



CITY OF SWEET HOME PARKS AND TREE COMMITTEE AGENDA

February 15, 2023, 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.

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: 491 332 600#

Call to Order and Pledge of Allegiance

Roll Call of Park and Tree Committee Members:

Time Reports

Meeting Minutes

- a) [January 18, 2023 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.

Roles and Responsibilities

Old Business

Northside Park / Arbor Day Celebration

- a) [2023 Draft Arbor Day Flyer](#)

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.

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

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Call to Order and Pledge of Allegiance

The meeting was called to order at 8:33 AM

Roll Call of Park and Tree Committee Members:

PRESENT

Wally Shreves
Bob Dalton
Lena Tucker
Nancy Patton
Debra Northern

STAFF

Sean Hegge, Crew Lead: Facilities and Parks
Dominic Valloni, Operations Manager
Greg Springman, Public Works Director
Blair Larsen, Community and Economic Development Director
Angela Clegg, Associate Planner

GUESTS

Patty Hulk, 1020 Vista Lane, Sweet Home, OR 97386

Time Reports

None

Meeting Minutes

a) December 21, 2022 Meeting Minutes

A motion to approve the meeting minutes was made by Patton, Seconded by Dalton.

Voting Yea: 5

Voting Nay: 0

Old Business

Beautification Committee: Patty Hulk gave an update on beautification committee activities.

Weddle Bridge: Springman gave an update.

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.

a)

Lower Sankey Park Donor Recognition: Clegg gave an update on the availability and verbiage. She will get a quote from the supplier. July 16th, 2023 was decided on as the date of celebration and dedication. Clegg will send Springman and Valloni the image and dimensions of the memorial for placement.

Northside Park: Shreves gave an update on the tree layout near the dog park. There was discussion about media announcements for the dog park. Shreves and Valloni discussed the proposed parking and the existing trees along Redwood Street. There was discussion about alternative parking designs in order to preserve the existing trees. Dalton discussed the lack of signage directing the public to the parks. Larsen informed the Committee that signage is part of the Streetscape Plan that will be proposed to ODOT. Tucker reviewed the tree species and layout near the dog park. A group went out and measured the site for placement. Tucker stated that they would prefer to order 8 trees instead of 14 as originally proposed. The Committee wants to plant them soon. Clegg reported about comments received from abutting neighbors. There was discussion about the maintenance of the proposed trees, and existing trees that need to be maintained or removed. The Committee and staff discussed the irrigation and dog watering capacity of the park.

New Business

Master Parks Plan RFP: Clegg gave the Committee a copy of the RFP for informational purposes.

Budget: Larsen gave a budget update.

2022 Park & Tree Committee Priorities:

2023 Arbor Month Booster Grant / Arbor Day Celebration: Clegg informed the Committee that Sweet Home is able to apply for the Booster Grant for 2023. She will work with Tucker to put the grant in. The celebration will be April 15th, 2023. Tucker ordered plants for giveaways to hand out. She will pick up on February 4th and pot them. The Committee discussed what activities to have at the Celebration. The Committee discussed inviting the Beatification Committee to have a booth and reaching out to a member of the community to provide some dog demonstrations. Clegg asked of the Committee to have their Arbor Day activities identified by the February meeting so she can get communications started.

2023 Communications & Media Needs: Clegg is working on quotes for banners, tables cloths, and items to hand out. She will format the flyers and ads for the Arbor Day event.

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

Shreves asked of staff if the wood from downed trees could be cut and sold at auction or for profit? Springman informed the Committee of the process for downed trees. There was discussion about a process and the liability. Staff would need to get direction to allow for volunteers to cut and sell wood.

The Committee held elections. Patton nominated Shreves for Chairman. Tucker nominated Dalton for Chairman. Northern seconded the nomination for Shreves as Chairman. Patton seconded the nomination for Dalton as Vice-Chairman.

Tucker moved to nominate Shreves as Chairman and Dalton as Vice-Chairman, Seconded by Patton.

Voting Yea: 5

Voting Nay: 0

Clegg informed the Committee that she was asked to have the Committee fill out volunteer forms. She will provide them at the next meeting.

Shreves asked that ivy removal be put back on the agenda. Shreves is trying to work with the school district to help remove the ivy. Northern is concerned about waiting until spring to remove the ivy. There was discussion about timing.

Patton asked to look into having more activities in the parks. Shreves talked about including the Chamber of Commerce. Clegg gave an update of the scheduled activities. Larsen informed the Committee that they can plan events, however staff involvement may be limited depending on the

time of year. Larsen and Clegg informed the Committee of the Special Events application that is filled out for any events on public property.

Shreves asked about the frisbee golf contact. Clegg indicated that she will find it and pass on the information.

Dalton asked that the Community Center/Pavilion be kept on the agenda. There was discussion about the process to move forward.

Valloni asked if there was still an adopt-a-park program. Clegg stated that there is not. Valloni will remove the signs.

Larsen gave an update on the Master Parks Plan and the Park and Tree Committees involvement. Larsen informed the Committee of the process and how the priorities will be chosen and how funding will be allocated.

Springman gave an update on the closure of the Pleasant Valley Boat Ramp due to the Wastewater treatment plant construction.

Adjournment

The meeting was adjourned at 9:58 AM

Sweet Home Park & Tree Committee's

Arbor Day



Community Event

Saturday, April 15, 2023

Join us at Northside Park as we
celebrate Arbor Day and the Grand
Opening of the New Dog Park



Time- 11:00 am-2:00 pm

Date- April 15, 2023

Where- Northside Park
1780 11th Avenue
Sweet Home OR

Events include a self-guided park tour, tree plantings & free seedling giveaway.

*Free seedlings while supplies last.



sweethomeor.gov