

TREES, PARKS AND RECREATION BOARD

AGENDA

February 16, 2021 – 5 PM (Via Teleconference)

Meeting Access Information:

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 991 6835 7431

Passcode: 916251

1. **Opening** – Cheryl Ready, Chair
2. ***Minutes** – We have attached the minutes for January 19, 2021.
3. **Election of Officers** – The Board will select its officers for 2021. The officers are: Chair, Vice-Chair, and Secretary.
4. **Fencing at George Street Park** – At a recent Council meeting, the city discussed using volunteers to replace the fence. The Council asked Councilmember Wearing to investigate the feasibility of replacing the fence with volunteers. He will join the meeting to discuss this option with the Board.
5. ***Guidelines for Donations for Asbury Street Park** – 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 Asbury Street Park.
6. ***FY2022 Budget Request** – The Board will discuss its FY2022 budget request. The current budget is \$10,000. Once approved, the Board will present their request to the Mayor and Council. We have attached the FY2021 Budget Breakdown and a recommendation for the Board’s annual pruning schedule.
7. ***Board Mission Statement** – The Board will decide whether to formally adopt the Mission Statement presented to the Mayor and Council in January. We have attached a copy of the statement.
8. **Tree Replacement at Asbury Street Park** – The City Arborist will update the Board on the progress of the tree replacement project at Asbury Street Park.
9. **Membership** – The Board will continue their discussion on filling the current vacancy.
10. **Other Business**
11. **Adjournment**

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

Trees, Parks and Recreation Board (TPR) – City of Oxford, GA

Minutes of Meeting January 19, 2021

Community Room, Oxford City Hall (Via Video Conference)

Call to Order: At 5:02 PM, Chairman Ready called the meeting to order and welcomed the guests.

Attendance

Present – Members: Cheryl Ready, Mike McQuaide, Nakeisha Cummings, Anderson Wright, Theresa Eady, and Michael Rogers.

Laura Gafnea, Director of Community Relations, Oxford College

Beryl Budd, City Arborist

Seth Hawkins, GFC Community Forester

Laura McCanless, City Councilmember

Matthew Pepper, City Manager

Jody Reid, Utility Superintendent

Agenda for Meeting: Upon motion of Mr. Rogers, seconded by Ms. Eady, the agenda for the January 19, 2021 meeting was adopted. The vote was 6-0.

Minutes of Meeting held December 8, 2020: Upon motion of Ms. Eady, seconded by Mr. Rogers, the minutes for the meetings held December 8, 2020 were adopted. The vote was 6-0.

Status of Work Plan, FY2021, Beryl Budd: The Board agreed to discuss FY2021's tree pruning project later in the meeting.

Approval of FY2021 Budget: The Board reviewed the document listing their proposed FY2021 budget. The categories included the following: 2021 Arbor Day, Tree Planting, Pruning (Crown & Structural), Educational Costs, Donations, and Arborist Fees. The Board discussed possibly adding a category for recreation-related activities. The Board discussed beginning work on their budget request for FY2022.

Upon motion of Ms. Eady, seconded by Mr. Rogers, the Board approved the proposed allocations for the FY2021. The vote was 6-0.

Mission Statement and Vision Statement: The Board reviewed the final draft of the document containing their mission and vision statement. The Board agreed to send it to the Mayor and City Council for their review.

Maintenance Concerns:

1. Bench at Mitchell Street Park: Ms. Ready shared that she met with Mr. Pepper and Mr. Reid at the park to identify a couple locations to install a park bench. Before installing the bench, Ms. Ready will contact Mr. Wright for feedback on the proposed locations.
2. George Street Park (Split-rail fencing bids): Mr. Pepper reported to the Board that staff has had difficulties finding a fence contractor that meets the city's insurance requirements and is

interested in completing a relatively small fence project. He will continue to look for a fence contractor.

3. **Asbury Street Park – Replacing Ginkgo Trees:** The Board discussed with Mr. Budd possible replacements for the existing Ginkgo trees at the park. Two of the options discussed were hornbeams and black gums. Mr. Pepper shared that Mayor Eady requested that the recommended trees have a large enough canopy to provide shade for visitors, especially for those using the playground. Mr. Budd will provide the Board with his recommendations, which Mr. Pepper will then share with the Mayor and City Council.
4. **Tree City/Growth Award –** The Board discussed documenting different projects undertaken by the Board to include in the Growth Award application.

Pruning Issues – Tree Selection: Mr. Budd received three (3) proposals for this year’s pruning project. The bids were as follows: Caldwell Tree Care (\$9,388); Rayfield Tree Care, Inc. (\$4,450); and Arbor Equity \$4,320. The Board reviewed the bids. Mr. Budd recommended that the Board award the contract to Arbor Equity.

Upon motion of Ms. Eady, seconded by Mr. McQuaide, the Board awarded the contract for FY2021’s tree pruning project to Arbor Equity for \$4,320. The vote was 6-0.

Arbor Day, 2021: The Board discussed the city’s upcoming Arbor Day event. Ms. Eady expressed her concern with hosting a city-sponsored event during the pandemic. As positive cases have continued to rise in Georgia, the Board agreed that it would be difficult to safely host Arbor Day at Asbury Street Park. Ms. Ready recommended that the Board request that Mayor Eady read the city’s Arbor Day Proclamation at the February 1st City Council Meeting. In addition, the Board would present the Friends of Trees award to the city’s maintenance crew at the meeting.

In addition, the Board discussed ideas on how to best plant about fifty (50) seedlings that Mr. Budd had received in anticipation of the event. They decided that many of the seedlings could be planted in the wooded area at Asbury Street Park, others potted, and the remaining given to Oxford College to be used in a joint-planting effort.

Upon motion of Ms. Eady, seconded by Mr. Rogers, the Board suspended the city’s Arbor Day event for 2021 due to the safety concerns presented by the COVID-19 Pandemic. The vote was 6-0.

Naming Rights at Asbury Street Park: Mr. Pepper shared that a resident recently approached the city about having a bench at Asbury Street Park named in honor of their family. They are willing to make a donation to the city in exchange for the naming opportunity. Mr. Pepper explained that during the park’s construction, the Oxford Lions Club donated a bench. In return, the city installed a plaque on the bench stating that it was donated by the Lions Club. In addition, the city installed a plaque honoring Ms. Helen Griffin’s family as a condition of acquiring the property. Other than those two instances, the city has not named any other equipment or area after a specific person or family.

The Board discussed several naming option ideas including planting honorary trees, installing bricks, and a donation wall. They also discussed redirecting residents to the existing city trail. Mr. Pepper will research similar programs offered by other cities. The Board also discussed focusing on allowing individuals to name a bench while they work to develop a broader program.

Arbor Day Foundation Donation: Ms. Ready reported that the Board plans to make a donation to the Arbor Day Foundation.

Discussion on Filling Vacancy: The Board discussed the existing vacancy. Mr. McQuaide will contact Ms. Barbara Cole to discuss with her the possibility of joining the Board.

Concerns and Announcements: Mr. Hawkins reminded the Board about the Tree City USA Virtual Conference that will take place on February 10th, 17th, and 24th. Board members can attend the conference for free using a promotional code.

Adjournment: At 6:29 PM, Chairman Ready adjourned the meeting.

Next meeting will be at 5 PM on February 16, 2021.

Ideas for Guidelines for Park Donations:

This is a draft list of possible requirements we can adopt for individuals requesting an opportunity to donate money to Asbury Street Park in exchange for the naming rights to an item (bench, picnic table, etc.) in the park.

1. Pay for the entire item. For example, a park bench is nearly \$1,000.
2. What items are available for donation?
3. Resident of Oxford or Newton County.
4. Receive approval from the Tree Board and City Council.
5. Limit one item per family.
6. We will need to think about the process to replace a donated item.

Trees, Parks and Recreation Board FY2021 Budget

The TPR Board's FY2021 budget is \$10,000.

Category	Beginning Budget	Percentage of Budget	Estimated Cost	Actual Cost
2021 Arbor Day	\$1,000	10%		
Tree Planting	\$2,000	20%		
Pruning				
Crown	\$2,000	20%		
Structural	\$2,000	20%		
Educational Costs	\$500	5%		
Donations	\$500	5%		
Arborist Fees	\$2,000	20%		
Total	\$10,000	100%		

Oxford Tree Pruning 2016 – 2021

Arborist Connie Head completed the Oxford Tree Inventory and updated it in 2010. Based on her recommendations there was a total of 258 trees in need of pruning at that time. Of these 113 were for crown cleaning and 95 were for structural/training pruning. I began work in 2014 as Oxford's Arborist so I am not sure how many trees may have been pruned after her inventory update in 2010 and prior to my start in 2014. I would suspect very few since the budget was only about \$5000 annually at that time. Since 2016 the Trees, Parks, and Recreation Board has devoted annual funding for tree pruning. About \$4,000 to \$5,000 has been spent annually for pruning and you can see the number of trees pruned below.

Large tree pruning completed (Crown cleaning and sanitation)

2016	12 trees
2017	15 trees
2018	15 trees
2019	10 trees
2020	12 trees
2021	5 trees (work to be completed the week of Feb 15, 2021 by Arbor Equity, Inc.)

TOTAL 69 trees

Structural tree pruning completed (Younger trees (5-20 yrs. old) pruned for form, raising crown for clearance, eliminate included bark, eliminate co-dominate branches. etc.)

2016	26 trees – Yarbrough Oaks planted from seedlings in year 2000 along Fletcher St.
2021	19 trees (This work is taking place week of Feb 15, 2021 by Arbor Equity Inc.)

TOTAL 45 trees

My estimate, based on the tree inventory, there are at least 250 large trees on City property and Right of Ways. Getting these trees on a 10 year pruning cycle would be about 25 trees each year. Some of the largest, oldest, and declining trees may need to be pruned more often.

My estimate on younger trees (up to 20 years old), that are in need of structural pruning every 5-10 years, is at least 300 trees. This pruning, which is often neglected, helps in developing tree form and structure and eliminates many problems the tree will develop as it gets larger. Structural pruning reduces cost later on by reducing tree failures and expensive pruning when the trees get much larger. My estimate is 20-30 trees annually for structural pruning.

To accomplish the goals mentioned above the pruning budget would need to be doubled to about \$8,000 to \$10,000 annually.

Please Call if you have questions. Beryl Budd, City Arborist , 404-357-0827

OXFORD LARGE TREE PRUNING (2016 -2021)

Year	Address/Location	DBH/Species	Pruning Practice	Notes
2016				
2016	Pierce St. Allen Memorial Church	50" Water Oak	crown cleaned	Arbor Equity
2016	Pierce St. Allen Memorial Church	39" Willow Oak	crown cleaned	Arbor Equity
2016	Pierce St. Allen Memorial Church	36" Willow Oak	crown cleaned	Arbor Equity
2016	Pierce St. Allen Memorial Church	32" Water Oak	crown cleaned	Arbor Equity
2016	Pierce St. Allen Memorial Church	38' Willow Oak	crown cleaned	Arbor Equity
2016	1114 Hull St.	20" Black Cherry	crown cleaned	Arbor Equity
2016	1006 Asbury St.	51" Post Oak	crown cleaned	Arbor Equity
2016	906 Asbury St.	42" Willow Oak	crown cleaned	Arbor Equity
2016	905 Asbury St.	35" White Oak	crown cleaned	Arbor Equity
2016	111George St.	42" Willow Oak	crown cleaned	Arbor Equity
2016	Corner of Asbury St. and Collingsworth St. in Park area.	49" Water Oak	crown cleaned	Arbor Equity
2016	Asbury St. and Collingsworth St. in new Park area.	34 " Water Oak	crown cleaned	Arbor Equity
2017				
2017	North side of Oxford Cemetery	48" Southern Red Oak	crown cleaned	N. American Tree
2017	South side of Oxford Cemetery near Collingsworth St.	37" Southern Red Oak	crown cleaned	N. American Tree
2017	904 Wesley St.	48" Water Oak	crown cleaned	N. American Tree
2017	George St. Park near Wesley St.	30 " Pecan	crown cleaned	N. American Tree
2017	1005 Asbury St.	47" Willow Oak	crown cleaned	N. American Tree
2017	201 Fletcher St.	31" Water Oak	crown cleaned	N. American Tree
2017	205 Fletcher St.	27" Water Oak	crown cleaned	N. American Tree
2017	205 Fletcher St.	31" Water Oak	crown cleaned	N. American Tree
2017	1112 Asbury St.	52" Post Oak	crown cleaned	N. American Tree

OXFORD LARGE TREE PRUNING (2016 -2021)

2017	1112 Asbury St.	38" White Oak	crown cleaned	N. American Tree
2017	112 George St.	24" Elm	crown cleaned	N. American Tree
2017	112 George St.	25" Elm	crown cleaned	N. American Tree
2017	Wesley St. at Old Church	28" Elm	crown cleaned	N. American Tree
2017	Corner Fletcher & Asbury St.	32" Post Oak	Crown cleaned	N. American Tree
2017	1015 Emory St	20" Water Oak	Raised crown	N. American Tree
2018				
2018	109 W. Bonnell St.	35" Pecan	Crown clean, deadwood Hangers	Arbor Equity
2018	1015 Emory St.	36" Water Oak	Crown clean, deadwood hangers	Arbor Equity
2018	201 Fletcher St.	27" Pecan	Crown clean, deadwood, Hangers. Raise traffic	Arbor Equity
2018	110 W. Clark St. City Hall	32" Water Oak	Crown clean, deadwood	Arbor Equity
2018	Pierce St. Allen Memorial Church	50" Water Oak	Crown clean, deadwood hangers	Arbor Equity
2018	Pierce St. Allen Memorial Church	39" Willow Oak	Crown clean, deadwood hangers	Arbor Equity
2018	Pierce St. Allen Memorial Church	36" Willow Oak	Crown clean, deadwood	Arbor Equity
2018	Pierce St. Allen Memorial Church	32" Water Oak	Crown clean, deadwood	Arbor Equity
2018	1302 Wesley St.	34" Water Oak	Crown clean, deadwood	Arbor Equity
2018	1408 Wesley St.	39" Willow Oak	Crown clean, deadwood, Raise traffic clearance	Arbor Equity
2018	217 W. Richardson St.	24" Post oak	Crown clean, deadwood, Raise traffic clearance	Arbor Equity
2018	217 W. Richardson St.	26" Post oak	Deadwood , Raise traffic clearance	Arbor Equity
2018	217 W. Richardson St.	24" Post Oak	Deadwood	Arbor Equity
2018	1414 Wesley St.	31" Post Oak	Deadwood	Arbor Equity
2018	209 William St.	30" Water Oak	Deadwood, hangers	Arbor Equity
2019				
2019	Corner of Williams St. and Wesley St.	29" Water Oak	Deadwood, mistletoe	Rayfield Tree Care Inc.

OXFORD LARGE TREE PRUNING (2016 -2021)

2019	1303 Asbury St.	38" Water Oak	Deadwood Mistletoe	Rayfield Tree Care Inc.
2019	SW corner of W. Soule St. and Wesley St.	26" water Oak	Deadwood Mistletoe	Rayfield Tree Care Inc.
2019	Across from 318 W. Clark St.	42" Water Oak	Deadwood mistletoe	Rayfield Tree Care Inc.
2019	City Hall	32" Water Oak	Deadwood Broken branches	Rayfield Tree Care Inc.
2019	W. Clark St across from City Hall	54" Willow Oak	Deadwood	Rayfield Tree Care Inc.
2019	W. Clark St. across from City Hall	43" Willow Oak	Deadwood	Rayfield Tree Care Inc.
2019	1311 Asbury St @ Richardson St.	42" Water Oak	Deadwood Mistletoe Lower sprouts	Rayfield Tree Care Inc.
2019	1311 Asbury St.	32" Water Oak	Deadwood Mistletoe Remove lower limb over yard	Rayfield Tree Care Inc.
2019	1311 Asbury St.	20" Water Oak`	Deadwood mistletoe	Rayfield Tree Care Inc.
2020				
2020	North side of Asbury Street Park	30" Pecan	Clean Deadwood and damaged branches	Arbor Equity
2020	206 Williams St.	20" Water Oak	Clean deadwood, mistletoe	Arbor Equity
2020	212 Collingsworth St.	50" Water Oak	Clean deadwood, damaged branches, mistletoe	Arbor Equity
2020	306 Collingsworth St.	30" Post Oak	Clean deadwood, damaged branches	Arbor Equity
2020	1223 Wesley St.	36" Water Oak	Clean deadwood, mistletoe mistletoe	Arbor Equity
2020	1223 Wesley St.	34" Water Oak	Clean deadwood, mistletoe	Arbor Equity
2020	206 West Soule St.	36" Water Oak	Clean deadwood, Mistletoe	Arbor Equity
2020	903 Asbury St	20" Elm	Clean deadwood, damaged branches	Arbor Equity
2020	903 Asbury St.	20" Elm	Clean deadwood, damaged branches	Arbor Equity
2020	1104 B Asbury St.	38" Water Oak	Clean deadwood, damage, mistletoe	Arbor Equity
2020	1106 Asbury St.	28" Water Oak	Clean deadwood, damage, mistletoe	Arbor Equity
2020	1106 Asbury St.	24" Water Oak	Clean deadwood, damage, mistletoe	Arbor Equity

OXFORD LARGE TREE PRUNING (2016 -2021)

2021	1006 Asbury St	50" S. Red Oak	Prune 2" and larger deadwood, Cut English Ivy on trunk and large scaffold limbs.	Arbor Equity
2021	NW corner of Fletcher St & Asbury St.	32" Sweet Gum	clean up storm damage, 2" and larger deadwood, and remove hanger in upper crown	Arbor Equity
2021	1301 Wesley St.	28" Post Oak	Remove epicormic stem branching, Prune deadwood 2" greater, remove limbs to allow growth of smaller White Oaks planted near tree.	Arbor Equity
2021	1301 Wesley St.	30" Post Oak	Remove epicormic stem branching, Prune deadwood 2" greater, remove limbs to allow growth of smaller White Oaks planted near tree.	Arbor Equity
2021	Across from 405 W. Soule St.	33" Willow Oak	Clean canopy, remove mistletoe	Arbor Equity

Oxford Structural Tree Pruning (younger trees) 2016 - 2021

YEAR	Location	DBH/Species	Type Pruning	
2016	Wesley St. From Old Church north	8" White Oak (Yarbrough Oak)	Structural prune, Raise crown	All Yarbrough Oaks along west side of Wesley St. (26 TOTAL) Arbor Equity
	Total 26 TREES			
2021				
2021	211 Fletcher St.	12" Willow Oak	Raise for clearance of vehicles/mowers, structural prune, remove or subordinate co-dominate leaders.	Arbor Equity
2021	211 Fletcher St.	6" Overcup Oak	Raise for clearance/ structural prune	Arbor Equity
2021	209 Fletcher St.	12" Nuttall Oak	Raise for clearance/structural prune Remove or subordinate co-dominate leaders	Arbor Equity
2021	209 Fletcher St.	16" Willow Oak	Raise for clearance, structural prune	Arbor Equity
2021	209 Fletcher St.	13" Overcup Oak	Raise for clearance, structural prune	Arbor Equity
2021	South side Fletcher St between Asbury & Emory St.	11" Northern Red Oak	Raise for clearance, structural prune	Arbor Equity
2021	South side Fletcher St. between Asbury & Emory St.	16" Northern Red Oak	Raise for clearance, structural prune	Arbor Equity
2021	South side Fletcher St. between Asbury & Emory St.	13" Northern Red Oak	Raise for clearance, structural prune	Arbor Equity
2021	North side Fletcher St. between Asbury & Emory St.	15" Northern Red Oak	Raise for clearance, structural prune	Arbor Equity
2021	North side Fletcher St. between Asbury & Emory St.	14" Northern Red Oak	Raise for clearance, structural prune	Arbor Equity
2021	North side Fletcher St. between Asbury & Emory St.	16" Northern Red Oak	Raise for clearance, structural prune	Arbor Equity

2021	North side Fletcher St. between Asbury & Emory St.	15" Northern Red Oak	Raise for clearance, structural prune	Arbor Equity
2021	Across from 201 Fletcher St.	8" White Oak	Raise for clearance, structural prune	Arbor Equity
2021	Across from 201 Fletcher St.	9" White Oak	Raise for clearance, structural prune	Arbor Equity
2021	Across from 201 Fletcher St.	10" Willow Oak	Raise for clearance, structural prune	Arbor Equity
2021	208 Fletcher St.	8" Overcup Oak	Clean up improper pruning cuts, Structural prune, clearance for streetlight.	Arbor Equity
2021	210 Fletcher St.	14" Nuttall Oak	Structural prune	Arbor Equity
2021	210 Fletcher St.	21" Water Oak	raise for clearance, structural prune	Arbor Equity
2021	1212 Asbury St.	13" White Oak	Structural prune, subordinate co-dominate leader, raise for mower clearance.	Arbor Equity

2016 -2021 (6 years) TOTAL 45 trees structural /raise canopy

MISSION

Oxford's Trees Parks and Recreation Board strives to enhance and maintain the trees and vegetation on City owned property while providing spaces for enjoying healthy outdoor recreation, and outdoor gathering spaces for residents, and to conserve our natural, cultural, and historical resources.

VISION

Oxford will remain a community which values, respects, and preserves the natural environment, including our majestic trees within the City limits of Oxford for all to enjoy.

PURPOSE

- Maintain trees within the City limits in a healthy and nonhazardous condition through professionally accepted arboricultural practices in consultation with the City Arborist.
- Establish and revise as necessary standards for planting and maintaining trees in order to improve the economic base of the City by improving property values, to enhance the visual quality of the City and its neighborhoods, and to improve public health by reducing air pollution and the incidence of flooding.
- Establish and maintain the maximum amount of tree cover on public and private lands within the boundaries of the City.
- Advocate for a “no net loss” of trees policy within the boundaries of the City. Advocate for policies in the City that support the continued enjoyment of the benefits provided by the forests.
- Assist the City Arborist in establishing and maintaining a record of historic trees, specimen trees, and other environmentally significant trees within the boundaries of the City.
- Adhere to the Tree City Guidelines to continue to maintain the Tree City designation for Oxford.
- Encourage and support community involvement through the National Arbor Day celebration and other community events.
- Provide mentoring and encouragement for private property owners to maintain and enhance the native flora on their property.
- Provide and maintain trails and parks for limited recreational activities.