Scales)