

1350 Baldwin Avenue  
Post Office Box 685  
DeFuniak Springs, FL 32435



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**CITY BEAUTIFICATION AND TREE BOARD  
REGULAR MEETING AGENDA  
1350 BALDWIN AVENUE, CITY HALL  
THURSDAY, NOVEMBER 6, 2025  
5:00 PM**

- 1. CALL TO ORDER**
  - A. Invocation
  - B. Pledge of Allegiance
- 2. APPROVAL OF MINUTES**
  - A. July 17, 2025
- 3. REGULAR AGENDA**
  - A. Century Link Tower - Kim Wennerberg
  - B. Chipley Park Master Plan - Update Draft
  - C. Knee Wall - Update
  - D. Designated Tree Beautification fund, where businesses and individuals can donate towards Projects - Update
  - E. Ironwork/sign located at the Tesla intersection - Size and Materials - Update
  - F. Rotary Club Grant - Update
- 4. REQUEST TO BE ON THE AGENDA**
  - A. Tree Donation – Other than a city park
  - B. Urban Orchard Signage
- 5. COMMITTEE PRIORITY LIST**
  - A. Item
- 6. CITIZEN COMMENTS**
- 7. ADJOURNMENT**

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities may contact the City Clerk at [cityclerk@defuniaksprings.net](mailto:cityclerk@defuniaksprings.net) or 850-892-8500 ext. 1103.

**DeFuniak Springs  
City Beautification and Tree Board  
Meeting Minutes  
Council Chambers  
July 17, 2025**

**1. Call to Order**

Vice Chair Sommer Adams called the meeting to order at 5:00 PM.

Present: Kim Wennerberg, Sommer Adams, Mike Goodchild, Evan Anderson, and Janet Evans.

Absent:

Also, present was Sumie Gabbard Executive Assistant.

**2. APPROVAL OF MINUTES**

**A. April 3, 2025**

**A motion was made to approve the minutes of April 3, 2025 by Mr. Goodchild and seconded by Mr. Anderson; the motion passed without objection.**

**3. OLD BUSINESS**

**A. Mural, Knee wall on HWY 90 – Update**

Mr. Townsend stated that he apologizes but has not been able to follow up with staff regarding this item. The board agreed to bring it back at the next meeting.

**B. 2026 Budget Follow up/Update**

Mrs. Wenneberg asked Mr. Townsend where the city currently stands in the budget process.

Mr. Townsend stated that another budget workshop is scheduled for July 31st.

He mentioned that he will see what the Council wants to do for the upcoming year, and that a formal proposed budget will be presented soon.

The Board could not recall whether any official decision had been made regarding the budget.

Mr. Townsend explained how the Cemetery Board developed their master plan.

He also provided an update on various city parks and shared information about current happenings within the city.

### **C. Dog Park - Update**

Mrs. Wennerberg asked about the current estimated cost of the dog park.

Mr. Townsend stated that it looks like the project will cost approximately \$50,000. He also stated that he will recommend adding the dog park to the Capital Improvement Plan (CIP).

**A motion was made to put the dog park on to the CIP by Mr. Anderson and seconded by Mrs. Adams; the motion passed without objection.**

### **D. Designated Tree Beautification fund where businesses and individuals can donate towards projects – Update**

Mrs. Wennerberg gave a presentation on the Designated Tree Beautification Fund, explaining that businesses and individuals can donate toward related projects.

Mr. Townsend stated that a specific line item can be created from a finance perspective. He also noted that detailed specifications would need to be developed for the program.

Mr. Anderson asked whether requesting the line item is time-sensitive.

Mr. Townsend responded that the Board can choose to include it in the upcoming budget.

**A motion was made to recommend the city council to establish a \$5,000 donation revenue line item for the Tree Board by Mr. Anderson and seconded by Mrs. Adams; the motion passed without objection.**

Mr. Townsend stated that we need to create a donation policy and parameters.

### **E. Ironwork/sign located at the Tesla intersection - Size and Materials – Update**

Mrs. Wennerberg gave a presentation on the ironwork/sign located at the Tesla intersection, including details on size and materials.

Mr. Townsend stated that the city's welder can complete the ironwork, but he is currently looking for a brick mason company.

He also noted that the dimensions of the project are still needed.

The Board provided the project dimensions to Mr. Townsend.

### **F. Rotary Club Grant – Update**

Mrs. Adams presented an update on the Rotary Club grant.

She stated that they wanted to spend some of the grant funding on trees.

Mr. Townsend stated that we may not want to set permanent parameters for the donation policy, as it's important to maintain flexibility.

Mrs. Adams also stated that they wanted to help with the project that was done in the downtown area.

### **G. Removal of the Cedar Tree on Main Street and Baldwin**

Mrs. Wennerberg presented on the removal of the cedar tree located at Main Street and Baldwin.

Mr. Townsend stated that DEPA planted the tree a couple of years ago.

Mr. Goodchild stated that Robert Nelson wanted to cut the tree down.

Mrs. Wennerberg stated that something impactful should be done in that location.

Mr. Townsend stated that a decision needs to be made about what they want to do in that area.

He also noted that there is a stormwater issue in that area.

### **H. Berries and Blooms for Chipley Park – Update**

Mrs. Adams stated that she does not have an update at this point.

## **4. NEW BUSINESS**

### **A. Proposal to use the Natural Armor weed killer**

Mrs. Wennerberg stated that she would like the city to move toward using more natural methods.

She noted that a number of cities have stopped using glyphosate-based weed killers.

Mrs. Adams stated that we should try using more weed fabric as an alternative.

Mr. Anderson stated that the city should always use the least impactful chemicals, unless a weed is proven to be non-responsive to less aggressive treatments.

Mr. Townsend stated that whatever approach is taken, it will require Council support. He also noted that the city has been spraying areas along Highway 321 and 90.

Mrs. Adams asked if the city could reach out to other municipalities to see how they are handling similar issues.

Mr. Townsend stated that this might be a situation where spraying occurs in specific areas, while other areas

## **B. Right-of-way planting**

Mrs. Wennerberg presented on right-of-way planting.

Mrs. Wennerberg stated that she reached out to a resident who was told they couldn't plant a specific plant on the right-of-way.

Mrs. Wennerberg wanted to ask what the board thinks about this.

Mrs. Adams asked who told the resident who could do the planting.

Mrs. Wennerberg stated it was staff.

Kirk Mcnew from Defuniak Springs stated that he requested to put in a tree and was denied.

Mr. Mcnew stated that the neighbor got approved.

Mr. Townsend stated that he can meet with the citizen and see what the problem is.

Mrs. Wennerberg asked for a special meeting to discuss the Veterans Memorial.

Mr. Goodchild stated that it was briefly touched on at the last meeting when the mayor came to present on it.

Mr. Townsend asked if she wants the board to provide formal feedback to the council.

Mr. Townsend stated that if that is the case, they should have a meeting.

Mr. Townsend stated that moving forward, there will be an addition and election section for the Tree Board agenda.

Mrs. Adams stated that she can meet at 4:30 on Tuesday.

Mr. Goodchild stated that he can make it.

Mr. Townsend stated that anything the board wishes to discuss needs to be on the agenda.

## **5. CITIZEN COMMENTS**

Kyles Tebbs, a representative of the Council on Aging, stated that they have been in DeFuniak since 1967.

Mr. Tebbs mentioned that they receive a budget from the federal government.

He also stated that they serve the senior citizens in Walton County.

Mr. Tebbs stated that he wants to do something that the community loves.

He expressed that they would like to have a mural dedicated to the senior citizens.

Mrs. Wennerberg thanked Mr. Tebbs for coming to the board.

Mr. Tebbs will work on coming back for the next agenda.

Mrs. Wennerberg state that she support Mr. Tebbs wanted to make a mural.

Mr. Townsend stated that he wanted to come to the board for approval.

Mr. Townsend stated that if they approve it, he will bring it to the council.

## **6.ADJOURNMENT**

The meeting adjourned at 6:20 PM.

Approved:

\_\_\_\_\_  
Kim Wennerberg, Chair

ATTEST:

\_\_\_\_\_  
Minutes taken by Rafael Ali, City Clerk  
*Proper notice having been duly given*



# CITY BEAUTIFICATION AND TREE BOARD

Agenda Item Form



Meeting Date: November 6, 2025

Department: Administration

**Presenter:**  
Sumie Nielson Gabbard, Executive Assistant

**Request Type:** Action Item

**Does this item require legal review?**

**Time Required for Request:**

**Agenda Item Title:**  
Knee Wall - Update

**Attachment(s):**  
1. knee wall 1  
2. knee wall 2  
3. knee wall 3

**Brief Summary:**

**Action Requested:**

**Issue Overview:**  
Background Information & Issue Summary:

**Financial Impacts:**

**Staff Recommendations/Comments:**



MAIN STREET  
FITNESS

DeF...

PERRY & YOUNG  
THE LUXURY FIRM  
(850) 215-7777  
Panama City - Destin

com







# Beautification and Tree Board Agenda Form

Meeting Date: 11/6/2025  
Department: Community Development  
Public Hearing:  Yes  No

For Clerk's Use Only  
AGENDA ITEM #

	X	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

Presenter: Christopher Strawn

Request Type:  Informational  Discussion  Action Item

Does this item require legal review?  Yes  No City Attorney E-Mail attached?  Yes  No

Time Required for Request: 5 Minutes

Agenda Item Title:

Subject:

Tree Donation – Other than a city park

Attachment(s):

Location of Tree Donation and Application

Brief Summary:

Request to plant three Live Oak trees (*Quercus virginiana*) in the City's right-of-way along Crescent Drive, next to 273 East Live Oak Avenue.

Action Requested:

The Beautification and Tree Board's recommendation.

Issue Overview:

Background Information & Issue Summary:

Henry Dwight Burke is requesting to plant three Live Oak trees (*Quercus virginiana*) in the City's right-of-way along Crescent Drive, next to 273 East Live Oak Avenue. Mr. Burke proposes placing the trees in the strip between the sidewalk and the roadway, which is approximately five feet wide.

The City requests the Beautification and Tree Board's recommendation on whether this species is suitable for planting in this location, taking into consideration the mature size of the trees and any potential damage that could arise to the sidewalk or roadway. If the board does not recommend Live Oaks, the City would appreciate suggestions for alternative species that would be appropriate.

Financial Impacts:

None

Staff Recommendations/Comments:

Recommendation of the Beautification and Tree Board





# City of DeFuniak Springs Tree Donation Application

## 1. Donor Information

Name: H. Dwight Burke  
Address: 273 East Live Oak Avenue, DeFuniak Springs, FL 32435  
Phone: 850-259-5290 Email: dbdefuniak@yahoo.com  
Date: 10/22/2025

## 2. Tree Selection

Select tree type from approved list (Canopy or Understory Trees). Tree Species (Common Name): Live Oak  
Scientific Name: Quercus Virginiana

## 3. Park Location Preferences

- |  |  |
|--|--|
| <input type="checkbox"/> Chipley Park (Circle Dr.)                       | <input type="checkbox"/> DeFuniak Springs Sports Complex (956 Gene Hurley Rd.) |
| <input type="checkbox"/> Florence Park (S. 11th St.)                     | <input type="checkbox"/> Harbeson Field (357 N. 9th St.)                       |
| <input type="checkbox"/> Henry Park (1162 Circle Dr.)                    | <input type="checkbox"/> Lake Stanley Park (271 Shoemaker Dr.)                 |
| <input type="checkbox"/> Pat Covell Park #1 (S. 23rd St. & Sheldon Ave.) | <input type="checkbox"/> Pat Covell Park #2 (400 Vann Ave.)                    |
| <input type="checkbox"/> Plateau & Clay (88 Plateau Ave.)                | <input type="checkbox"/> Wayside Park (Hwy 90 & Hwy 331 S)                     |
- Other City location (requires City Council approval) Location: Crescent Drive between the east side of 273 East Live Oak Avenue and the roadway

## 4. Dedication Marker (Optional)

At the donor's request and expense, a granite marker may be installed.

In Memory of \_\_\_\_\_

In Honor of \_\_\_\_\_

Year Planted: \_\_\_\_\_

## 5. Donor Acknowledgment

By signing below, the donor acknowledges and agrees that the City will make reasonable efforts to maintain the donated tree(s) but is not obligated to replace trees lost due to vandalism, weather, disease, or other causes. The City Clerk's Office maintains a registry of all donated trees and markers.

Signature: 

Date: 11/03/2025



# CITY BEAUTIFICATION AND TREE BOARD

## Agenda Item Form



Meeting Date: November 6, 2025

Department: Administration

**Presenter:**

**Request Type:** Action Item

**Does this item require legal review?** no

**Time Required for Request:** 5

**Agenda Item Title:**  
Urban Orchard Signage

**Attachment(s):**  
1.  Caution\_ FILE ATTACHED  Re\_  Caution\_ FILE ATTACHED  Re\_ 3x5ft Urban Orchard sign quote - adminassist@defuniaksprings.net

**Brief Summary:**  
UF/IFAS has agreed to cover the costs of the permanent educational signage at Pat Covell Park ONE.

**Action Requested:**  
Upon approval, City staff will coordinate with UF/IFAS to finalize the design, educational content, and placement, ensuring the sign aligns with City signage standards and complements the park's aesthetic.

**Issue Overview:**  
**Background Information & Issue Summary:**  
The City of DeFuniak Springs, in partnership with the UF/IFAS Extension Office and the Florida Forest Service, continues to expand the Urban Orchard Project, promoting sustainability, community education, and environmental stewardship.  
  
As part of this ongoing collaboration, the UF/IFAS Extension Office has expressed interest in fully funding a permanent 3x5-foot educational sign to be installed at Pat Covell Park I, which contains the highest number of fruit trees planted through the Urban Orchard initiative.  
  
This sign will serve as a symbol of partnership and public education, recognizing UF/IFAS's support while providing visitors with educational information about the orchard's fruit tree species, seasonal benefits, and the shared goals of promoting sustainable urban forestry and local food resources.

**Financial Impacts:**

0

**Staff Recommendations/Comments:**

Staff recommend approval of the installation of the UF/IFAS-funded educational sign at Pat Covell Park ONE, to enhance public awareness of the Urban Orchard Project and highlight the City's valued partnerships in environmental beautification and community education.

# Subject: [\*\* Caution: FILE ATTACHED \*\*] Re: [\*\* Caution: FILE ATTACHED \*\*] Re: 3x5ft Urban Orchard sign quote



**Tom Smith** <smithsorders@gmail.com>  
to Denise Kania ▾

Mon, Nov 3, 1:47 PM (1 day)

No \$225.00

On Mon, Nov 3, 2025 at 1:46 PM Denise Kania <[dfsgrants@defuniaksprings.net](mailto:dfsgrants@defuniaksprings.net)> wrote:

I assume \$300 for double sided?



**Denise Kania**  
Grants Coordinator

City of DeFuniak Springs

1350 Baldwin Ave  
P.O. Box 685  
DeFuniak Springs, FL  
32435

✉ [dfsgrants@defuniaksprings.net](mailto:dfsgrants@defuniaksprings.net)

☎ (850) 892-8500 ext.1133

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**From:** Tom Smith <[smithsorders@gmail.com](mailto:smithsorders@gmail.com)>

**Sent:** Monday, November 3, 2025 1:42 PM

**To:** Denise Kania <[dfsgrants@defuniaksprings.net](mailto:dfsgrants@defuniaksprings.net)>

**Subject:** [\*\* Caution: FILE ATTACHED \*\*] Re: 3x5ft Urban Orchard sign quote

3 x 5 .25inch signbond \$150.00 single sided.

On Mon, Nov 3, 2025 at 1:36 PM Denise Kania <[dfsgrants@defuniaksprings.net](mailto:dfsgrants@defuniaksprings.net)> wrote:

Hi Tom,

Could you give me a quote for a durable 3 x 5 ft. sign and materials that can be installed on wood posts at a park? This sign will show graphic images and information about the orchard trees.

Kind Regards,



**Denise Kania**  
Grants Coordinator

City of DeFuniak Springs

1350 Baldwin Ave  
P.O. Box 685  
DeFuniak Springs, FL

✉ [dfsgrants@defuniaksprings.net](mailto:dfsgrants@defuniaksprings.net)

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**City Beautification and Tree Board Priorities**

	<b>Item</b>	<b>Status</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		

	<b>Completed / Archived</b>	<b>Status</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		

City Beautification and Tree Board Priorities

# 5-Year Master Plan for Chipley Park

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City of DeFuniak Springs, Florida  
Draft Proposal

## Year 1: Assessment & Quick Wins

**Goal: Build momentum with visible, low-cost improvements.**

Conducting a Chipley Park needs assessment with input from the community and the Public Works Director.

Do a utility location map. -PW Director

Develop a long-term maintenance plan (staff/volunteers + budget line)

Pet waste stations and garbage receptacles are consistent. (WM needs to be contacted)

Establish a Friends of Chipley Park volunteer group for ongoing support—partners with local schools, civic clubs, and volunteers for clean-up days.

Berries and bloom campaign.

The United Way sponsors Born Trails. The proposed location is near the Library. (Staff have met with United Way and are waiting on the design element.) **Will be brought to the CB&BT committee.**

## Year 2: Safety & Accessibility Enhancements

**Goal: Make the park more welcoming and inclusive.**

Upgrade lighting in key areas for safety and evening use. -Canopy lighting in Live Oaks.

Create directional signage and establish a park identity/branding (low-cost but impactful).

Repair/refresh walking paths with community volunteer labor and in-kind donations.

Add ADA-compliant features: accessible picnic tables, ramps, and improved restrooms (seek grants).

Safety beacons for emergency response call for DFSPD. (Suggested by Council)

### **Year 3: Community Amenities & Programming**

**Goal: Activate the park as a community gathering place.**

Install a fountain(s) in Lake DeFuniak (could be sponsored by local businesses).

( Grant? FLMS for Aerator fountain)

Sidewalk around the lake with bike paths and underground wiring.

Amphitheater - Seek state or regional tourism grants to support programming and advertising of events. CRA and TDC project-

### **Year 4: Environmental Stewardship & Beautification**

**Goal: Highlight the park's natural setting and history.**

Create Formal gardens. Improve ecology.

Launch a community-led tree-planting campaign (partner with UF/IFAS Extension or Florida Forestry)—consider an urban orchard or similar grant.

### **Year 5: Legacy & Sustainability**

**Goal: Establish Chipley Park as a signature asset for the city.**

Seek sponsorships/grants for ongoing improvements (FRDAP, FDOT Beautification, FDEP Park and Open Space, and Open Trails). You must meet specific guidelines.

### **Guiding Principles**

1. Phased Improvements – Small, manageable projects each year.
2. Partnerships – Leverage civic groups, nonprofits, schools, and businesses.
3. Grants & Sponsorships – Pursue funding through FRDAP, tourism, and private donors.
4. Community Engagement – Residents shape the plan through surveys, events, and “Friends of the Park.”
5. Sustainability – Focus on low-maintenance, eco-friendly design.