

TREES, PARKS AND RECREATION BOARD

AGENDA

April 20, 2021 – 5 PM (Via Teleconference)

Meeting Access Information:

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 992 0061 0936

Passcode: 014152

1. **Opening** – Cheryl Ready, Chair
2. ***Minutes** – We have attached the minutes for March 16, 2021.
3. **City Tree Inventory** – The Board will discuss the project to update the city's tree inventory. Oxford College may be able to offer an intern to help with the project.
4. **Emory Street Tree Replacement Project** – The Board will continue their discussion on the project to replace the tree canopy along Emory Street.
5. **Arbor Day Foundation Growth Award** – Ms. Ready will discuss with the Board the criteria for the Arbor Day Foundation's Growth Award.
6. **Native Plantings List** – The Board will discuss where to publish the city's native plantings list for public use.
7. **Registration Notice Box at Asbury Street Park** – The Board will discuss where to install a registration notice box at Asbury Street Park.
8. ***Guidelines for Donations for City Parks and Trails** – The Council has requested that the Board develop guidelines for individuals to donate money in exchange for naming an item (e.g. – bench, water fountain, etc.) at a city park or on the trail. The Board will continue their discussion on the guidelines. We have attached an example set of guidelines.
9. **FY2021 Pruning Project** – Mr. Budd will report to the Board on the completion of this year's pruning project.
10. **Membership** – The Board will continue their discussion on filling the current vacancy.
11. **Other Business**
12. **Adjournment**

* Attachments

MEMBERS OF THE TREE BOARD: Cheryl Ready, Chair; Michael Rogers, Vice Chair; Theresa Eady, Secretary; Nakeisha Cummings, Mike McQuaide, and Anderson Wright.

OXFORD TREES, PARKS AND RECREATION BOARD

Minutes – March 16, 2021

MEMBERS: Cheryl Ready, Chair; Michael Rogers, Vice Chair; Theresa Eady, Secretary; Nakeisha Cummings and Anderson Wright. Mike McQuaide was absent.

STAFF: Beryl Budd, City Arborist; Jody Reid, Utilities Superintendent; Matthew Pepper, City Manager.

GUESTS: Laura McCanless, City Council Member.

OPENING: At 5:00 PM, Ms. Ready called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Mr. Rogers, seconded by Mr. Wright, the minutes for the meeting of February 16, 2021 were adopted. The vote was 5-0.

EMORY STREET TREE REPLACEMENT PROJECT: The Board discussed their project to replace the tree canopy on Emory Street/SR 81. The Board discussed whether they should plant trees on properties located on both sides of the street. On the west side of Emory Street, the city has its power lines which will make it difficult to plant trees at a reasonable distance from the existing homes. The Board agreed that they would divide into pairs and approach each homeowner in person. When approaching each homeowner, the Board agreed to use a previous letter (from the first attempt) as a template on how to explain the project. Ms. Ready and Mr. Pepper will send a copy of the letter to the other Board members. Before the next meeting, Mr. Pepper will send the homeowner list to the Board.

GUIDELINES FOR DONATIONS FOR CITY PARKS AND TRAILS: The Board discussed the two example guidelines from the City of Valdosta and the City of Hahira. They agreed that the Hahira's guidelines fit better with the Board's vision of the city's program. Also, the Board discussed the length of time at which a donated bench is maintained by the city before it is replaced (Valdosta's program was a minimum of ten years). In addition, the Board agreed that the program could be expanded to other items but felt that it is best to keep a focus on park benches at present. Mr. Pepper will develop a draft application to present to the Board at their next meeting.

FENCING AT GEORGE STREET PARK: Ms. Ready reported that she and Mr. Wearing counted each of the rails and posts that will need to be replaced. In addition, she stated that the project will be completed with a limited number of local volunteers. Ms. Ready expected the cost to be closer to \$1,000. They hope to complete the project within the next several weeks.

Ms. McCanless stated that this style of fence has longer and looser ends because the wood contracts and that using screws to fasten the rails and posts together on both ends could be problematic. She recommended fastening it on just one end. Ms. Ready will share this information with Mr. Wearing. In addition, Ms. McCanless shared that the city could explore the use of blueberry hedges as an alternative to replacing the fence.

TREE REPLACEMENT AT ASBURY STREET PARK: Ms. McCanless and Ms. Eady reported that the project to replace nine (9) Ginkgo trees at Asbury Street Park was successful. With the help of Mr. Budd and Seth Hawkins, the city used a small auger to remove the trees to help limit the damage to the root ball and surrounding sod.

FY2021 PRUNING PROJECT: Mr. Budd reported to the Board that he met with Arbor Equity to inspect the pruning work. He stated that they still have several trees that need additional work. Ms. McCanless asked if Mr. Budd visited with Arbor Equity about the poor pruning work completed on the giant southern red oak located on the property adjacent to city hall. Mr. Budd stated that he talked with

Arbor Equity about it, and they agreed it was poorly pruned. Mr. Budd will talk with Arbor Equity about a possible refund or a replacement tree.

MEMBERSHIP: The Board discussed filling the existing vacancy. Board members will continue to reach out to potential candidates individually. They will continue their discussion at the April meeting.

OTHER BUSINESS: The Board did not discuss any items related to other business.

ADJOURNMENT: Mr. Ready adjourned the meeting at 5:40 PM.

Submitted by:

Theresa Eady, Secretary



City of Oxford Adopt A Bench Program

The Adopt a Bench program was created in an effort to provide the community with an opportunity to commemorate or honor family and friends in Asbury Street Park through the adoption of a park bench.

Cost:

The cost of bench adoption is based on the actual cost of the bench, commemorative plaque, and installation. Full payment must be received before you can reserve a bench. Bench adoption payment can be made by credit card or check made payable to the City of Oxford. The cost of each bench is \$1,000.00

How to:

1. Interested parties will complete the application form for the Adopt A Bench program and submit to the City of Oxford—Tree, Parks and Recreation Board (Tree Board). This includes the potential wording of the commemorative plaque and will be approved by the Tree Board. Profanity, obscenities, hate speech, or symbols, or other inappropriate references are strictly prohibited and will be denied.
2. Bench and plaque will be installed by the Oxford Public Works Department and location of plaque will be on the back center of the bench unless otherwise notated.
3. Bench Re-Adoption: If a plaque is placed in recognition, the plaque will remain for the life of the bench. If adopter wishes to remove plaque at any time, the bench will be made available for re-adoption.

The City of Oxford reserve the right to re-locate, permanently move or replace with comparable bench/plaque due to capital construction, landscape redesign or extenuating circumstances.

For more information, contact Matthew Pepper, City Manager, at mpepper@oxfordgeorgia.org or 770-786-7004.



**City of Oxford
Adopt A Bench Program**

Name: _____

Address: _____

State: _____ Zip Code: _____ Telephone: _____

Email: _____

Inscription:

Signature: _____ Date: _____

Please make check payable to the **City of Oxford**.
110 W. Clark Street
Oxford, Georgia 30054

Amount Owed: _____ Amount Paid: _____

For more information, contact Matthew Pepper, City Manager, at
mpepper@oxfordgeorgia.org or 770-786-7004.