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**CITY BEAUTIFICATION AND TREE BOARD
REGULAR MEETING AGENDA
1350 BALDWIN AVENUE, CITY HALL
TUESDAY, JULY 14, 2026
5:00 PM**

- 1. CALL TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance
- 2. REGULAR AGENDA**
 - A. Additions/Deletions to the Regular Agenda
 - B. Approval of the Regular Agenda
 - C. Emerald Coast Music and Trails
 - D. Tree Donation Policy (Draft)
 - E. Public Works Update
 1. Uplighting
- 3. CITIZEN COMMENTS**
- 4. 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 or 850-892-8500 ext. 1103.



CITY BEAUTIFICATION AND TREE BOARD

Agenda Item Form



Meeting Date: July 14, 2026

Department: Administration

Presenter:

Request Type: Presentation

Does this item require legal review? No

Time Required for Request: 10 Minutes

Agenda Item Title:

Emerald Coast Music and Trails

Attachment(s):

1. Emerald-Coast-Music-Trails_City-of-Defuniak-Springs_ECMA-Walk-Listen-Discover (1)

Brief Summary:

The project concept is to install signage with a QR code linking to curated playlists featuring classical music by local, national, and international artists. One playlist would feature an upbeat tempo to encourage brisk walking for heart health, while the other would feature calming music to support mental health and reduce stress. We are also coordinating with the Cultural Arts Alliance to explore whether this initiative could be incorporated into the Art in Public Spaces program. While the idea is simple, we believe it supports wellness and enhances the outdoor experience—both of which align with the Emerald Coast Music Alliance’s mission to bring Carnegie Hall–level music to communities with limited access.

Action Requested:

Requesting the board's approval before taking this to the City Council.

Issue Overview:

Background Information & Issue Summary:

Financial Impacts:

Undetermined.

Staff Recommendations/Comments:

EMERALD COAST MUSIC ALLIANCE × CITY OF DEFUNIAK SPRINGS

Emerald Coast Music Trails

Walk • Listen • Discover

Connecting People, Places, Music, and Well-Being Through Immersive Outdoor Experiences



BENEFITS

City of DeFuniak Springs

- Enhances Chipley Park and Lake DeFuniak as year-round destinations
- Encourages walking and healthy outdoor activity
- Supports downtown businesses through increased foot traffic
- Celebrates the City's unique history and character
- Creates a distinctive cultural attraction for residents and visitors



Imagine walking around beautiful Lake DeFuniak while listening to curated classical music by local, national, and international musicians. Emerald Coast Music Trails transforms every walk into an immersive cultural experience that inspires exploration, well-being, and a deeper appreciation for the arts.

Refreshing Historic Signage



Existing Signage



Example Refresh Integrated Sign Idea
(Designs to be explored and submitted for approvals)



Example Support Signage
(Designs to be explored and submitted for approvals)

THE OPPORTUNITY

An Authentic Wellness Experience

QR-enabled music transforms parks and trails into living musical destinations.



Visitor Engagement

Deeper connection with place



Local & International Musicians

Amplify voices and artist exposure



Arts Education

Support creative learning



Outdoor Recreation

Encourage healthy exploration



Brain + Heart Health

Improve cognitive function, neuroplasticity, cardiovascular well-being, and enhance life.



Cultural Tourism

Strengthen regional identity

Five Steps



1. Walk — arrive at a scenic park or trail

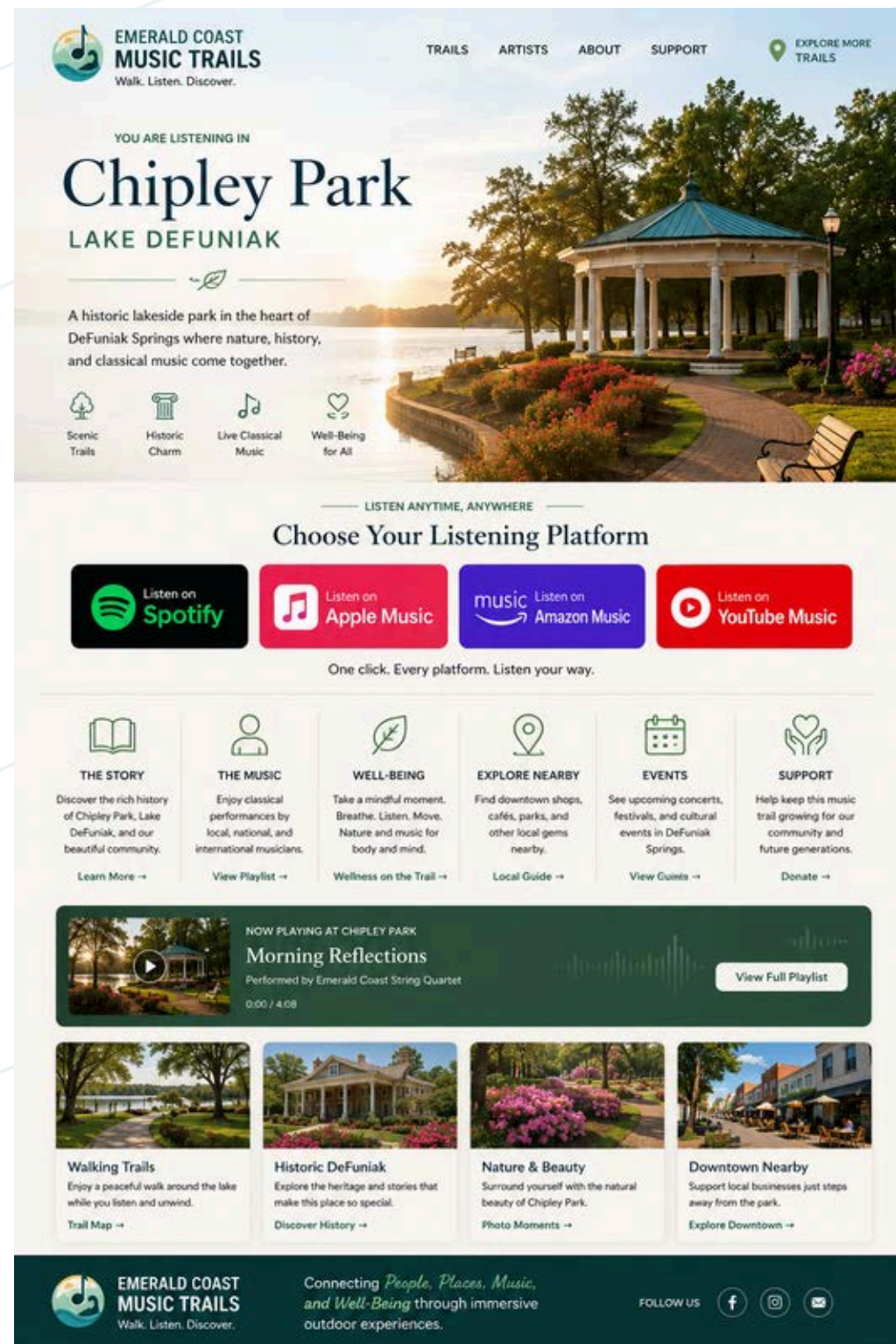
2. Scan QR Code — find elegant signage on a park marker

3. Music Begins — curated playlist of Local, National, and International Artists plays instantly

4. Learn About Local, National, and International Artists — discover musician stories and context

5. Continue Exploring — immerse in the landscape with music

LISTENER'S CHOICE



trails.emeraldcoastmusic.org/chipley-park

- Buttons link to music platforms
- Leverage a music distribution platform for ease of updating
- Ability to learn about the artist and surrounding community

Spotify | Apple Music | Amazon Music | YouTube Music

Example Landing Page

(Designs to be explored and submitted for approvals)

Building Community

A collaborative initiative led by the Emerald Coast Music Alliance in partnership with the City of DeFuniak Springs, the Florida Department of Health, Cultural Arts Alliance, and future community partners.



Three Phases

1

Pilot Locations, Ready for Testing

Current Trail Tales Locations Signage Ready:

- Wee Care Park in DeFuniak Springs
- Padgett Park in Santa Rosa Beach
- Ghentsville Park in Paxton

2

In Discussion

- Chipley Park (Lake DeFuniak) — lakeside trails and historic charm
- Topsail Hill Preserve State Park — dunes, pines, and pristine coastline

3

Future expansion planned throughout Walton County

OUR VISION

One of Florida's Most Memorable Cultural Experiences

Sunrise Around Lake Defuniak

Heritage Stories

Camellia Walk

Chipley Park Serenades

Christmas Reflections

Together we can create something extraordinary. **Walk. Listen. Discover.**



CITY BEAUTIFICATION AND TREE BOARD

Agenda Item Form



Meeting Date: July 14, 2026

Department: Public Works

Presenter:

Andrew Anderson, Public Works Director

Request Type: Action Item

Does this item require legal review?

Time Required for Request:

Agenda Item Title:

Tree Donation Policy (Draft)

Attachment(s):

1. Tree Donation Application
2. Tree Donation Policy - Draft

Brief Summary:**Action Requested:****Issue Overview:**

Background Information & Issue Summary:

Financial Impacts:**Staff Recommendations/Comments:**

City of DeFuniak Springs Tree Donation Application

1. Donor Information

Name: _____

Address: _____

Phone: _____ Email: _____

Date: _____

2. Tree Selection

Select tree type from approved list (Canopy or Understory
Trees). Tree Species (Common Name): _____

Scientific Name: _____

3. Park Location Preferences

- | | |
|---|--|
| ☐ Chipley Park (Circle Dr.) | ☐ DeFuniak Springs Sports Complex (956 Gene Hurley Rd.) |
| ☐ Florence Park (S. 11th St.) | ☐ Harbeson Field (357 N. 9th St.) |
| ☐ Henry Park (1162 Circle Dr.) | ☐ Lake Stanley Park (271 Shoemaker Dr.) |
| ☐ Pat Covell Park #1 (S. 23rd St. & Sheldon Ave.) | ☐ Pat Covell Park #2 (400 Vann Ave.) |
| ☐ Plateau & Clay (88 Plateau Ave.) | ☐ Wayside Park (Hwy 90 & Hwy 331 S) |
| ☐ Other City location (requires City Council approval) | |

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: _____



THE CITY OF DEFUNIAK SPRINGS Tree Donation Policy and Procedures

CREATED:

ADOPTED:

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1. Purpose and Scope

The purpose of this program is to provide a clear and consistent process for the donation of trees to City parks and public spaces. The program is intended to:

- Enhance the aesthetic and environmental value of public spaces.
- Encourage community participation in the care and improvement of City parks.
- Establish standards for tree types, sizes, planting, placement, and maintenance.
- Promote long-term urban forestry and beautification goals.

This policy applies to all tree donations to City-owned parks and public spaces within the City of DeFuniak Springs.

2. Legal Authority

This policy is adopted pursuant to the authority granted to the City of DeFuniak Springs under its municipal powers and applicable provisions of Florida law governing municipal property, parks, beautification, and public infrastructure.

3. Policy Objectives

The objectives of the program are to:

1. Ensure all donated trees are suitable for the local environment and compatible with existing park landscapes.
2. Provide clear guidance for donors regarding tree selection, placement, and dedication options.
3. Promote the long-term survival and health of donated trees.
4. Maintain consistency with the City's urban forestry and beautification goals.
5. Recognize donors through optional dedication markers while maintaining City ownership and operational authority.

4. Administrative Authority and Program Discretion

The City reserves the right to approve, deny, modify, relocate, or remove any proposed tree donation based on:

- Species suitability
- Site conditions

- Maintenance considerations
- Utility or infrastructure conflicts
- Accessibility requirements
- Safety concerns
- Budgetary limitations
- Operational priorities
- Other factors deemed relevant by the City

Participation in this program is subject to City approval and is not guaranteed.

5. Guidelines

5.1 Tree Procurement and Installation

Donors are responsible for purchasing approved trees meeting the specifications established in this policy.

All donated trees shall be installed by the City of DeFuniak Springs or its authorized representative. Donors shall not independently plant trees on City property unless expressly authorized in writing by the Public Works Director.

To coordinate tree delivery or request information, contact:

Primary Contact:

Jennifer Vaughan

(850) 892-8500 ext. 1131

pwassistant@defuniaksprings.net

Secondary Contact:

Andrew Anderson

(850) 892-8500

publicworks@defuniaksprings.net

5.2 Planting Season

Tree donations are accepted year-round; however, the preferred planting season is November through March.

The City reserves the right to schedule planting at a time determined most suitable for the health and survival of the tree

5.3 Tree Specifications

Each donated tree must meet the following minimum standards:

- Container size: 7 gallons or larger
- Minimum 1-inch caliper measured at 4.5 feet above ground
- Minimum 6 feet in height from the base
- Grade 1 or equivalent nursery stock
- Preferably single trunk form
- Free from visible disease, pests, structural defects, circling roots, or significant trunk damage
- The City may reject any tree that does not meet acceptable horticultural or structural standards.

5.4 Tree Selection

Only trees from the City's approved tree list may be donated.

The City may periodically revise the approved tree list based on:

- Environmental conditions
- Disease susceptibility
- Invasive species concerns
- Maintenance impacts
- Urban forestry best practices
- Long-term survivability

Preference may be given to native and Florida-friendly species.

5.5 Placement Standards

Final tree placement shall be determined by the City.

Placement decisions shall consider:

- Existing landscaping

- Underground and overhead utilities
- Irrigation systems
- Drainage
- Visibility and traffic safety
- ADA accessibility requirements
- Sidewalks and pathways
- Long-term maintenance needs
- Future park improvements

Tree placement and dedication markers shall not obstruct pedestrian access or public facilities.

5.6 Installation and Ownership

Upon installation, all donated trees, dedication markers, and associated improvements become the sole property of the City of DeFuniak Springs.

The City retains full authority over maintenance, relocation, pruning, treatment, or removal of donated trees and markers.

5.7 Policy Updates

The City reserves the right to amend, suspend, or discontinue this program at any time in coordination with the Tree & Beautification Board and City Council as applicable.

6 Definitions

Canopy Tree: A large tree species providing significant shade and contributing to the upper layer of park tree structure.

Understory Tree: A smaller tree species typically growing beneath the canopy and providing lower-level shade and visual diversity.

Dedication Marker: A granite or similar marker installed near a donated tree recognizing a person, organization, or event.

Donor: Any individual, family, business, organization, or group providing a tree donation to the City.

City: Refers to the City of DeFuniak Springs and all relevant departments responsible for park maintenance and administration.

7 Roles and Responsibilities

Public Works Department:

- Coordinates installation
- Reviews placement
- Performs maintenance
- Oversees program administration

Tree & Beautification Board:

- Advises on tree selection and placement
- Recommends policy updates
- Reviews special requests as needed

City Clerk:

- Maintains records of donations
- Maintains dedication information and registry documentation

City Council:

- Approves requests involving non-designated locations or other matters requiring Council action

8 Application and Submission Process

Donors must submit a completed application including:

1. Donor contact information
2. Requested tree species
3. Preferred park location(s)
4. Dedication marker request, if applicable
5. Proposed dedication wording, if applicable
6. Payment for dedication marker, if applicable

Applications may be submitted to the Public Works Department in person or electronically.

Staff shall review applications and confirm approval status, placement, and installation scheduling.

Requests for locations outside designated park areas may require City Council approval.

9 Maintenance and Care

The City may provide reasonable maintenance for donated trees subject to available staffing, funding, weather conditions, and operational priorities.

Maintenance may include:

- Watering
- Mulching
- Pruning
- Pest or disease management
- General landscape maintenance

The City does not guarantee the survival, growth, or continued placement of any donated tree or dedication marker.

Donors are encouraged to report concerns regarding tree health or damage.

10 Removal, Relocation, or Replacement Policy

Donated trees or dedication markers may be relocated or removed due to:

- Construction projects
- Park redesign
- Safety concerns
- Infrastructure conflicts
- Disease or declining health
- Storm damage
- Operational needs

The City is not obligated to replace trees or markers lost due to:

- Weather events
- Hurricanes

- Flooding
- Drought
- Lightning
- Vandalism
- Disease
- Pests
- Accidental damage
- Other causes

Replacement requests shall be treated as new donations and subject to the policies in effect at that time.

Replacement or repair of damaged dedication markers shall generally be at the donor's expense unless otherwise approved by the City.

11 Liability / Indemnification

Donors acknowledge and accept that donated trees and markers may be damaged, relocated, or removed.

The City of DeFuniak Springs does not guarantee the survival or preservation of donated trees or markers.

The donor agrees to release, indemnify, and hold harmless the City of DeFuniak Springs, its elected officials, employees, volunteers, and agents from any claims, liabilities, injuries, damages, or losses arising from participation in this program.

12 Park Location Preferences

Donors may indicate preferred locations; however, final placement decisions shall be made by the City.

Available locations include:

- ☐ Chipley Park (Circle Dr.)
- ☐ DeFuniak Springs Sports Complex (956 Gene Hurley Rd.)
- ☐ Florence Park (S. 11th St.)

- ☐ Harbeson Field (357 N. 9th St.)
- ☐ Henry Park (1162 Circle Dr.)
- ☐ Lake Stanley Park (271 Shoemaker Dr.)
- ☐ Pat Covell Park #1 (S. 23rd St. & Sheldon Ave.)
- ☐ Pat Covell Park #2 (400 Vann Ave.)
- ☐ Plateau & Clay (88 Plateau Ave.)
- ☐ Wayside Park (Hwy 90 & Hwy 331 S)
- ☐ Other City location (requires City Council approval)

Approved by City Council on July 25, 2022

13 Dedication Markers (Optional)

At the donor's request and expense, the City may arrange for a dedication marker.

Current cost: \$95.00 (subject to change)

Marker specifications:

- Approximately 12 inches long by 8–10 inches wide
- Flush-mounted with surrounding grade

Marker information may include:

1. Common and scientific name of tree
2. Dedication type
3. Honoree name
4. Year planted

Dedication wording must be approved by the City.

The City reserves the right to deny or modify dedication language deemed inappropriate, offensive, discriminatory, political, commercial, or inconsistent with public purposes.

Marker orders shall not be placed until payment is received.

14 Donor Acknowledgment

By signing below, the donor acknowledges and agrees that:

The City retains full ownership and control of donated trees and markers.

The City may relocate or remove donated trees or markers as necessary.

The City is not obligated to replace trees or markers.

Maintenance is subject to available resources.

Participation in the program is voluntary.

The donor has read and agrees to all provisions of this policy.

Donor Name: _____

Signature: _____

Date: _____

15. Approved Tree List

Canopy Trees:

Scientific Name	Common Name
<i>Acer rubrum</i>	Red Maple
<i>Acer barbatum</i> (syn. <i>Acer floridanum</i>)	Florida Maple
<i>Taxodium distichum</i>	Bald Cypress
<i>Carya glabra</i>	Pignut Hickory
<i>Carya tomentosa</i>	Mockernut Hickory
<i>Celtis laevigata</i>	Hackberry
<i>Chamaecyparis thyoides</i>	Atlantic White Cedar
<i>Fagus grandifolia</i>	American Beech
<i>Fraxinus americana</i>	White Ash
<i>Gordonia lasianthus</i>	Loblolly Bay
<i>Juniperus silicicola</i>	Southern Red Cedar
<i>Juniperus virginiana</i>	Eastern Red Cedar

<i>Liriodendron tulipifera</i>	Tulip Tree (Yellow Poplar)
<i>Liquidambar styraciflua</i>	Sweetgum
<i>Magnolia acuminata</i>	Cucumber Tree
<i>Magnolia grandiflora</i>	Southern Magnolia
<i>Magnolia virginiana</i>	Sweetbay
<i>Nyssa sylvatica</i>	(Sour) Tupelo Gum
<i>Persea borbonia</i>	Red Bay
<i>Pinus palustris</i>	Longleaf Pine
<i>Platanus occidentalis</i>	Sycamore
<i>Quercus alba</i>	White Oak
<i>Quercus falcata</i>	Southern Red Oak
<i>Quercus laurifolia</i>	Laurel Oak
<i>Quercus michauxii</i>	Swamp Chestnut Oak

Understory Trees:

Scientific Name	Common Name
<i>Quercus shumardii</i>	Shumard Oak
<i>Quercus stellata</i>	Post Oak
<i>Quercus virginiana</i>	Live Oak
<i>Taxodium ascendens</i>	Pond Cypress
<i>Tilia caroliniana</i>	Basswood
<i>Ulmus alata</i>	Winged Elm
<i>Ulmus floridana</i>	Florida Elm
<i>Amelanchier arborea</i>	Serviceberry
<i>Betula nigra</i>	River Birch

<i>Carpinus caroliniana</i>	Blue Beech (American Hornbeam)
<i>Castanea pumila</i>	Chinquapin
<i>Catalpa bignonioides</i>	Catalpa
<i>Chionanthus retusus</i>	Chinese Fringe Tree
<i>Chionanthus virginicus</i>	Fringetree
<i>Cornus alternifolia</i>	Pagoda Dogwood
<i>Cornus florida</i>	Flowering Dogwood
<i>Crataegus spp.</i>	Hawthorn
<i>Eriobotrya japonica</i>	Loquat
<i>Halesia diptera</i>	Silverbell
<i>Ilex opaca</i>	American Holly
<i>Ilex cassine</i>	Dahoon Holly
<i>Koelreuteria elegans</i>	Goldenrain Tree
<i>Lagerstroemia indica</i>	Crape Myrtle
<i>Magnolia grandiflora</i> 'Little Gem'	Southern Magnolia 'Little Gem'
<i>Malus angustifolia</i>	Wild Crabapple
<i>Morus rubra</i>	Red Mulberry
<i>Myrica cerifera</i>	Wax Myrtle
<i>Ostrya virginiana</i>	Hop Hornbeam
<i>Oxydendrum arboreum</i>	Sourwood
<i>Prunus americana</i>	American Plum
<i>Sassafras albidum</i>	Sassafras
<i>Styrax americanus</i>	American Snowbell
<i>Vaccinium arboreum</i>	Sparkleberry