



## **PARK, RECREATION AND TREE BOARD**

**Monday, June 16<sup>th</sup>, 2014 @ 6:00 PM**

**13680 NW Main Street  
Banks, Oregon 97106**

### **MEETING MINUTES**

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#### **CALL TO ORDER AND DECLARATION OF A QUORUM**

Meeting called to order at 6:02 PM.

Present: Denise Holmes, Mitty Brady, Gene Stout, City Manager Jolynn Becker and guest Marion Steinbach.

Absent: Dan Streblov

#### **INTRODUCTIONS:**

None

#### **APPEARANCE OF INTERESTED CITIZENS:**

N/A.

#### **APPROVAL OF MINUTES**

1. Minutes of the Park, Recreation and Tree Board Management Committee Meeting – June 16<sup>th</sup>, 2014. Mitty Brady made a motion to accept the minutes. Motion seconded by Gene Stout. Motion passed unanimously.

#### **NEW BUSINESS**

2. National Night Out – Jolynn let everyone know that the movie that was selected is Despicable Me 2 (rated PG). Jolynn will sign the contract and get everything in place. The cost will be \$650.00 total. We will need to bring the spider box down for the power source. The movie will start at approximately 8:00 pm.

Jolynn went over the flyer. Jim's Thriftway will be there selling hot dogs, water and soda. Banks Lions Club will be selling snow cones. Washington County Sheriff's Department will be there with a variety of vehicles. Life Flight will be there from approximately 7:15pm to 8:00pm. Angels Making a Difference will have a booth. Banks Chamber of Commerce, Boy Scouts, Girl Scouts will be selling glow sticks, Friends of the Library will have a booth, Curves will have a booth, Oregon First Community Credit Union and US Bank will also have booths. The City will also have a table set up to recruit volunteers, as well as information on the City, and the HOA. Denise will also check with Mel Clark as to if the Lions would like to have a information table. Jolynn let the board know that we have not yet had anyone sign up for the volleyball tournament. Jolynn was not able to make contact with Dan before he went out of town.

Jolynn is planning to be there at 5:00pm to begin set up the night of the event. She will bring the spider box and tables with her. Gene mentioned it would be good to bring a step ladder for accessing the outlets in the eaves of the gazebo. Jolynn will remind those with booths to bring something to weigh down their papers and extension cords (and make sure they are 3 prong, UL approved).

Jolynn will get in touch with Dan and finalize all the details for the volleyball tournament. Seeing if he needs an additional net, prizes, etc.

3. Application for tree removal – Jeff and Bobbie Jo Schwartz  
Denise gave a brief overview on the request. They are asking to remove the tree, and just replace with grass. Denise drove by the location, as well as Ryan with the Public Works Department. Denise asked everyone to refer to the pictures provided in the packet. The pictures do not illustrate how much the sidewalks have lifted. The tree that was planted was a sweet gum, and it was planted in a spot that was insufficient for the type of tree. Gene said that he has found out in talking to the HOA, that the correct type of trees were not planted. They were not the trees that were originally approved. Jolynn let everyone know the width of the strip is 5 feet. Gene is concerned with them being planted near the electric and other utility pedestals. Mitty said the trees were planted to shallow. Gene agreed, adding that there were no root barriers put in place. Denise added that a lot of the trees were planted without the burlap being removed. Denise looked up some street tree information from the City of Portland website. Jolynn printed down the Urban Forestry Chapter of the City Code to hand out to board members for them to look at. It refers to different types of trees that would be good for planting in a 2 ½-3 foot park strip. Jolynn also reminded that for every tree that is taken down, a tree needs to be replanted somewhere in town. There was discussion on the options for the removal/replacement of the tree. Gene also stated that the homeowner needs to contact the ACC, and that 811 needs to be called.

Jolynn will bring the list of the tree removal applications to one of the upcoming meetings to go over with the board. Some have been completed, some have not, and some trees have been removed without an application.

Mitty Brady made a motion to submit to the City Council a recommendation to grant permission for the requested tree removal, and replace with grass. Prior to work being started the homeowner must call 811 for a locate. The homeowner will also be required to grind the stump, and backfill with soil prior to the grass being planted. Gene Stout seconded the motion. Motion passed unanimously.

4. Annual Report to City Council  
Jolynn reminded the board that this is time of the year to prepare a report of goals to be presented by a board member to the council at their annual retreat in October.

Jolynn gave some examples of things that had been used in the past. There was discussion regarding items that are possibilities, as well as grants.

Everyone should think about this, and bring their ideas to the August PRT Board meeting.

Gene asked everyone to please drive down Trellis Way, and check out the number of trees that are dying.

## **ACTIVITY REPORTS FOR PARKS**

1. **Greenville City Park**
  - a. **Water Usage:**
    - Brief discussion on usage. Jolynn explained that Ryan is monitoring the water usage weekly. Gene inquired about the watering schedule. Gene suggested that new sprinkler control valves be a goal for the annual report to City Council.
  - b. **Work Orders:** None
  - c. **Park rentals:** None
  - d. **Landscaping billing statement:**
    - Reviewed statement from Trugreen Landcare for July. The detail of work performed for June & July 2014 was also reviewed and discussed.
2. **Log Cabin Park**
  - a. **Work Orders:** Maintenance work (cleaning and restaining), and replacement of wood chips in under the play structure will be completed in August.
3. **Other Business:** None

## **OLD BUSINESS**

## **COMMITTEE ROUND TABLE DISCUSSION**

Dan:

- Absent

Gene:

- None

Denise:

- NOne

Mitty:

- She saw on the Channel 2 news at 4pm – it is a law that kids under 15 wear helmets when biking, skateboarding, etc. She would like to see it on the signs at the park. Jolynn let her know that it is enforced by the Sheriff's Dept.

Jolynn:

- None

Marion:

- Will be submitting a volunteer application to be on the PRT Board.

## **ADJOURN**

Adjourned at 6:55pm

Submitted by Angie Lanter