

TREES, PARKS AND RECREATION BOARD

AGENDA

March 16, 2021 – 5 PM (Via Teleconference)

Meeting Access Information:

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 997 7028 4319

Passcode: 398310

1. **Opening** – Cheryl Ready, Chair
2. ***Minutes** – We have attached the minutes for February 16, 2021.
3. **Emory Street Tree Replacement Project** – The Board will discuss a project to replace the tree canopy along Emory Street.
4. ***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 two examples of guidelines from Valdosta and Hahira.
5. **Fencing at George Street Park** – Ms. Ready will update the Board on the status of the project to replace sections of the existing split-rail fence at George Street Park.
6. **Tree Replacement at Asbury Street** – Ms. Ready will report to the Board on the completion of the project to replace nine (9) ginkgo trees at Asbury Street Park.
7. **FY2021 Pruning Project** – Mr. Budd will report to the Board on the completion of this year's pruning project.
8. **Membership** – The Board will continue their discussion on filling the current vacancy.
9. **Other Business**
10. **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 – February 16, 2021

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

STAFF: Beryl Budd, City Arborist; Matthew Pepper, City Manager.

GUESTS: Jeff Wearing and Laura McCanless, City Council Members.

OPENING: At 5:02 PM, Ms. Ready called the meeting to order and welcomed the guests.

MINUTES: Upon motion of Ms. Eady, seconded by Mr. McQuaide, the minutes for the meeting of January 19, 2021 were adopted. The vote was 6-0.

ELECTIONS: The Board discussed electing officers for 2021. The officers are: Chair, Vice-Chair, and Secretary.

Upon motion of Mr. Wright, seconded by Mr. Rogers, Ms. Ready was elected as Chair, Mr. Rogers was elected as Vice-Chair, and Ms. Eady was elected as Secretary. The vote was 6-0.

FENCING AT GEORGE STREET PARK: The Board discussed the project to replace the existing split-rail fence at George Street Park. Mr. Wearing shared that the City Council agreed to explore the option to replace the fence using local volunteers. Mr. Wearing further explained that the City Council asked him to lead the project. In addition, Mr. Wearing shared that he determined that only twenty-seven (27) rails and nine (9) posts needed replacement. The cost for each rail and post is \$15.71 and \$26, respectively. Mr. Wearing thought the project could be completed for approximately \$700. He asked the Board to help him find volunteers for the project.

The Board expressed their support for replacing the fence with volunteers at the cost shared by Mr. Wearing. He will follow up with the Council at the March Regular Session Meeting.

GUIDELINES FOR DONATIONS FOR ASBURY STREET PARK: The Commission reviewed the first draft of the guidelines for donations for Asbury Street Park. During the review, the Commission agreed to expand the opportunity for a donation to all recreational areas and property owned by the city. In addition, they agreed that it was important to not limit the opportunity to provide a donation from Newton County residents only. They discussed expanding the items that could be donated to include benches, picnic tables, and trees. Also, the Board discussed which party (the city or donor) would replace an item that was damaged. The Board will continue discussing this item at their March meeting.

FY2022 BUDGET REQUEST: The Board discussed their FY2022 budget request. During the discussion, the Board reviewed Mr. Budd's assessment of the number of trees that need pruning (either structural or crown). Upon review of Mr. Budd's assessment, the Board determined that they would need to increase the current budget by \$5,000 to stay current with the volume of trees that need pruning. The additional \$5,000 would bring the total pruning budget to \$9,000 for FY2022. They will share their recommendation with the City Council before the March Work Session meeting.

BOARD MISSION STATEMENT: The Board conducted a final review of their Mission Statement.

Upon motion of Ms. Eady, seconded by Mr. McQuaide, the Trees, Parks and Recreation Board adopted the Mission Statement. The vote was 6-0.

TREE REPLACEMENT AT ASBURY STREET PARK: The Board discussed the city's project to replace nine (9) Ginkgo trees at Asbury Street Park. During the discussion, Mr. Budd reported that the trees will be replaced on Monday, February 22nd. The city will use a small auger when removing the trees to help limit

the damage to the root ball and surrounding sod. The Board agreed to give the Ginkgo trees to Mr. Budd for replant at his disposal.

Upon motion of Mr. McQuaide, seconded by Ms. Eady, the Trees, Parks and Recreation Board approved giving the existing Ginkgo trees to Mr. Budd for his professional disposal. The vote was 6-0.

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 March meeting.

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

ADJOURNMENT: Mr. Ready adjourned the meeting at 6:08 PM.

Submitted by:

Theresa Eady, Secretary

City of Hahira

Adopt A Bench Program

About:

The Adopt a Bench program was created in an effort to provide the community with an opportunity to commemorate or honor family, friends, or events in downtown Hahira through the adoption of a downtown 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 Hahira. The cost of each bench is \$500.00

How to:

1. Interested parties will complete the application form for the Adopt A Bench program and submit to the City of Hahira—Main Street Department. This includes the potential wording of commemorative plaque and will be approved by the City of Hahira. 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 Hahira Public Works Department and location of plaque will be on the back center of the bench unless otherwise notated.
3. Requests for bench placement will be accepted but cannot be guaranteed.
4. 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 Hahira 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 Jennifer Price, Main Street Director, at jprice@hahiraga.gov or 229-794-2330.

City of Hahira
Adopt A Bench Program

Name: _____

Address: _____

State: _____ Zip Code: _____ Telephone: _____

Email: _____

Inscription:

--

Signature: _____ Date: _____

Please make check payable to the **City of Hahira**.

102 South Church Street

Hahira, Georgia 31632

Amount Owed: _____ Amount Paid: _____

For more information, contact Jennifer Price, Main Street Director, at jprice@hahiraga.gov or 229-794-2330.

ADOPT A BENCH PROGRAM



Valdosta Main Street Program



DECEMBER 2019

ADOPT A BENCH PROGRAM POLICY

The intent of this policy is to provide people with an opportunity to commemorate or honor family, friends or events in downtown Valdosta through the adoption and financial care of a downtown bench. To establish funding requirements and recognition standards for bench donations to Valdosta Main Street.

Organizations/Individuals Affected

Any person who donates money specifically to the Adopt-A-Bench program with Valdosta Main Street.

Policy Statement

This program is henceforth recognized as the Adopt-A-Bench program. Cost for bench adoption is based on actual cost of the bench and installation. The Valdosta Main Street office will purchase a bench plaque that meets standards and requirements. The program allows for the adoption of an existing bench within the Valdosta Main Street district.

Bench types: Existing standards will be used in the selection of a bench.

Procedure

1. Potential donor will fill out the Adopt-A-Bench PDF form and submit to Valdosta Main Street.
2. Valdosta Main Street will review form and contact donor within five business days.
3. Valdosta Main Street will work with donor to get internal approval with appropriate staff on final location of bench.
4. Once location is agreed upon, donor will submit payment in full:
Valdosta Main Street
Adopt-A-Bench Program
PO Box 1125
Valdosta, GA 31603
5. Donor will submit potential wording of plaque to Valdosta Main Street who will work with donor and internal staff to approve. Profanity, obscenities, hate speech or symbols, or otherwise inappropriate references are prohibited.
6. Plaque will be installed by Valdosta Public Works staff on the back center of bench.
7. Bench Installation: Once plaque is received timing for installation of bench will be determined by crew availability.
8. Bench Re-Adoption: If a plaque is placed in recognition, the plaque will remain for the life of the bench (a minimum of ten years). After ten years, the program may make a bench available for re-adoption. At that time, the original donor can contact the Valdosta Main Street program to express their desire to re-adopt. The Valdosta Main Street program will make an effort to contact the original donor, however if a donor is unreachable, updated contact information was not provided, or the donor did not signal their desire to re-adopt by contacting the Valdosta Main Street program, the Valdosta Main Street program may allow for a new donor to adopt that bench.

The Valdosta Main Street program and the City of Valdosta reserve the right to re-locate, permanently move or replace with comparable a bench/plaque due to capital construction, landscape redesign or other extenuating circumstances. During the initial ten year donation period, a comparable location will be provided and staff will work with the donor to collaborate should such need arise. If construction happens post the ten year adoption period, an attempt will be made to contact the donor, but we cannot guarantee a replacement of the bench or associated plaque. Donors are encouraged to keep all contact information up to date.

ADOPT A BENCH

The Adopt-A-Bench program was established in 2019 as a fund to maintain and endow the care of downtown Valdosta's benches. In recognition of contributions to the fund, Valdosta Main Street installs a personalized plaque on a bench of the donor's choosing. Benches may be endowed for \$1,250. A bench is a wonderful way to memorialize or honor a loved one. While the plaques take about 8 weeks for production and installation, a personalized certificate can be provided immediately upon adoption to notify the recipient that a bench has been adopted in their honor. We will acknowledge a donation of \$1,250 with a personalized plaque on the bench of your choice. Full payment must be received before you can reserve a bench. Bench adoption payment can be made by check or credit card. Not all benches without plaques are available. Please first consult our map of available bench locations in downtown Valdosta. We are happy to provide maps of any of your preferred locations. You may submit your proposed inscription for the plaque for approval using the reverse of this form. Once the fabricator's proof is approved, it takes approximately eight weeks for the plaque to be produced and installed. Please email for a current map of available benches.

I am interested in making a donation to the Adopt-A-Bench Program:

\$1,250

Other _____

By submitting this form I acknowledge that my contribution will be placed into Valdosta Main Street Program the purpose of which is to promote and maintain downtown Valdosta, and that the Valdosta Main Street Program and the City of Valdosta reserve the right to temporarily or permanently alter or relocate benches.

I understand that it is my responsibility to update the Valdosta Main Street Program with my current contact information.

Name: _____ DATE _____

In Honor of: _____

In Memory of: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Email: _____

Credit Card Number: _____

Expiration: _____ CVV Code: _____

Name on Card Signature: _____

Signature: _____

Please make check payable to Valdosta Main Street, Adopt-A-Bench Program, PO Box 1125, Valdosta, GA 31603

I would like to adopt bench number:

1st choice: _____; 2nd choice: _____; 3rd choice: _____; 4th choice: _____

Please use the box to fill out the inscription:

The Valdosta Main Street Program and the City of Valdosta, in its sole discretion, reserve the right to reject any proposed inscription containing language that is obscene, lewd, defamatory, infringes on the proprietary rights of any third party, or is otherwise inappropriate. Benches identified for adoption will be reserved for 6 weeks following receipt of payment. If a proposed inscription is not received within this time period, the bench selected will be released from hold, and if unavailable at the time we receive your proposed inscription, we will assist you in selecting another bench.

