



CITY OF SWEET HOME PARKS AND TREE COMMITTEE AGENDA

February 19, 2025, 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 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) [2025-01-15 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 Update

Arbor Day Event

Replacement Trees

Sankey Park Phase III Update

New Business

Community Garden

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

Adjournment

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

January 15, 2025, 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 8:31 AM

Roll Call of Park and Tree Committee Members:

PRESENT

Wally Shreves
Lena Tucker
Scott Swanson
Matthew Bechtel
Nancy Patton
Debra Northern

ABSENT

Bob Dlaton

STAFF

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

GUESTS

Aaron Hegge, City Councilor

Time Reports

Chairman Shreves instructed the Committee to send any time reports to Manager Clegg.

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Meeting Minutes

a) 2024-11-20 Park & Tree Committee Meeting Minutes

A motion to approve the November 20, 2024, meeting minutes was made by Member Bechtel, seconded by Vice Chair Tucker.

Voting Yea: Nancy Patton, Debra Northern, Wally Shreves, Lena Tucker, Matthew Bechtel

Voting Nay:

Abstain: Scott Swanson

Absent: Bob Dalton

b) 2024-12-18 Park & Tree Committee Meeting Minutes

A motion to approve the December 18, 2024, meeting minutes was made by Member Patton, seconded by Member Northern.

Voting Yea: Nancy Patton, Debra Northern, Wally Shreves, Scott Swanson, Lena Tucker, Matthew Bechtel

Voting Nay: none

Absent: Bob Dalton

Public Comment. None

Point of Order

Manager Clegg reviewed the meeting process and point of order with the Committee.

Old Business

Beautification Committee Update: Manager Clegg stated that she reached out to Patty Holk for a schedule that she can share with the Park and Tree Committee.

Weddle Bridge / Mill City Outreach: Manager Clegg gave an update on the engineering needs. Chairman Shreves stated that he will be visiting Mill City to schedule an appointment to talk to them about their fundraising efforts. Manager Clegg informed the Committee that staff sent out a letter of interest to a University of Oregon for possible help.

Arbor Day Event: Chairman Shreves reminded the Committee that the Arbor Day event is planned for April 26th at Sankey Park. There was discussion about activities, games, and snacks for the public. The trees will be planted prior to the event and celebrated at the event.

Replacement Trees: Manager Clegg informed the Committee that there are enough funds in the parks budget to order trees and materials. Committee Member Tucker will place the order and Chairman Shreves will coordinate with public works to pick up the trees.

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

Strawberry Park: Chairman Shreves asked about the community garden. The Chairman stated that we will pay for and donate a box if the cost is prohibitive to someone. The Chairman suggested to the Committee that they help spread the word about the planter boxes. He recommends to the Committee that they go look at Lebanon community garden as a reference. Chairman Shreves also recommended adding more fruit trees in the park for the community. He stated that the existing fruit trees need pruning. Committee Member Patton recommended including the Beautification Committee in the planning and maintenance of the community garden. Chairman Shreves asked if the City has to remove trees or if a citizen can do it. Manager Leisinger said he would have to discuss the liability with the Assistant City Manager and report back to the Committee. Committee Member Patton suggested publishing a New Era article to get the word out? The Committee asked Manager Clegg to add the topic to the February meeting agenda.

Chairman Shreves had a discussion regarding open space with a Department of Agriculture staff member. The staff member told the Chairman that the Dept. of Ag has nonmatching grants that very few people apply for. Chairman Shreves felt this may be a good program for Hobart Natural area. Manager Clegg asked Chairman Shreves to send her the contact information or give her contact information to the staff member.

Chairman Shreves challenged the Committee to support the February 8th fundraiser run supporting the New Era News Paper. It will be held in Sankey Park.

Committee Member Tucker stated that she hasn't been able to find the Booster Grant offered by OR Community Trees & OR Dept of Forestry. Manager Clegg stated that she hadn't either but will contact the forester and get information.

Committee Member Patton asked staff how the City Councilor Committee liaison assignments are done. Manager Leisinger explained the process.

Committee Member Patton asked for a Sankey Park update. Manager Clegg gave an update on the design process and scheduling.

Committee Member Swanson informed staff that the entry to dog park at Northside Park is slick and muddy. He felt it could pose a hazard to people trying to get through the gate. He also informed staff that there were no dog poop bags in the dispenser.

Committee Member Bechtel asked staff if their meeting notes were public records like the City Council notes are. Manager Leisinger confirmed that they are.

Committee Member Northern stated that she has seen complaints about the Sankey Park bathroom. Director Springman stated that the public works department was aware of the complaints and have been doing everything that they can to keep them clean.

Adjournment

The meeting was adjourned at 9:21 AM