



# CITY OF SWEET HOME PARKS AND TREE COMMITTEE AGENDA

October 16, 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

## Meeting Minutes

- a) [2024-08-21 Park & Tree Committee Meeting Minutes](#)
- b) [2024-09-18 Park & Tree Committee Meeting Minutes](#)

**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.

## Old Business

### Beautification Committee Update

### Weddle Bridge - Mill City Outreach

### Harvest Festival Wrap Up

### Park System Master Plan

## New Business

### Park & Tree Committee priorities for 2025

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

## Adjournment

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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.*

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.

## **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

August 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 8:31 AM

## Roll Call of Park and Tree Committee Members:

### PRESENT

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

### STAFF

Blair Larsen, Community and Economic Development Director  
Greg Springman, Public Works Director  
Angela Clegg, Planning & Building Manager  
Adam Leisinger, Special Projects Manager

## Time Reports

None

## Meeting Minutes

- a) 2024-07-17 Park and Tree Committee Meeting Minutes

A motion to approve the July 17, 2024 meeting minutes was made by Lena Tucker, seconded by Debra Northern.

Voting Yea: 6

Voting Nay: 0

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## Public Comment

None

## Old Business

**Beautification Committee:** Nancy and Bob informed the Committee that Patty Holk has had some medical issues and will no longer be able to coordinate the Beautification Committee. Nancy asked the Parks Board to send a card to Patty. Bob agreed to follow up with a card. Manager Clegg asked who the new point of contact is. Nancy stated that Candy Schneider will be the new contact.

**Health Fair Wrap Up:** Bob gave report to the Committee. Bob mentioned that the Park and Tree Committee could do a wellness walk in the future to incorporate the wellness with the parks. Lena stated that the Park & Tree booth chose a back to school theme. Matthew showed samples of car coasters and handed out samples for the committee and staff to look at. Any type of logo could go on the coasters to hand out to citizens. Staff stated that they will look at the budget and logo amendments. Director Larsen talked about a modification to our logo for future Park & Tree Committee supplies. Wally summarized the materials at the Park & Tree Committee booth.

**Park System Master Plan Update: Director Larsen** gave an update on the public hearing in front of the Planning Commission and Park & Tree Committee. The public hearings will be held on September 19th and October 8th. Wally asked if a splash pad was mentioned in the Master Plan. Director Larsen stated that a splash pad is mentioned in the Master Plan as an option. Manager Leisinger gave an update on potential costs of a splash pad. There was further discussion about the splash pad options and examples in neighboring cities.

**42nd & Osage update:** Manager Clegg gave an update. She stated that infrastructure needs to be completed before playground equipment can go in. With the volume of projects that the City is tackling, 42nd and Osage will not get completed within this fiscal year, but is still on the list of projects to complete. Director Springman gave an update on the tree clean up. Wally asked who will construct the paths. Director Springman stated that staff plans to do the majority of the work internally. There was discussion about the conversations that Committee members had been having with the neighborhood. Bob asked what the biggest complaint was about the project. Manager Leisinger stated that the transitional housing was the biggest concern. Manager Clegg stated that the transitional housing is separate from the park project, but was approved at the same time. There were also complaints about the road width and the removal of the trees. Bob asked what staff thought they could have done or can do differently moving forward. Director Larsen stated that he thought more contact with the neighborhood before plans were solidified. Larsen explained some of the lessons he learned from speaking to the neighbors and how he would approach outreach in the future. Larsen stated that he feels that the City should utilize the Committees more when it comes to Community engagement. There was further discussion on future community engagement. Wally expressed his idea for naming the park. He thought the Park & Tree Committee could come up with recommendations and then go out to the community and present the ideas and allow the neighborhood to have input. There was further discussion about outreach ideas. Manager Clegg thanked the Committee for the work they do in the parks and in the community.

## New Business

**Weddle Bridge Update:** Director Spingman stated that staff met with a Linn County expert at the bridge. Springman informed the Committee that the Bridge does not qualify for certain funding because it was removed from its original location and moved into the City. He described steps that need to be taken and the lack of funding for the work needing being done. Manager Clegg Stated that she will be reaching out to Mill City to see how they were able to raise funding for their Bridge. The goal is to reach out after the first of the year. Wally asked about being involved in the meeting with Mill City. There was further discussion about communication with Mill City. Clegg also described the engineering report recommendations and the Linn County recommended steps. Clegg will initiate communication closer to the end of the year and will report back to the Committee. Director Larsen reminded the Committee that we need to look at the mechanism for fundraising, but not what's needed to fix the bridge. The bridges and locations are different, so focusing on fundraising efforts is what the campaign and meeting should focus on. Clegg cautioned

about pushing the bridge fundraising campaign until the Sankey Park Phase III project is complete. The city needs to complete the current, active projects. Bob asked if the bridge was historically listed. Clegg stated that it wasn't. There was further discussion about the criteria for rebuilding the bridge. Wally then volunteered to reach out to Mill City and find out who the contact persons are to initiate communication. Larsen stated that asking them what didn't work will also be a good thing to know.

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

Dahlenberg Bridge: Wally stated that he was impressed with the location of the bridge and was surprised with how many people stop and look at the bridge.

Harvest Festival: Wally discussed the pie competition and asked Manager Clegg if there was anything else needed. Clegg stated that there will be ads coming out in the New Era and Democrat Public. There is also an event listed on the City's Facebook page, and asked the Committee members to share. Clegg gave an update on vendor sign ups. Lena volunteered to pick up extra pies to sell for the fundraiser. There was discussion about an ice cream vendor and the hurdles for getting a vendor. There was discussion about other duties that Committee members could volunteer for. There was discussion about providing informational materials at the booth.

Debra asked about the status of the memorial tree and stone. She stated that the tree look dry and she was hand watering it.

Lena reported on the various scorched trees throughout the parks. There was discussion about irrigation and repair of the trees. Lena stated that the change in weather in July may have caused the scorch. Director Springman talked about watching and possibly replacing the trees. Lena stated that any trees that are to be replaced should be done in the dead of winter.

Lena gave an update on the emerald ash borer. She stated that it has been seen in Marion County, but none have been reported in Linn County yet. She recommended that no more ash trees be planted. Lena stated that Hobart is at the biggest risk. Lena described how to identify it.

Nancy asked if the Committee could buy their own shirts, and then asked if the City could add the logos. Manager Clegg stated that she will look into costs and will send an email out to the Committee. The Committee described the type of shirt they are looking for.

Director Larsen informed the Committee that the deadline for applying for City Council positions is the 29th. There are 4 seats open.

### **Adjournment**

The meeting was adjourned at 9:54 AM



# CITY OF SWEET HOME PARKS AND TREE COMMITTEE MINUTES

September 18, 2024, 8:30 AM  
Santiam Conference Room  
3225 Main Street, Sweet Home, OR 97386

WIFI Passcode: guestwifi

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## Call to Order and Pledge of Allegiance

The meeting was called to order at 8:38 AM

## Roll Call of Park and Tree Committee Members:

### PRESENT

Matthew Bechtel  
Lena Tucker  
Nancy Patton  
Debra Northern  
Councilor Dave Trask

### ABSENT

Bob Dalton  
Wally Shreves

### STAFF

Greg Springman, Public Works Director  
Blair Larsen, CEDD Director  
Angela Clegg, Planning & Building Manager  
Adam Leisinger, Special Projects Manager

## Time Reports

None

## Public Comment.

None

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## Old Business

**Beautification Committee Update:** Director Springman gave an update. Ashley Patton stated that September 24th is the median clean out. Lena asked who the Beautification contact is, it was stated that it is Candice Schneider. Director Springman asked Lena about the type of foliage for next year. There seems to be some plant damage due to thick foliage or overwatering, etc. Lena stated that it could be a matter of reducing the number of flowers planted.

**Committee Shirts:** Manager Clegg informed the committee that the City does not have a budget for Committee shirts. Nancy stated that she is willing to buy shirts for the Committee. Clegg will look at the costs and get back with the committee.

**42nd and Osage Update:** Manager Clegg gave an update, stating that the infrastructure needs to go in before a playground does. Right now the City is looking for the funding to complete the infrastructure portion of the project. Councilor Trask stated that there will be a new Council at the beginning of the year and he feels that they won't allow the project to move forward. Director Larsen stated that the park is listed in the Parks Master Plan, and if the plan is adopted then the park will qualify for future funding.

**Sankey Park Phase III Update:** Director Larsen informed the Committee that staff has met with the engineers. Staff will review a 30% plan in early October and hope to put out an RFP by the end of the year. Larsen described the changes to the original plan. Larsen told the Committee that they will share the plans when they get closer to the RFP stage. There was discussion about the bandstand and making it a future phase. The amendments to the current plan will leave space for a future bandstand. Manager Clegg told the Committee that she will meet with a local wood workers guild in the future to see what they might be able to provide. Nancy asked staff if there was going to be a donation jar at the Harvest Festival. Clegg asked which booth they would like it at.

**Weddle Bridge Update:** Staff met with Kevin Groom of Linn County, who has extensive experience with bridge renovations. Kevin suggested some fundraising ideas to help with the bridge repairs. Clegg informed the Committee that they have some funding to get started on repairs, but it will take much more funding to complete. Director Larsen explained some of the repairs needed and steps that will need to be taken so the repairs are done in the proper order. Nancy asked Clegg how much Mill City raised. Clegg informed her that she has not reached out. Director Larsen informed the Committee that it was a grass roots effort to raise money. There was discussion about the Weddle bridge mugs that were found and using them for a fund raiser. There was discussion about giving the mugs away with a minimum donation and whether they should wait for after the Harvest Festival to start the mug campaign. Staff discussed with the Committee how they could make it work during Harvest Festival. The Committee decided to bring the mugs to their pie booth and advertise them. There was discussion about the minimum donation amount to receive a mug.

**Harvest Festival:** Manager Clegg gave an update on the Harvest Festival planning and the pie booth that the Committee members volunteer for. There was discussion about pie sales and supplies needed. The Committee asked about selling ice cream, and staff informed them that our license does not cover perishable food items.

## New Business

### **Park System Master Plan Public Hearing, September 19, 2024 Planning Commission Meeting at 6:30 PM**

Director Larsen gave an update and summary of the public hearing for the Park System Master Plan. Larsen encouraged Committee members to attend to testify in favor of the plan. He informed the Committee that the public hearing in front of City Council will be October 8, 2024. There was discussion that if Committee members can only attend one meeting they are encouraged to attend the City Council meeting.

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

Debra took pictures of Johnson creek to show that it is backed up. Manager Clegg asked Debra to send the Johnson Creek pictures to her and she will forward them to the public works department.

Director Springman encouraged Debra to call public works when she sees issues instead of waiting for the monthly meetings.

Lena discussed the trees that got scorched during heat wave in July. Lena has been working with the Public Works department to keep an eye on the damaged trees, and to plan selective pruning. Lena recommended that any trees that need to be replaced should be done in December and January.

Lena handed out some education materials and discussed the emerald ash borer beetle that is spreading west. Lena has been inspecting the decorative ash trees in our downtown. She recommends that we don't plant ash in the future, and stated that Hobart may be at risk. She described how to identify an infestation. There is a pesticide treatment, and then let the Department of Agriculture and the Invasive Species hotline know so they can survey the damage. Lena stated that the beetle will also feed on olive trees. Matthew asked if the beetle has been seen locally. Lena stated that it has been seen in Marion County, but not Linn County.

Nancy asked about the vacant property at the end of Foothills drive. She asked if they can maintain the property. Director Larsen stated that it is private property, so the City doesn't have an issue, but they would need to get permission from the owner. Larsen gave an update as to the status of the property and the concerns. He doesn't feel that the owner would be upset if the neighbors took care of it, but its not the City's decision. Larsen gave Nancy the owners contact information from the Linn County Assessors page. Larsen then explained the current process for subdivision approval with storm drainage parcels.

### **Adjournment**

The meeting was adjourned at 9:37 AM