



# CITY OF SWEET HOME PARKS AND TREE COMMITTEE AGENDA

March 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.

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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: #

## Call to Order and Pledge of Allegiance

## Roll Call of Park and Tree Committee Members:

## Time Reports

## Meeting Minutes

- a) [02-19-2025 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

### Arbor Day Event

### Community Garden

### Sankey Park Phase III

### Weddle Bridge/Mill City Outreach Update

## New Business

### SSWC Extra Plants

## 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

February 19, 2025, 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 8:30 AM

## Roll Call of Park and Tree Committee Members:

### PRESENT:

Scott Swanson  
Matthew Bechtel  
Lena Tucker  
Wally Shreves  
Bob Dalton  
Debra Northern  
Councilor Hegge

### ABSENT:

Nancy Patton

### STAFF:

Angela Clegg, Planning & Building Manager  
Greg Springman, Public Works Director  
Sean Hegge, Crew Lead: Facilities and Parks  
Amber Steinborn, Planning & Building Permit Tech  
Adam Leisinger, Special Project Managers  
Rebecca Swoboda, Administrative Assistant

### GUESTS:

Patty Holk, Beautification Committee

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## Time Reports

None. Wally will email Angela his time for picking up the trees.

## Meeting Minutes

### a) 2025-01-15 Park & Tree Committee Meeting Minutes

A motion to approve the January 15, 2025 meeting minutes was made by Lena Tucker, seconded by Debra Northern.

Voting Yea: Wally Shreves, Lena Tucker, Scott Swanson, Matthew Bechtel, Debra Northern, Bob Dalton

Voting Nay: None

Absent: Nancy 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

## Old Business

Beautification Committee Update: Patty Holk gave an update. Candy Snyder will take over as lead of the committee when she returns from vacation. Patty thanked the Park & Tree Committee for their assistance in the past. Recruiting more volunteers is a priority for the Beautification Committee. The Committee will be sticking with the traditional schedule that they've followed in the past. Patty gave a description of the work scheduled and the groups in charge of each planting location. Rebecca gave an update on the orders and gave a copy of the calendar to Angela to distribute.

Weddle Bridge/Mill City Outreach Update: Wally had a phone conversation with a person in Mill City. He was able to determine the grant funding that they received and the match that was required. He will continue to reach out.

Arbor Day Event: The event will be held on April 26th. Wally would like to add an ivy removal to the schedule of events. Angela will bring a flyer to the March meeting. Sean verified when the trees will be planted.

Replacement Trees: The trees will be planted in the next few weeks and then celebrated during Arbor Day. Angela asked to be included in the planting date so she can get photos for the Arbor Day report. There was discussion regarding the locations that the trees will be planted.

Sankey Park Phase III Update: Angela gave an update on the design submittal and the budget review. Once the review is completed, Angela will amend the OPRD Grant and report next steps.

## New Business

Community Garden: Walley asked if any of the Committee has seen the Lebanon Community Garden. He volunteered to go take photos to share with the group at the march meeting.

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

Lena thanked Angela for the getting the Tree City USA application in and approved. Angela informed the Committee that this is the 38th year that Sweet Home has been designated a Tree City USA. Staff have discussed doing a special celebration when they get to 40 years.

Bob thanked public works for creating a bench out of a tree he donated and for the plaque they installed on the bench. Bob asked if the bandstand was still on the list of tasks. Angela stated that it is still on the list of tasks to complete, but will be done in a later phase. Angela told the committee that she will run a report to see where they are with donations.

Wally had asked Bob about trees that Bob had seen planted in beauty strips on Elm Street. There is concern about tree varieties. Bob asked staff about regulations for planting trees in beauty strips. Angela stated that she will look into the code and see what regulations she can find. There was discussion about planting and then not maintaining the plants in the strips. There was

additional discussion about the trees interfering with infrastructure like sidewalks, water lines, etc. Bob stated the they were planted up on 14th Avenue and Elm Street. Staff stated that they will go look at the planting. Lena stated that the Committee could look into materials to promote the 'Right Tree in the Right Spot.'

Debra asked about white's park. She stated that they were asked to move from the area. Angela and Adam stated that it is private property and the owners are no longer allowing people to park there because of the constant garbage dumping.

### **Adjournment**

The meeting was adjourned at 9:15 AM