



CITY OF SWEET HOME PARKS AND TREE COMMITTEE AGENDA

July 20, 2022, 8:30 AM

Northside Park

1780 11th Avenue, 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

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.

Meeting Minutes

- a) [June 15, 2022 Park & Tree Committee Meeting Minutes](#)

Old Business

Beautification Committee Updates

Ashbrook Park

Weddle Bridge

Sankey Park Stage

Lower Sankey Park Donation Recognition

Public Safety Fair Booth Recap

Health Fair Booth Planning

New Business

Northside Park Site Visit

- a) [2022 Budget Project Priorities - 01.13.22 Meeting Minutes](#)
- b) [Northside Park Assessment](#)

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

June 15, 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

The meeting was called to order at 8:32 AM

Roll Call of Park and Tree Committee Members:

PRESENT

Bob Dalton
Nanci Curtis
Wally Shreves
Debra Northern
Nancy Patton
Lena Tucker (8:36)
Councilor Dave Trask

STAFF

Associate Planner, Angela Clegg
Community and Economic Development Director Blair Larsen
Public Works Director, Greg Springman
Communications Specialist/PIO, Lagea Mull
Crew Lead/ Facilities & Park, Sean Hegge

Time Reports

None

Meeting Minutes

- a) **May 18, 2022** Park and Tree Committee Meeting Minutes

Motion to approve the minutes made by Northern with a correction to the Round Table Discussion, Seconded by Dalton.

Yea: 5

Nay: 0

Absent: 1

Public Comment. None

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)

Old Business

Beautification Committee Updates: Nothing to report from Dalton. Shreves stated that Clover Park looks more vibrant. Patton and Springman stated that a Beautification Member has taken Clover Park on as a personal project. Patton stated that the Committee has also been working in front of Hoys.

Ashbrook Park: Shreves verified that the hazard tree came out and the City is waiting until fall to plant new trees. Hegge told the Committee that the stumps still need to be ground by Public Works.

Weddle Bridge: Springman stated that there was an inspection. The report has not been submitted as of the meeting, but an email was sent that stated that the inspectors found rot in the exterior and in the subfloor. Public Works will work with the inspectors to pull some boards off to verify rot locations. Springman stated that they will bring the report to the Committee when they get it.

Sankey Park Stage: Dalton has not made arrangements to work with stage company on design options but will get in contact with them. There was discussion about an existing portable stage.

Dahlenburg Bridge: Shreves asked staff for an estimated time to move the bridge. Springman asked to take the bridge off the agenda until there is a plan. A private citizen has reached out to staff about helping to move to bridge, but has not officially stated that they would help move it. There was discussion about the official procedure to move the bridge. Clegg reminded that the Committee that they had already approved the future park layout including the bridge. Larsen stated that it should be brought to City Council for approval.

Northside Park: There was discussion about the July meeting being held at Northside Park. Clegg provided a copy of Dalton's list for the Committee to review. Clegg will include the budget priorities list that the Committee approved earlier in the year in the July agenda. There was discussion about the racquetball court and the possibility of the library checking out equipment. Mull talked about getting the word out about park amenities on our Facebook page. Mull asked the Committee members to follow and like the page.

Lower Sankey Park Donation Recognition: There was a discussion about having a brass plaque. mounted on a stone. Shreves states that he will go get prices on stone pricing. Clegg told the Committee that she will get prices for the brass plaque. Shreves stated that he felt the stone should go by the flag pole between the flag and the bridge. If we plan to do a dedication at Harvest Festival, then it needs to get ordered soon.

Health Fair Booth: Dalton stated that the Health Fair is moving forward. the Park & Tree Committee will have a booth. Dalton Asked if any of the Committee members would be willing to help with set up. The fair will be August 20th from 9 Am to 2 PM and located in front of the High School by the LBCC center. Tucker will take lead for the fair booth. Dalton will complete the application for the Committee.

Public Safety Fair Booth: June 18th from 9AM to Noon. Shreves will provide a pop-up, table and chairs. Mull created brochures for the Committee to have at their booth. Shreves asked for pictures of Evergreen Park to highlight a project. Patton asked to have a large banner made for the Committee to have at events. Shreves will meet staff Friday to pick up supplies and materials.

New Business

Harvest Festival

Harvest Festival: Clegg gave an update on Harvest Festival Planning. Clegg asked if the Park and Tree Committee would be willing to run the Pie Bakeoff booth. The Committee could decide where the funds made from that booth could go. The Committee agreed to run the booth. The date is October 1st. Shreves asked staff how many names would be included on monument that will be celebrated during Harvest Festival.

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

Tucker informed the Committee that the 3rd Saturday in May is Kids to Park Day.

Patton asked Councilor Trask to take a brochure to the City Council meeting.

Adjournment

The meeting was adjourned at 9:20 AM

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.



CITY OF SWEET HOME PARKS AND TREE COMMITTEE MINUTES

January 13, 2022, 9:30 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: 200 344 653#

Call to Order and Pledge of Allegiance

The meeting was called to order at 9:34 AM

Roll Call of Park and Tree Committee Members:

PRESENT

Debra Northern
Lena Tucker
Nanci Curtis
Wally Shreves
Bob Dalton
Nancy Patton

STAFF

Crew Lead: Facilities and Parks, Sean Hegge
Community and Economic Development Director Blair Larsen
Public Works Director Greg Springman
Associate Planner Angela Clegg
Parks Crew Gabe Aiello

Project Priorities for the 2022 Budget

Clegg informed the Committee that the meeting was a work session to discuss the items they want on the upcoming budget.

Shreves asked if upper Sankey Park was what they are supposed to talk about. Clegg stated that they are to discuss upper Sankey Park as well as other park items such as City Hall Park and Northside Park.

Northern told the Committee that Northside Park had a tree down. Hegge stated that there was also a large limb down at Ashbrook Park and other parks after the last wind storm.

Springman stated that City Council stated a desire to look at areas like Northside Park. Staff will be discussing the budget with Council sometime in February.

Shreves asked Springman to give examples of what staff envisions. Springman stated that we are still in the design phase of Upper Sankey Park. While the Committee is working on the design, staff can be working on task items in other parks. There was further discussion on the design of upper Sankey Park.

Northern asked the Committee about the tasks they'd like to complete at Northside Park. Shreves stated the path to the river and walking paths. Springman asked about resurfacing the tennis court and other spaces. Shreves stated that the tennis court has a tree root coming up in the court. There was discussion about the repairs to the tennis court. Staff and the Committee discussed the half-court basketball court. Northern asked if the racquetball court is used. Clegg informed the Committee that there are members that use the court. Shreves asked staff if there were any repairs need to the racquetball court. Hegge told the Committee that it is in good shape, but the floor could be resurfaced or repaired. Springman suggested that the Committee add painting of the racquetball building as a task. Clegg stated that, in past discussions, the Committee decided on a dog park at Northside Park. The Committee asked Springman if the tasks at Northside Park would take up the budget. Springman stated that the paths and the ADA ramp could potentially take a lot of the budget. Springman suggested that the Committee look at design, costs and the budget to determine what can be done. Larsen agreed that it needs to be done and it will be a matter of balancing workloads for staff.

Patton asked staff what parks get the most feedback from the community. Clegg stated that it is Sankey Park and Northside Park. Patton discussed the reasons that the community might not visit Northside Park. Patton requested that staff get the word out to the community when work is done at Northside Park. Clegg stated that once the Committee identifies the tasks that they want to see completed and Public Works begins work at Northside Park, then Staff will get the information out to the community. Patton asked the Committee to not forget about the work identified at Sankey Park still needing to be completed. She feels that Sankey Park and Northside Park are priorities. Clegg stated that the rest of the work at Sankey Park will be in a design phase this coming year, so the Committee can give Public Works other tasks the design is being completed.

Dalton stated that he doesn't want the Committee to forget about the tasks that need to be done at Sankey Park. There was discussion about the condition of Weddle Bridge and what needs to be done. Springman stated that he reached out to Stayton to get information about who they hired to do their bridges and he is waiting to hear back from them. Springman reminded the Committee that they have some funding in this fiscal year to pay for an inspection of the bridge and then they can see what needs to be done and how much it will cost. Dalton discussed the Master Plan task list for Sankey Park. There was discussion about tying in South Hills trail to Sankey Park. Clegg informed the Committee that she had a discussion with the Staff Engineer, Joe Graybill, about making sure the trail system between upper and lower Sankey Park be included in the Phase II plan and grant submittal. There was further discussion on the trail system design. Dalton discussed tasks that need to be completed with the Gazebo. Dalton asked about The City property on the school side of Weddle Bridge. There was a discussion about tasks that could be done on the school side of the property. Dalton discussed the removal of the old bandstand and having the Committee work on a design for a new one. Larsen stated that all the Sankey Park discussion items should be included in the Phase II design.

Springman stated that he spoke with the Finance Director, Brandon Neish, and was told that the budget for the parks could be near \$250,000. Springman suggested that the Committee work on projects like dog parks and walkways while designing Sankey Park. Larsen informed the Committee that he is looking to find a Resource Assistance for Rural Environment (R.A.R.E) student to help with a new Master Parks plan. If The City is unable to get a R.A.R.E student, Larsen will be looking at other avenues to get a Master Park Plan completed. There was a discussion about what the Master Parks Plan will include.

Shreves stated that he has received feedback about reconditioning the BMX track. Rocks need to be removed and some clay soil needs to be added. There was a discussion about getting the community involved and working with staff to complete the BMX track tasks. Springman stated that they can include those tasks as maintenance until the final design of the upper Sankey Park is

completed. Patton asked if volunteers are covered under City insurance. Clegg stated that she will research volunteer liability and report back to the Committee.

Tucker reviewed the Committee discussion. She stated that the Committee prioritized the continued progress at Sankey Park, and the desires from the community to focus on tasks at other parks. There was discussion about the tasks for Northside Park and the proposed City Hall Park. Tucker put the question to the Committee about taking on another park or focusing on the existing parks. There was further discussion between staff and the Committee about the donations and the lists of tasks to complete the City Hall Park. Larsen asked the Committee to decide if the City Hall Park is a priority for this budget cycle. There was discussion about how the City Hall Park fits in with the Committees priority list. Shreves discussed the community visibility of having a park at City Hall.

Larsen reviewed the priority list that the Committee had discussed including Sankey Park, Northside Park and City Hall Park. Larsen asked the Committee to confirm that list. The Committee members agreed.

Tucker discussed Evergreen Park. The Committee had discussed planting trees during an Arbor Day celebration. Clegg told the Committee that The City did not qualify for the Arbor Day grant in the 2022 grant cycle. There was discussion about funding the trees within the current year budget. Springman and Larsen discussed the amenities that exist and the tasks that are needed for Evergreen Park. Staff stated that Evergreen Park tasks could be completed in the current fiscal year. There was a discussion about benches being added to the park. Springman stated that there was a bench that was removed and Public Works will replace that bench. Clegg stated that she will look into the costs of the trees and report back to the Committee. Tucker stated that Committee members and staff need to do a site visit to figure out where the trees and irrigation will need to go. Clegg told the Committee that she could send out a notice to the neighborhood letting them know about the project and inviting them to participate.

Patton asked about the Adopt-A-Park program. Clegg informed the Committee that the program was discontinued due to lack of participation from the adoptees.

Springman discussed the future grant preparation with the Committee. Clegg informed the Committee about the deadline of the grant. Springman would like to try to submit the grant in April 2023. Clegg challenged the Committee to be ready by fall so that they could start soliciting for donations to acquire the needed grant match.

Shreves reviewed the priorities with the Committee as being work in Northside Park, City Hall Park, and the design of upper Sankey Park. Springman recommended getting costs to use an outside design firm for the design of upper Sankey Park.

Patton asked if the Sankey Park to Mountain View trail would be added to the Sankey Park design plan. Clegg recommended that they not include that portion of the trail system with this grant cycle and instead discuss it as a separate item in the future. Larsen stated that the Parks Master Plan should include a trails system plan that would include the trail.

There was discussion about the plan to solicit donations for the upper Sankey Park grant. Clegg informed the committee of the timeline and tasks that will occur before the Committee begins asking for donations.

Clegg repeated the listed priorities that the Committee identified. The Committee verified that the list was correct. Clegg stated that she will include the list on the next agenda for the Committee to vote on. Clegg will send out the minutes for approval at the next Park and Tree Committee meeting and then staff can bring the prioritized items to the Budget Committee and City Council for discussion.

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

Shreves asked staff to add the Arbor Say Celebration to the next agenda for discussion. Clegg stated that she would. There was some discussion about having vendors at the celebration.

Springman thanked the Committee for their efforts. Patton thanked Springman for his staff's efforts.

Adjournment

The meeting was adjourned at 10:27 AM

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.

Northside Park Assessment

Date: January 21, 2022

Conducted by: Bob Dalton

Purpose: To visually walk the park site and inspect current conditions and look for opportunities for improvement.

Structures - Handball court building, and bathrooms need to be cleaned and painted with colors that are bright and modern. Insides were not inspected.

Basketball court - In fair repair.

Playground equipment – Minimal equipment – visually inspect to ensure in good repair, although one swing was missing.

Signage – Some signage needs to be updated. One sign refers smoking is allowed in designated area, but there is no identified area. No signage at key locations along streets and main street that indicate where park is located.

Garbage cans – Replace plastic barrel with updated cans with lids and add several more throughout park as they are very limited which promotes leaving garbage on ground and tables.

Trees – There are several trees that are old, and need removed, some could use some pruning.

Dog Waste Stations – One in place and in good repair with bags available.

Lighting – No lighting in park itself. There was one light at handball building and one at bathrooms. Very under luminated.

Parking – Ample available parking. Stripping of spaces needed.

Picnic Tables – Multiple tables throughout park, upper and lower area along river. Although there is a memorial table missing next to placard for Kenneth Thompson.

Walking Paths and Access – A concrete sidewalk from parking area to bathrooms. Pathway from upper park to lower park along river, steep and muddy. No handrails in place. No other designated walkways in park to promote pedestrian walking throughout park or ADA use.

Landscaping – Overall OK. Grass cut and surface areas in good repair. No visible debris from trees on ground. Rhododendron near bathrooms looks to be in bad condition.

Roadways – Park has multiple road access points. Redwood street access is in very poor condition, with standing water and large potholes creating a driving hazard.

Opportunities:

- Increase lighting for visibility and security purposes.
- Inspect handball court building and bathrooms inside to identify needed improvements
- Add a Frisbee golf course, possible horseshoe pits as well.
- Create a walking path around the perimeter.
- Pave pathway from upper park to lower park along river.
- Add some caution hazard signs along riverbank.
- Park signs on main street and side streets to notify pedestrian and vehicle traffic as to park locations. This would be a great benefit to tourist that come through our community.
- Update landscaping and plants.
- Improve Park lighting – very dark at night.
- Pave Redwood Street.
- Incorporate dog park area.
- Paint outside of structures to brighten them up and be appealing.
- Install new garbage cans throughout park.
- Replace Memorial table.
- Park irrigation adequate?
- River access opportunities - Possible float tube/Kayak take out area?