

# TREES, PARKS AND RECREATION BOARD

## AGENDA

**May 18, 2021 – 5 PM (Via Teleconference)**

### **Meeting Access Information:**

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 940 9386 2622

Passcode: 715392

1. **Opening** – Cheryl Ready, Chair
2. **\*Minutes** – We have attached the minutes for April 20, 2021.
3. **City Tree Inventory** – The Board will continue discussions on the project to update the city's tree inventory.
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. **\*Tree City of the World** – Ms. Ready will discuss with the Board the criteria for earning the Tree City of World designation awarded by the Arbor Day Foundation. We have attached a copy of the application checklist.
7. **Other Business**
8. **Adjournment**

### **\* Attachments**

# OXFORD TREES, PARKS AND RECREATION BOARD

Minutes – April 20, 2021

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

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

**GUESTS:** Laura Gafnea, Director of Community Relations, Oxford College.

**OPENING:** At 5:05 PM, Ms. Ready called the meeting to order and welcomed the guests.

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

Upon motion of Ms. Eady, seconded by Mr. Wright, the agenda for the April 20, 2021 meeting was adopted. The vote was 5-0.

**CITY TREE INVENTORY:** The Board discussed their goal to update the city's tree inventory list. The Board completed the latest update to the inventory approximately ten years ago. In the recent past, the Board considered using an intern from the University of Georgia (UGA) to help with the project. The Board also explored the option of using an intern from Oxford College. Consequently, Ms. Gafnea contacted staff at Oxford College to discuss the possibility of an internship opportunity with the Board. She reported that the city's Sustainability Committee is planning to work with an intern this summer. The intern would be working remotely. She asked whether the Sustainability Committee's intern would also be expected to work on the tree inventory. In response, Mr. McQuaide recommended that Ms. Gafnea talk with Melissa Hage (the Sustainability Committee Chair) about the intern's commitments to the Sustainability Committee. In addition, Mr. Budd stated that updating the tree inventory must be completed in person.

The Board requested that Ms. Gafnea research the expected cost to support a summer intern to complete the tree inventory. Ms. Gafnea stated that she will follow up with the Board once she has that information. Mr. Budd stated that he will also contact Seth Hawkins to determine if UGA is still able to provide an intern to help with the tree inventory.

**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. During the discussion, the Board reviewed the homeowner list provided by Mr. Pepper. In addition, Ms. Ready recommended that the Board identify lots where planting trees would be the most helpful before contacting individual property owners. Ms. Eady asked whether the city could plant dogwood trees (or similar-sized trees) in the Emory Street right-of-way and then backfill with larger trees on private property. Mr. Budd responded that most Georgia growers do not grow dogwoods, which make them difficult to obtain. In addition, it is important to keep lawn maintenance equipment away from dogwoods to help them survive.

Ms. Ready requested that Mr. Pepper contact the Georgia Department of Transportation to inquire if the Board needs additional approval to replace the existing trees that were planted when the city completed the water main project. Ms. Eady recommended that the Board identify which trees need to be replaced and what locations are ideal for new plantings.

**ARBOR DAY FOUNDATION GROWTH AWARD:** Ms. Ready will send the Board the criteria for the Arbor Day Foundation Growth Award. She requested that Board members begin brainstorming ideas on potential submittals for the award.

**NATIVE PLANTINGS LIST:** The Board discussed options on where to post the city's native plantings list. The Board requested that Mr. Pepper post a copy of the native plantings list on the city's website under the Parks and Recreation Department.

**REGISTRATION NOTICE BOX AT ASBURY STREET PARK:** The Board discussed where to install a registration notice box at the Pavilion at Asbury Street Park. Mr. Pepper reported that staff considered two sizes for the box: small (23.5" W x 7.25" D x 30" H) and large (40" W x 5.5" D x 30.25" H). The Board expressed concern with installing it near the plaque inside the pavilion. Ms. Ready recommended that Mr. Pepper measure the space between the bathroom and storage closet doors in the pavilion. In addition, the Board also noted that staff might consider a free-standing registration box that could be installed near the existing little library. Ms. Eady, Mr. Reid, and Mr. Pepper will visit the park to take the measurements and discuss placement options. They will return to the Board with their recommendations.

**GUIDELINES FOR DONATIONS FOR CITY PARKS AND TRAILS:** Mr. Pepper presented the Board with a draft copy of guidelines for allowing individuals to adopt a bench in Asbury Street Park. During the review of the guidelines, the Board recommended that the program extend to all benches in city parks and trails, not exclusively Asbury Street Park. The Board agreed that the draft guidelines should be presented to the Mayor and City Council for their approval.

*Upon motion of Ms. Eady, seconded by Mr. Rogers, the Board approved the guidelines for adopting a bench to be sent to the Mayor and City Council for their review. The vote was 5-0.*

**FY2021 PRUNING PROJECT:** Mr. Budd reported to the Board that Arbor Equity will complete the remaining pruning work this week. In addition, he will talk with them about the poor pruning work completed on the giant southern red oak located on the property adjacent to city hall. He will report to the Board once the pruning work is completed for this fiscal year.

In addition, Ms. Ready requested that Mr. Budd share with the Board the pruning inventory list.

**MEMBERSHIP:** The Board discussed filling the existing vacancy. Mr. Rogers mentioned that he may know of someone who would be interested in serving on the Board. Ms. Ready recommended that Mr. Rogers invite his contact to the next Board meeting.

**OTHER BUSINESS:**

- 2<sup>nd</sup> Little Library at Asbury Street Park – At the April 19<sup>th</sup> City Council Meeting, the Mayor and City Council discussed installing a second Little Library at the Pavilion at Asbury Street Park. The Mayor and City Council requested that the Board recommend a location for the second library. The current recommendation is to install it near, but not next to the existing little library that is located on the east side of the pavilion. Ms. Eady, Mr. Reid, and Mr. Pepper will visit the site to confirm that there is space to install it next to the existing little library.
- May Report to the Mayor and City Council – Once a month, each appointed body provides the Mayor and City Council a brief report on their most recent projects. Ms. Ready will be unable to attend the May 17<sup>th</sup> Council Meeting. As Vice-Chair, Mr. Rogers agreed to provide the brief report.
- July Meeting – Ms. Ready will be unable to attend the Board's July meeting. Mr. Rogers agreed to conduct the meeting.

**ADJOURNMENT:** Mr. Ready adjourned the meeting at 5:53 PM.

Submitted by:

Theresa Eady, Secretary



## APPLICATION CHECKLIST

TREE CITIES OF THE WORLD™ is an annual international recognition programme celebrating cities and towns committed to planting, maintaining, and celebrating urban trees and forests. This checklist is designed for you to collect the information and documentation required to apply for recognition, it is not an application for recognition. Applications will be submitted online at [TreeCitiesoftheWorld.org](http://TreeCitiesoftheWorld.org) and the application deadline each year is December 31.

### CITY INFORMATION

**Content to include on application:** To apply for recognition as a Tree City, you will be asked to provide some basic information about your city:

- City name and country
- Current population
- Applicant contact information

*Type of Local Government (check one)*

- |                                  |                                    |                                       |
|----------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> City    | <input type="checkbox"/> Town/ship | <input type="checkbox"/> Municipality |
| <input type="checkbox"/> Village | <input type="checkbox"/> Borough   | <input type="checkbox"/> Other        |

### STANDARD 1: RESPONSIBILITY FOR CITY TREES

For the city tree canopy to meet local goals for sustainability and resilience, there must be a person, a department, or a group of citizens — often called a Tree Board — with the responsibility for tree planting, care, and planning. The application will ask you to identify who is responsible for city trees:

Our city has a (*check any that apply*):  City Tree Manager  Department/Office  Tree Board

**Content to include on application:** Names, qualifications, and contact information for responsible parties; schedule for tree board or department meetings; key issues addressed during the year.

### STANDARD 2: CITY TREE POLICIES

Rules for tree planting, care, and removal that are accessible to city staff and residents set the stage for quality tree coverage, on city owned lands or private property. The application will ask you to describe the laws or policies that govern the care of city trees:

- Our city has a law or an official policy that governs the management of forests and trees. These rules describe how tree planting, tree care, and tree removal work will be performed by city staff, contractors, or residents.

**Content to include on application:** Links to current laws or policies for tree care.

## STANDARD 3: TREE AND FOREST ASSESSMENTS

To devise an effective plan for managing city trees and forests, it is essential to understand the tree and forest resource. Applicants will have access to a recent inventory, survey, or canopy assessment and the summary data and report detailing the extent, character, and condition of trees and forests. The application will ask for at least one of the following and the method used to calculate it:

- Count/number of street trees (within 5 years)
- Count/number of park trees (within 5 years)
- Percent tree canopy coverage (within 10 years)

### *Methods Used for Counts (check all that apply)*

- Complete census
- i-Tree Canopy
- Sample inventory
- Hi-res canopy study

**✓ Content to include on application:** Links to current assessment and inventory reports. For inventories, list year completed, number of public trees, tree diversity chart, tree size chart, and if sample or complete census. For canopy assessments list year of assessment, canopy extent, percent coverage, and how estimate was derived.

## STANDARD 4: ANNUAL BUDGET

Management of the urban forest depends on budgeted funding and donated resources that are allocated each year for tree planting, care, and other management activities. The application will ask for documentation of:

- City budget for tree planting, maintenance, and removal

**✓ Content to include on application:** Numbers of trees planted, maintained, and removed during the year, with associated staff time, purchases, and in-kind contributions.

## STANDARD 5: CELEBRATING ACHIEVEMENTS

Celebrations of trees — and the city staff and volunteers who work to keep them healthy — are central to communicating the importance of trees to the public. How did your community celebrate city trees and forests during the year? For dates when different countries celebrate trees and tree planting, see [arborday.org/celebrate/world-dates](http://arborday.org/celebrate/world-dates).

- Our city held one or more public events celebrating city trees and the workers who plant and maintain them.

**✓ Content to include on application:** Name and date of event(s); programme of activities and/or city proclamation; estimate(s) of attendance; media coverage and photos.

## CERTIFICATION

**✓ Content to include on application:** The application for recognition through Tree Cities of the World™ requires an official digital signature from the appropriate chief executive (e.g. mayor, city administrator).

For more information, go to [TreeCitiesoftheWorld.org](http://TreeCitiesoftheWorld.org)

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