



CITY OF SWEET HOME PARKS AND TREE COMMITTEE AGENDA

April 20, 2022, 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.

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 541-367-5128, 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) [March 16, 2022 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.

Budget

- a) [April 2022 Park & Tree Committee Budget](#)

Old Business

Beautification Committee Updates

Arbor Day Celebration

Ashbrook Park

Weddle Bridge

Sankey Park Stage

Dahlenburg Bridge

Northside Park

WWTP Upgrades/Pleasant Valley Bridge Ramp Closure

New Business

Lower Sankey Park Donation Recognition

Health Fair Booth

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

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.

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

The meeting was called to order at 8:32 AM

Roll Call of Park and Tree Committee Members:

PRESENT

Bob Dalton
Wally Shreves
Lena Tucker
Debra Northern
Nancy Patton
Councilor Dave Trask

ABSENT

Nanci Curtis

STAFF

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

Time Reports

Meeting Minutes

- a) 2022-02-16 Park and Tree Committee Meeting Minutes

Motion to approve the minutes made by Dalton, seconded by Patton.

Voting Yea: Dalton, Shreves, Tucker, Northern, Patton

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

Budget

Finance Director Neish gave a budget update. Neish will present finance department projections at the April meeting.

Old Business

Beautification Committee Updates: Dalton gave an update. The committee is still looking for volunteers. They will be working at Husky Hill, right-of-way median, and the flagpole planter at Sankey Park. The committee would like to be involved with the Dahlenburg bridge relocation landscaping.

Ashbrook Park Tree Removal Update: Crew lead Hegge gave an update. Tucker will visit the park and determine what type of tree should replace the removed tree and have staff add it to the tree order.

Arbor Day Celebration: Staff and the Committee discussed the event. Committee members will continue to reach out to potential plant/tree vendors. Staff will order the trees. The Committee would like to invite the mayor to the event to read the proclamation. Councilor Trask will touch base with the mayor. The Public Works Department have been prepping evergreen park for the Arbor Day planting.

Weddle Bridge Maintenance and Funding Update: Patton reported that she touched base with the High School class president. Committee and staff members discussed a recent article about the bridge issues and possible steps that can be taken. Committee members have had a discussion with High School staff about partnering to deter vandalism and damage. Springman gave a maintenance update.

Dahlenburg Bridge Relocation: Committee and staff members reviewed the relocation option maps that were provided. There was a motion to move the bridge to City Hall made by Dalton and seconded by Patton. Voting Yea: Tucker, Shreves, Dalton, Northern, Patton. The committee will coordinate with Public Works staff to choose an exact location for the bridge on City Hall property.

Northside Park Committee Walk-Through: Clegg asked the committee to visit Northside Park and determine the priorities based on recent discussions. There was discussion regarding the dog park location. Committee members were encouraged to walk the park and determine the best location for the dog park.

- a) Dahlenburg Bridge Relocation Options at City Hall and Sankey Park

New Business

WWTP Upgrades / Pleasant Valley Boat Ramp Closure

Feedback from the Corp of Engineers

Northside Park Temporary Boat Ramp: Shreves and Dalton visited the park and determined that a boat ramp would not work at the Northside Park location. Clegg discussed issues that she and staff identified with the use of Northside Park; lack of parking, the boat ramp location won't work, and interruptions to regular park activities. It was determined by the Committee and staff that Northside Park would not be a good option for a temporary boat ramp during the WWTP construction. Springman is still determining options and will report back to the Committee at the April meeting.

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

Dalton asked that the Sankey Park stage stay as an agenda topic.

Committee and Staff members discussed a future Sankey Park grant and items to include in that grant.

Clegg asked the Committee to think about donor recognition for the Lower Sankey Park project. She would like to start discussing the ideas at the April meeting.

Adjournment

The meeting was adjourned at 9:53 AM

General Ledger

Budget to Actual



User: bneish
 Printed: 4/12/2022 6:55:47 PM
 Period 09 - 09
 Fiscal Year 2022

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
100-009-452-110	Staff Pay	68,235.04	100,224.00	7,852.21	63,462.22	0.00	63.32
100-009-452-120	Temporary Employees	10,484.50	41,000.00	288.00	9,014.50	0.00	21.99
100-009-452-210	Group Insurance	19,928.36	31,017.00	2,857.00	23,046.53	0.00	74.30
100-009-452-220	FICAMedicare	6,023.57	10,800.00	613.53	5,470.82	0.00	50.66
100-009-452-230	Retirement	7,879.47	12,028.00	942.27	2,315.81	0.00	19.25
100-009-452-250	Unemployment Contribution	41.45	200.00	11.68	110.02	0.00	55.01
100-009-452-260	Workers' Compensation	2,421.94	3,700.00	4.79	761.42	0.00	20.58
<i>100</i>	<i>General Fund</i>	<i>115,014.33</i>	<i>198,969.00</i>	<i>12,569.48</i>	<i>104,181.32</i>	<i>0.00</i>	<i>52.36</i>
100-009-452-310	MembershipsDues	0.00	300.00	0.00	71.80	0.00	23.93
100-009-452-311	Subscriptions	231.33	0.00	0.00	8.20	169.54	0.00
100-009-452-320	Professional Services	16,670.60	7,500.00	272.84	4,270.74	0.00	56.94
100-009-452-321	Labor Relations	0.00	0.00	32.50	32.50	0.00	0.00
100-009-452-340	Technical Services	2,594.95	3,500.00	9.41	1,186.39	122.36	33.90
100-009-452-423	Custodial Services	353.22	0.00	43.44	375.53	0.00	0.00
100-009-452-430	Equipment Repair & Maintenance	599.64	5,000.00	145.94	940.91	655.51	18.82
100-009-452-431	Building Repair & Maintenance	2,558.51	10,000.00	0.00	181.33	0.00	1.81
100-009-452-432	Grounds Maintenance	19,929.55	21,500.00	19,058.24	27,233.18	0.00	126.67
100-009-452-442	EquipmentVehicle Rental	1,391.09	1,515.00	180.00	1,692.54	0.00	111.72
100-009-452-520	Insurance	8,891.19	6,400.00	0.00	0.00	0.00	0.00
100-009-452-540	Advertising	116.16	500.00	0.00	0.00	0.00	0.00
100-009-452-550	Duplicating & Printing	49.50	0.00	6.67	68.47	0.00	0.00
100-009-452-580	TrainingTravel	217.80	1,000.00	81.00	1,438.83	459.60	143.88
100-009-452-610	Office Supplies	332.07	500.00	0.00	68.65	3.12	13.73
100-009-452-611	Cleaning Supplies	319.49	700.00	0.00	128.20	0.00	18.31
100-009-452-612	Operating Supplies	3,603.13	8,400.00	585.79	4,092.46	1,058.84	48.72
100-009-452-613	UniformsClothing	192.99	700.00	57.49	217.74	255.17	31.11
100-009-452-614	Tools & Small Equipment	861.02	1,500.00	85.99	2,813.13	21.25	187.54
100-009-452-615	Bank Expense	0.00	0.00	27.03	28.87	0.00	0.00
100-009-452-617	Furniture	185.41	0.00	0.00	24.00	32.00	0.00
100-009-452-621	Natural Gas	1,262.39	1,200.00	175.96	868.68	0.00	72.39
100-009-452-622	Electricity	3,675.76	5,500.00	1,128.98	4,438.30	0.00	80.70
100-009-452-623	Phone	1,326.91	1,400.00	60.62	1,387.05	0.00	99.08
100-009-452-624	TVInternet	2,455.35	3,000.00	483.70	2,161.05	0.00	72.04
100-009-452-626	GasolineFuel	1,903.57	4,500.00	0.00	5,462.77	0.00	121.39
100-009-452-630	Food & Beverage	106.93	0.00	0.00	2.39	16.37	0.00
100-009-452-640	Books & Periodicals	0.00	0.00	0.00	14.09	0.00	0.00
100-009-452-812	Administrative Chrgs for Svc	38,724.28	56,702.00	0.00	24,208.00	0.00	42.69
100-009-452-813	Finance Chrgs for Svc	12,633.34	17,422.00	0.00	7,602.00	0.00	43.63
<i>100</i>	<i>General Fund</i>	<i>121,186.18</i>	<i>158,739.00</i>	<i>22,435.60</i>	<i>91,017.80</i>	<i>2,793.76</i>	<i>57.34</i>

Account Number	Description	One Year Prior Actual	Budget	Period Amt	YTD Total	Pending Exp	% ExpendCollect
457-009-452-811	Sweet Home Pool Donations	2,856.06	0.00	-24.00	-486.03	0.00	0.00
457	<i>PARKS & RECREATION</i>	2,856.06	0.00	-24.00	-486.03	0.00	0.00
753-009-452-320	Professional Services	0.00	5,018.00	0.00	0.00	0.00	0.00
753	<i>WEDDLE BRIDGE</i>	0.00	5,018.00	0.00	0.00	0.00	0.00
100-009-452-730	Projects & Improvements	109,730.86	144,517.00	0.00	38,806.05	0.00	26.85
100	<i>General Fund</i>	109,730.86	144,517.00	0.00	38,806.05	0.00	26.85
457-009-452-730	Projects & Improvements	0.00	14,500.00	0.00	0.00	0.00	0.00
457	<i>PARKS & RECREATION</i>	0.00	14,500.00	0.00	0.00	0.00	0.00
009	Public Works	348,787.43	521,743.00	34,981.08	233,519.14	2,793.76	44.76