



CITY OF SWEET HOME PARKS AND TREE COMMITTEE AGENDA

June 21, 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.

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: 491 332 600#

Call to Order and Pledge of Allegiance

Roll Call of Park and Tree Committee Members:

Time Reports

Meeting Minutes

- a) [May 17, 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.

Old Business

Beautification Committee Update

Weddle Bridge

Dahlenberg Bridge

Lower Sankey Park Donor Celebration

Ivy Removal

OPRD Grant - Donation Update

Park System Master Plan

New Business

Safety Fair Report

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.

Harvest Festival Duties

Walking Path from Park to Park

City Hall Park

Strawberry Park Community Garden

Frisbee Golf

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 8:31 AM

Roll Call of Park and Tree Committee Members:

PRESENT

Josh Marvin
Matthew Bechtel
Lena Tucker
Bob Dalton
Debra Northern
Nancy Patton (8:33 AM)

ABSENT

Wally Shreeves

GUESTS

Luke Rice, 937 Nandina St, Apt# 3, Sweet Home, OR 97386

STAFF

Blair Larsen, Community and Economic Development Director
Angela Clegg, Associate Planner
Greg Springman, Public Works Director

Time Reports

Dalton asked the committee to get time reports into Angela.

Meeting Minutes

a) April 19, 2023 Meeting Minutes

Matthew Bechtel informed staff that his name was misspelled in the minutes. A motion to approved the minutes as amended was made by Tucker, seconded by Northern.

Voting Yea: 6

Voting Nay: 0

Absent: 1

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Public Comment.

Luke Rice introduced himself to the committee. Dalton thank Luke for his assistance with the Ivy Pull over the weekend. Tucker thanked him for helping with the median planting.

Old Business

Beautification Committee Update: Springman gave an update on Beautification Committee activities. Patton asked about the names attached to the Welcome to Sweet Home signs. Springman informed the committee of the process.

Weddle Bridge: Dalton discussed the report that was sent out for review. Springman told the committee that the City will need grant money to fund the repairs to the bridge. Larsen discussed the ability to piece out the work instead of having to do it all at once. Springman reminded the group that this is specialty wok. Dalton asked if there should be a special committee. Larsen stated that it will be funding based, but staff is open to recommendations. Dalton discussed the load limit for Oregon Jamboree use. There was further discussion about the use and a possible donor campaign. Springman informed the committee that staff had only had the report for a couple of days and was still working through the information and recommendations. Bechtel and Springman discussed the costs listed in the report. Springman emphasized that the costs listed are just estimates. Dalton asked if the report will go to Council. Larsen stated that they will inform the Council of the report. There was further discussion about Jamboree use on the bridge. Larsen will send the report to Jamboree for review, and will get the limited bridge use on the agenda for the City Council Jamboree review. Tucker asked about other events on the bridge. Clegg said that she monitors the events and can limit the use based on the report.

Dahlenberg Bridge: Springman stated that there are no updates, but they are going to try to get it moved to City Hall over the next few months.

Lower Sankey Park Donor Celebration: Clegg gave an update. The memorial stone is complete and will be installed once public works pours the slab. The date has been changed due to multiple conflicts in the park on the original date. The new date is Saturday, July 29th. Clegg will send out physical invites to all of the donors and then a Facebook event and New Era ad for the public.

Ivy Removal: Dalton gave a report about the recent ivy pull. Northern proposed to set up an ivy pull work day once a month. Dalton discussed working closer with Public Works for appropriate tools. Patton thanked Luke and Ashley for their help. Clegg asked the committee to send her any date that they would like to work. Clegg informed the committee that they need to be aware of the Natural Resource Zone criteria and to be cautious of removing other vegetation without verifying the species. Bechtel asked about getting student volunteers to help. Clegg recommended that they reach out to teachers at the high school, and get information for the upcoming volunteer fair.

OPRD Grant: Clegg gave an update on the grant presentation. Clegg informed the committee that she will be working on the presentation and reminded the committee that they are tasked with soliciting donations. Clegg emphasized pushing the donor campaign. It has been sent out on Facebook and it is posted on the website. Dalton informed the committee that he is working on a few donors. Clegg reminded the committee that one of the positive notes for the previous grant match was the ability to raise much of the matching funds before the presentation. Dalton discussed a possible donor wall for the donations.

Park & Tree Committee Workshop Recap: Patton stated that they discussed having a walking trail and how to name the pocket parks. Marvin stated that they discussed a name for the Elm Street park, park benches, kiosks, etc. Clegg asked the committee to type up a summary of the workshop and send it to Clegg to send out for review.

Park System Master Plan: Larsen gave a review of the tasks. He informed the committee that staff shared committee contact information with the consultants for stakeholder interviews. Larsen gave the committee the consultants names.

- a) Weddle Bridge Inspection Report

New Business

Walking Routes and Park Names: Dalton informed the committee that Chairman Shreves asked to have the walking routes from park to park and names for pocket parks on the new business agenda. Marvin reminded the committee that the forms need to be completed before the committee can vote on the names and recommend them to Council. There was discussion that Chairman Shreves was going to send the forms to staff.

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

Quarry Park Camping: Councilor Trask informed the Committee that the City will be opening Quarry Park for camping. Larsen gave an update on the process and designation as a park. The wetlands need to be delineated before any major activity can happen on the property. This process can take some time to complete, possible 6 to 12 months. Camping is only going to be allowed in an area that is dry and far from the pond areas. Camping will be limited and there will be no ground disturbance with the camping. Larsen explained the use and recreational immunity in regards to paid camping and free day use. There was further discussion about the future use of Quarry Park. Patton asked about the roll of the Committee in regards to Quarry Park. Larsen informed the committee that it has not ben designated as an official park, but the committee can make recommendations and recommend amenities to include through the Master Parks Plan process. Clegg reminded the committee that the plan that has shared was a draft plan of what can be done there, and may be revised multiple times before a final plan is approved. Access is also still an issue until the 24th Avenue / Mill Property access is approved. There was further discussion about the Park System Master Plan process.

Clegg informed the committee of the zoning designation change to all City property to the Public Facility Zone. The zone change should be finalized by the end of June.

Tucker asked staff about the Volunteer Fair. Larsen gave the information that he has about the event.

Tucker is going to try to complete the tree inventory now that the trees have leaved out.

Marvin asked about street tree maintenance and who has the responsibility if the trees are pushing people off the sidewalks. Larsen and Springman gave an update of the process. It is supposed to be the responsibility of the adjacent property owners, but public works is starting to assist. There was discussion about future procedures and processes to address these types of items.

Adjournment

The meeting was adjourned at 9:55 AM