

**City of Oxford Tree Board  
Meeting Minutes  
May 5<sup>th</sup>, 2022**

**Opening**

Be it known that the City of Oxford Tree Board did meet in regular session on Thursday, May 5, 2022 at 11:00am by phone/video conference with the following present:

**Tree Board:**

Cowan Hunter, Co-Chairman  
Hume Bryant, Co-Chairman  
Ed Croom  
Mary Hartwell Howorth  
Bill Freeman

**Representatives of the City of Oxford:**

Greg Pinion, Building and Grounds Superintendent  
Megan Baker, Building Administrator

**Call to Order**

The meeting was called to order at 11:00 A.M.

**Approval of the Agenda**

Commissioner Cowan Hunter noted that the agenda would be followed with the exception of Special Projects Director, Mark Levy, speaking first. Cowan moved to approve the agenda. Commissioner Bill Freeman seconded the motion. All commissioners voted aye; the motion passed.

**Approval of Minutes**

Commissioner Cowan Hunter moved to approve the April 2022 Minutes. Commissioner Mary Hartwell Howorth seconded the motion. All commissioners voted aye; the motion passed.

## **Departmental Issues and Reports**

### **1. Engineering/Special Projects**

#### *a. Special Projects*

Mark Levy referenced documents previously passed out to commissioners to discuss the ongoing cemetery project. Cowan stated that he and commissioner Ed Croom went to Cemetery Creek to observe. Cowan states that he would like to have room on site to do another phase in the future in case there were things that needed to be added. Cowan also expressed his concern over white oaks' maturity rate. Cowan asked commissioners to take Mark's drawing home and look over it and get back to Mark with concerns on the cemetery project.

Mark Levy stated that the projected date for the completion of the City Hall pocket park is September 17, 2022.

Mark Levy updated on the collaboration with Oxford Park Commission on the Splash Pad. Funds have been raised to complete the project and the location that was decided upon was next to the City Skate Park. In order to complete this project, the removal of several large trees will be necessary. Cowan suggested making a plan to go on site of the projected Splash Pad with fellow commissioners and discuss it further at a later date.

\*Revised 6/23/22 – At the June 9<sup>th</sup> Meeting, Commissioners noted that when the Tree Board was informed about the plans for the Splash Pad, they felt concerned about the late notice of this project. Cowan noted that he spoke with Bart Robinson, Chief Operating Officer, regarding the notification process of projects.

### **2. Buildings and Grounds**

#### *a. Assistance to property owners, hazard trees, etc. and tree maintenance update*

Greg Pinion discussed the holly tree that was removed from City Hall and re planted at the community garden. He stated it was being maintained and doing well. Overall, he stated everything is in good shape as far as planting and maintenance.

#### *b. Updates for Tyler & 10<sup>th</sup>, FY23 budget items, etc.*

Greg stated that he met with Mitch Warren on Tyler and 10<sup>th</sup> street to observe tree previously discussed. The tree is budding out and no longer has any deadwood. He stated it would be observed year by year and updated accordingly.

Greg discussed budget items and which accounts certain items come from. In addition, Greg would like to discuss landscape in detail on Old Taylor Road in the future. Cowan mentioned going on site and discussing certain items in an outdoor setting.

### **3. Planning**

Cowan stated he would get with City planner, Ben Requet, to get an update but has not heard of any particular item that needed discussed from this department.

#### **Business**

##### *a. Update on Green Grove Arborist project*

Cowan stated that Matt Neilson was planning to continue work on the Green Grove Arborist project this summer. Cowan stated that Matt's plan involved taking city leaders on tour and discussing the positives and negatives of different sites. Matt stated to Cowan that all department head meetings went well and everyone had very helpful and different opinions.

##### *b. MFC Grant*

Cowan stated that he would like to City to be able to participate in this program. However, the deadline for eligibility is August and we have no project in mind at this point. Cowan stated that anyone with an idea let him know so that he can get it submitted before the deadline.

##### *c. FY23 Initial planning*

Cowan stated that there are already several things in mind including Old Taylor Road, etc. but the board will be looking at this in more detail in the next meeting.

##### *d. Potential field trip*

Cowan suggested having some official and non-official meetings in an outdoor setting. He stated he will be getting a list together of particular sites or areas that would be of interest to the board.

#### **Adjourn**

Cowan Hunter made a motion to adjourn. Bill Freeman seconded the motion. All members voted aye; the motion passed.

The meeting was adjourned at 12:00 pm.

