



# CITY OF SWEET HOME PARKS AND TREE COMMITTEE AGENDA

March 20, 2024, 8:30 AM  
Santiam Conference Room  
3225 Main Street, Sweet Home, OR 97386

WIFI Passcode: guestwifi

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

## Mission Statement

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

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## Meeting Information

The City of Sweet Home is streaming the meeting via the Microsoft Teams platform and asks the public to consider this option. There will be opportunity for public input via the live stream. To view the meeting live, online visit <http://live.sweethomeor.gov>. If you don't have access to the internet you can call in to 971-203-2871, choose option #1 and enter the meeting ID to be logged in to the call. Meeting ID: #278 852 022 483

## Call to Order and Pledge of Allegiance

## Roll Call of Park and Tree Committee Members:

## Time Reports

**Public Comment.** This is an opportunity for members of the public to address the Park and Tree Committee on topics that are not listed on the agenda.

- a) [2024-02-21 Park and Tree Committee Minutes](#)

## Old Business

- a) City Hall Park
- b) Ivy Pull at Sankey Park

## New Business

- a) Cut the Gut Checkpoint at Sankey Park
- b) Arbor Day Tree
- c) Park and Tree Committee Member Opening

## Round Table Discussions (Committee comments about topics not listed on the agenda)

## Adjournment

The Sweet Home Park and Tree Committee welcomes your interest in these agenda items. Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the meeting; however, the Committee may consider additional subjects as well. This meeting is open to the public and interested citizens are invited to attend.

If you have questions, please contact the Community and Economic Development Department at 3225 Main Street, Sweet Home, Oregon 97386; Phone: (541) 367-8113.

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*The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.*

## **SHMC 1.10 CITY COMMITTEES**

### **§ 2.10.050 POWERS AND DUTIES.**

A. Park and Tree Committee. The powers and duties of the Park And Tree Committee shall be as follows:

1. To conduct an inventory of existing street trees, including historical trees and public properties in need of beautification and plantings and present a written report to the City Council of its findings;
2. To develop and recommend to the City Council, for its adoption, a master list of trees suitable for planting within the city. The list shall be reviewed annually, a copy of which shall be kept on file in the office of the City Recorder for public information;
3. To develop and recommend to the City Council, for its adoption, ordinances and policies for the planting, care, maintenance, replacement and protection of trees throughout the city;
4. To act in an advisory capacity to the Planning Commission with respect to landscape design, suitable plantings, protection of natural vegetation and street tree requirements;
5. To submit recommendations to the City Council regarding the beautification of public properties and rights-of-way;
6. To promote public knowledge and acceptance of the value of tree planting and maintenance programs and requirements;
7. To develop a capital development program for each fiscal year, to include acquisition of new land and/or development of existing property for parks and other recreation areas;
8. To recommend recreation programing needs to be produced by the city;
9. To recommend an operating budget to carry out the recreation program as outlined for the forthcoming fiscal year; and
10. To preform additional duties and studies as may be required from time to time by the City Council.
11. To meet a minimum of four meetings a year, beginning with the month of December, which meeting should be devoted to the development of the next year's capital and recreation programs.

(Ord. 1263, § 1, 2017)



# CITY OF SWEET HOME PARKS AND TREE COMMITTEE MINUTES

February 21, 2024, 8:30 AM  
Santiam Conference Room  
3225 Main Street, Sweet Home, OR 97386

WIFI Passcode: guestwifi

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## Mission Statement

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## Call to Order and Pledge of Allegiance

The meeting was called to order at 8:32 AM.

## Roll Call of Park and Tree Committee Members:

### PRESENT

Matthew Bechtel  
Lena Tucker  
Bob Dalton  
Wally Shreves  
Nancy Patton  
Debra Sue Northern  
Councilor Trask

### ABSENT

Josh Marvin (unexcused)

### STAFF

Blair Larsen, Community and Economic Development Director  
Greg Springman Public Works Director  
Diane Golden Associate Planner  
Angela Clegg Tourism and Economic Development Coordinator

### GUESTS

Elizabeth Auvil, Cameron McCarthy Landscape Architecture and Planning  
Colin McArthur, Cameron McCarthy Landscape Architecture and Planning

## Time Reports

The committee was encouraged to turn their time in to Golden.

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**Meeting Minutes** A motion to approve the minutes was made by Northern, seconded by Tucker.

Voting Yes: 5

Voting Nay: 0

Absent: 1

**Public Comment.** This is an opportunity for members of the public to address the Park and Tree Committee on topics that are not listed on the agenda.

None

### **Old Business**

Arbor Day Discussion Patton requested to recommend Arbor Day discussion to be on April 20th at Sankey Park. Shreves asked Springman if there was any recommendation for planting. Clegg recommended that the plant be a tree. Northern recommended an incense cedar tree. Tucker commented that she has seedlings to give away at the event.

Sankey Park Phase III Donations Shreves stated that Trask and himself went to several known companies for donations, and is following up with another company. There was further discussion about families and companies donating for Sankey Park. Larsen stated that an RFP is needed and is trying to work out contingency plans. Larsen reported if the scope was reduced, the match funds would be considerably less. In kind work was discussed as well as ways to advertise and fund raise.

Pocket park naming update Shreves updated the committee that the Walkabout Park and Halfway Park has been confirmed as the names of the pocket park. Shreves discussed that a sign has been talked about and stated that signage should go into the budget.

### **New Business**

Parks Master Plan: Goals discussion Guests Auvil and McArthur discussed the Master Plan process and timeline. McArthur stated that a category of under 20,000 population was where Sweet Home was placed, and other communities like Veneta was considered. Tucker asked about the Airport Road property. Larsen stated that it is privately owned and that there are wetlands on the property but would do well as a neighborhood park. Larsen pointed at Bend for an example of using outdoor recreation as economic development. McArthur stated that they are working more towards actions and projects and the next presentation will be the draft of the plan.

Ivy pull at Upper Sankey Park Clegg stated the Phase III Sankey Park project will remove a lot of the ivy on the hillside. Tucker stated that the best time of year for ivy pulling is now.

City Hall Park Larsen stated that the engineering tech is working on site plans for the City Hall park and the location of the Dahlenburg bridge. Tucker stated that the status of the tree was positive. Tucker brought up the possibility of putting in a temporary frisbee golf for children.

### **Round Table Discussions (Committee comments about topics not listed on the agenda)**

A motion was made for Shreves to remain as Chairman for Park and Tree by Patton, seconded by Northern.

Voting Yes: 4

Voting No: 0

Absent or abstained: 2

A motion was made for Dalton to remain as Vice Chairman for Park and Tree by Patton, seconded by Tucker.

Voting Yes: 4

Voting No: 0

Absent or abstained: 2

March 9th Chamber Banquet was discussed as an advertising table. Larsen invited Shreves to talk to the executive at the Chamber for more discussion about the bandstand.

Shreves asked how many unexcused absences are accessible for Park and Tree Committee meetings. Staff will investigate. Shreves discussed a work session date of February 27th to plan for 8:30. Golden will set a scheduled date.

## **Adjournment**

The meeting adjourned at 10:17 AM.

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