



**PARK, RECREATION AND TREE BOARD**  
**Monday, September 16, 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 6:00 PM.

Present: Denise Holmes, Mitty Brady, Gene Stout, Marion Steinbach, Michael Nelson, Jolynn Becker and Dan Streblov

Absent: None

**INTRODUCTIONS:**

None

**APPEARANCE OF INTERESTED CITIZENS:**

N/A.

**APPROVAL OF MINUTES**

1. Minutes of the Park, Recreation and Tree Board Management Committee Meeting – August 18<sup>th</sup>, 2014. Michael Nelson made a motion to accept the minutes. Motion seconded by Mitty Brady. Motion passed unanimously.

**NEW BUSINESS**

2. Follow up items from last month's meeting:

Log Cabin Maintenance – annual maintenance program has been put together by the City and the Contractor. There is a work plan in place. Gene asked about the construction of a barrier around the porta potty at the park. Different restroom options have been explored in the past, but were not a high priority. Gene Stout was also concerned with the lack of security on the building. Jolynn suggested this be on the list of goals for the council.

Irrigation system at Greenville City Park – Jolynn spoke about the irrigation system leaks that were discovered, and repaired this summer. Gene asked how the sprinklers are getting broken (smashed, knocked off, etc.). Mitty Brady asked if the curtailment was over.

Basketball Court – Jolynn had previously received a quote for this. The cost would be approximately \$45,000.00. There had been talk in the past of having volunteers work on this project. To do so we would have to activate a "Friends of the Park" group. Prior to doing this however, a plan needs to be put in place. A plan would also be needed if the City wishes to pursue possible grants. There is currently \$10,000.00 budgeted for designing a basketball court.

Tree Inventory – Jolynn let the board know that the tree inventory has been updated. She showed the board the spreadsheet, and discussed trees that need to be removed and or replaced. Michael Nelson asked what the purpose was for counting the trees. Jolynn explained to Michael that we are a Tree City U.S.A., and explained the requirements for retaining that status. There was discussion about having an approved tree list. Dan Streblov asked if the City was aware that there were some dead trees in the park. Jolynn gave an update on the status of the trees in the park.

Tree Removal Process – Property owners who wish to remove a tree in a parking strip must fill out an application and return it to the city.

3. Annual Report to the City – Goals were discussed. Some ideas were security at Log Cabin Park, creating design standards for parking strips, updating the approved tree list, and the basketball court. Mitty asked who is the friends of the park. Jolynn stated that the PRT Board may be the friends of the park. There is currently not a group that we are aware of. Denise restated the list of goals. They are as follows:
  - Looking at simple security measures for the Log Cabin.
  - Create a design standard for parking strips
  - Pursue plans and find funding for a basket ball court.

Mitty Brady made a motion to accept the 3 goals, and present them to the City Council. Michael Nelson seconded the motion. The motion passed unanimously.

## EVENTS

4. National Night Out – Jolynn developed a timeline for what needs to be accomplished each month to prepare for National Night Out. She went through the timeline with the board. These are ideas that she has come up with. There was discussion amongst the board on the timeline regarding different vendors, items to give away, etc. Jolynn also mentioned that new banners need to be ordered for 2015 NNO, as the current ones have ripped after years of usage.
5. Christmas Tree Lighting Event – Jolynn discussed the additional lights that Council would like to have added to the gazebo. Jolynn is currently exploring whether or not it would be beneficial, and cost worthy to have an outside company put up and take down the Christmas lights.
  - a. Date – The date of this year's event will be Sunday, November 30<sup>th</sup>, 2014
  - b. Refreshments – The City purchased cookies last year, and will do the same this year. Denise suggested checking with some of the high school groups to see if they are interested in selling refreshments as a fundraiser.
  - c. Singers – The City will start contacting the school district and pacific university to see about availability for the event.
  - d. Additional items – Last year a tent cover was brought in for extra covered area in case of rain.
6. Arbor Day Event – Since the April Arbor Day was not held (waiting for middle school to be completed). The trees have been planted, but we do need to plan an event in October-November, for a ceremony for the tree planting. This will help maintain our Tree City USA status. Jolynn spoke with the landscaper, and the oak trees that the district wants to plant will eventually be to large for the site. Jolynn spoke with City Planner, Stacey Goldstein, one of the requirements of the building of the middle school was that they removed 2 oak trees, and would replace them with 4 oak trees. Stacey said the tree board could make that decision, but she would need to review the site plan. There was discussion on the trees. More discussion on this subject next month, as well as deciding on a day for the event.
7. Tree for All – Jolynn discussed the Clean Water Service flyer for their Tree for All Event. They want to plant 1 million trees/shrubs in 1 year. They will be having an event at the Banks Elementary in March 2015 and possibly make this our Arbor Day Event for next year. Jolynn is also checking to see if the work that needs to be done on our swale at the Public Works Building would qualify.

\*\*\*Michael Nelson left at 6:45pm\*\*\*

## ACTIVITY REPORTS FOR PARKS

8. **Greenville City Park**
  - a. **Water Usage:** None
  - b. **Work Orders:** None
  - c. **Park rentals:** None
  - d. **Landscaping billing statement:**
    - Reviewed statement from Trugreen Landcare for September. The detail of work performed for September was also reviewed and discussed, as well as the quote for the replacement of the irrigation heads. No discussion
9. **Log Cabin Park**

a. **Work Orders:** None

**OLD BUSINESS** - None

**COMMITTEE ROUND TABLE DISCUSSION**

Dan: Trees dying in the park.

Gene: None

Denise: Asked who should attend the PRT Board at the City Council Retreat on October 1<sup>st</sup> & 2<sup>nd</sup>. Denise and Jolynn will present to Council on behalf of the PRT Board. Jolynn will put the tree list on the website.

Mitty: Wanted to share a picture of a huge tree in Sherwood that was over 100 years old. She forgot to bring the picture with her. She appreciates the press that the media gives to trees.

Jolynn: None

Marion: None

Michael: None

**ADJOURN**

Adjourned at 6:58pm

Next Park, Recreation and Tree Board Meeting is scheduled for October 20<sup>th</sup>, 2014 at 6:00pm.

Submitted by Angie Lanter