



Agenda, December 8, 2020

**Trees, Parks and Recreation Board**

- I. Call to Order
- II. Roll Call and introduction of guests
- III. Approval of Agenda for August 11, 2020
- IV. Approval of Minutes from October 13, 2020 and November 10, 2020
  
- V. Status of Work Plan, 2020, Beryl Budd- interspersed in other items
  
- VI. Mission Statement and Vision Statement – Theresa Eady
  
- VII. Maintenance concerns:
  1. Bench at Mitchell Street Park
  2. George Street Park – (Split-rail fencing bids)
  
- VIII. Pruning issues – tree selection; prioritized list – Beryl Budd
  - Status of bid requests
  - Include ivy-laden trees
  
- IX. Budget Review
  - Monies spent from July 1, 2020 to date
  - Allocation of funds allotted
  
- X. Status of Tree City Application
  
- XI. Arbor Day, 2021
  
- XII. Mr. Budd’s recommendation to Council regarding replacing the Ginkgo trees in Asbury Street Park
  
- XIII. Meeting date preferences for 2021
  
- XIV. Concerns and Announcements
  
- XV. Adjournment

Next Meeting – October 13, 2020

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

Minutes of Meeting October 13, 2020

Community Room, Oxford City Hall (Via Video Conference)

At 5:08 PM, Chairman Ready called the meeting to order.

## Attendance

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

Laura Gafnea, Director of Community Relations, Oxford College

Laura McCanless, City Councilmember

Matthew Pepper, City Manager

Absent – Members: Mike McQuaide and Linda Allen were absent.

Jody Reid, Utility Superintendent

Seth Hawkins, GFC Community Forester

Beryl Budd, City Arborist

**Agenda for Meeting:** Upon motion of Ms. Eady, seconded by Mr. Rogers, the agenda for the October 13, 2020 meeting was adopted. The vote was 5-0.

**Minutes of Meeting held August 11, 2020:** Upon motion of Mr. Rogers, seconded by Ms. Eady, the minutes for the meeting held on August 11, 2020 were adopted. The vote was 5-0.

**Status of Work Plan, 2020, Beryl Budd:** Mr. Budd was unable to attend the meeting. The Board will continue the discussion on the 2020 Work Plan at the next meeting.

## Reports and Updates:

1. Mitchell Street Park – The Board discussed the installation of a bench in Mitchell Street Park. Mr. Pepper will join Ms. Ready for a site visit to Mitchell Street Park to determine a location for the bench. The Board reached a consensus to purchase a bench like those found in Asbury Street Park.
2. George Street Park (Split Rail Fencing) – The Board discussed the replacement of the existing split rail fence at George Street Park. Mr. Pepper explained that the city has had difficulty finding a contractor that met the city's insurance requirements. He reassured the Board that they will continue contacting other fence contractors. In addition, the Board discussed how trash has been left in and around the gazebo. Mr. Pepper will ask the Public Works team to clean up the trash and notify the Police Department to patrol the area. In addition, he will share the concerns with Ms. Gafnea so she can inform the students.
3. Emory Street Survivors – The Board did not discuss any items related to the existing trees on Emory Street from the city's water main upgrade project in 2014.
4. Asbury Street Park Little Library – Ms. Ready shared that the Little Library has been highly successful. In addition, she asked that the Board help Ms. Barbara Cole manage the volume of books stored at the library.

5. Whatcoat Street (Cherry Trees) – The Board discussed possibly replacing the cherry trees the city recently removed. They expressed concern about replanting along Whatcoat Street without knowing the city’s plans to develop that corridor. The Board will consider other locations for planting as they learn more of the city’s plans for Whatcoat Street. In addition, the Board discussed the importance of working on their master plan for tree planting as well as updating the tree inventory with help from the Forestry Commission.
6. Arbor Day Donation – Ms. Ready reminded the Board that they will make a \$50 donation to the Arbor Day Foundation.

**Pruning Issues:** Mr. Budd will continue to update the city’s pruning list for the FY2021 Budget. The Board will review the list at their next meeting.

**Moore Street Sidewalk Project:** Mr. Pepper reported to the Board that a fiber company removed a section of the sidewalk to access their line. In the coming weeks, the fiber company will replace the section of sidewalk.

**Budget/Inventory:** Ms. Ready shared with the Board a proposed budget for the goals that they would like to accomplish in FY2021. The proposed budget included funds for tree planting, structural pruning, crown pruning, arborist fees, and other items. The Board will continue the discussion at their next meeting.

**Tree City/Growth Award Report:** Ms. Ready shared with the Board the criteria to earn the Tree City USA Growth Award presented by the Arbor Day Foundation. She asked the Board to consider items that she could include in the application for next year’s award. The Board will share ideas with Ms. Ready before the next meeting.

**Concerns and Announcements:**

- Ms. Ready recommended that the Board have a called meeting at 5 PM on Tuesday, November 10<sup>th</sup> to discuss their mission statement and goals, meeting schedule, tree pruning plans, Arbor Day, and the Tree City Growth Award.
- Ms. Eady recommended that the Board begin meeting every month starting in January 2021. She expressed that the Board has several important goals to accomplish and meeting each month will ensure that they are on track. The Board agreed. Mr. Pepper requested that the meeting be held on a different day of the week than Tuesday. Before the end of the year, the individual Board members will share their availability with Mr. Pepper. They will finalize the new date before the end of the year.
- Ms. McCanless expressed a concern with English ivy growing around one of the large oak trees planted near city hall. The Board discussed how to properly remove invasive species.
- The Board discussed their level of involvement with Asbury Street Park. They decided that the Board would take a hands-on approach to managing the plantings and other items related to the park. They recommended that the Ginkgo trees that were planted in the park be replaced with a native species of tree. The Board expressed the desire that the park contain all native trees and shrubs. The Board will request that Mr. Budd recommend a native variety for a replacement tree. In addition, the Board will request that Mr. Budd write a recommendation that the Board will share with the City Council.

**Adjournment:** Upon motion of Mr. McQuaide, seconded by Ms. Eady, the Board voted to adjourn the meeting at 5:53 PM. The vote was approved 4-0.

Next meeting will be November 10, 2020.

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

Minutes of Special Called Meeting **November 10, 2020**

Community Room, Oxford City Hall (Via Video Conference)

**Call to Order:** At 5:03 PM, Chairman Ready called the meeting to order.

## **Attendance**

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

Beryl Budd, City Arborist

Laura McCanless, City Councilmember

Matthew Pepper, City Manager

Jody Reid, Utility Superintendent

Absent – Members: Linda Allen was absent.

Seth Hawkins, GFC Community Forester

**Writing our Vision, Values and Mission Statement:** The Board discussed crafting the mission statement using Sec. 38-36. “Duties and responsibilities” of the city’s Code of Ordinances as a basis. In addition, they discussed focusing the mission and values statements on the three separate words that make up the Board’s name: trees, parks, and recreation.

**Trees:** The Board agreed that a major part of its responsibilities are focused on the establishment, maintenance, management, protection, removal, replacement on all street rights-of-way, parks, and other public properties. In addition, the Board discussed its role in public education of proper tree care and establishment.

**Parks:** The Board discussed its role in the management of city’s parks. They discussed gathering input from the city on what it (the city) expects from the Board moving forward with respect to the city’s parks.

**Recreation:** The Board discussed its role in the management and support of the city’s trail system.

Before the next meeting, the Board will complete the following assignments:

- Ms. Eady will prepare a draft copy of the mission statement. Prior to the next meeting, Ms. Eady will share the draft with the Board. The Board will review it at the next meeting.
- Mr. McQuaide will send the Board the mission and vision statements prepared by the city’s new Sustainability Committee. The Sustainability Committee’s mission statement document can serve as a template for the Board’s mission statement document.

**Vacancy on Board – Replacement:** The Board discussed the existing vacancy. The Board members will discuss their nomination at the next meeting. The Board will also discuss its revised meeting schedule on at the December 8<sup>th</sup> meeting.

**Adjournment:** At 5:39 PM, Chairman Ready adjourned the meeting.

Next meeting will be December 8, 2020.