



Urban Forestry Board  
Wednesday, March 11, 2015 – 3:00 P.M.  
520 E Cascade Avenue, Sisters, OR 97759

Board Members: Jerry Bertagna, Dave Moyer, Marcus Peck  
Absent Members: Alan Holzman, David Magaret, Patrick Burke  
CDD Director: Patrick Davenport  
Recording Secretary: Carol Jenkins

I. CALL TO ORDER

*Board Member Moyer* called the March 11, 2015 Urban Forestry Board workshop to order at 3:00 p.m.

II. WELCOME AND INTRODUCTIONS

*Board Member Moyer* asked the Urban Forestry Board and members of staff to introduce themselves at this time.

Dave Moyer – Forestry Board; Paul Bertagna – Public Works, Marcus Peck – Forestry Board; Darcy Reed – Associate Planner; Patrick Davenport – Community Development Director; Jerry Bertagna – Forestry Board; Sue Stafford – Nugget Newspaper; Chris Mayes – Mayes Architecture.

III. VISITOR COMMUNICATIONS

None at this time.

*Board Member Moyer* asked Community Development Director, Patrick Davenport and Darcy Reed, Associate Planner to tell the Urban Forestry Board a little bit about themselves at this time.

IV. DISCUSSION ITEMS

a. Urban Forester RFP Approval

*Director Bertagna* handed out a “Request for Proposals” for a City Forester. He stated that he put in a tentative timeline and a 2 ½ week issuance for people to propose. If the Board were to go this direction, proposals would be received, have enough time to evaluate the proposals, and the week of April 6, 2015 to discuss the evaluations, interviews, and set up a special meeting after April 8, 2015. He stated that he would get them to the Board by Monday, April 6<sup>th</sup> in order to go review them. *Director Bertagna* stated that he would get the recommendation to the City Council on April 23, 2015 and if they approve it then the City would enter into a contract.

*Director Bertagna* stated that he used the outline the Board put together and is there anything that the Board would like to tweak, add or delete at this time.

*Director Bertagna* asked the Board for clarification if they would like to use the word “Certified graduate Forester, or Arborist” or leave it as “certified”.

*Board Member Moyer* stated that he didn’t feel it needed to say ‘graduate’.

*Board Member Bertagna* stated that an ‘Arborist’ could be either or so that would cover both.

*Board Member Peck* stated that he still had a hard time with the 4-hour tree emergency thing and feels that if it is a true tree emergency that the City crews are going to take care of it. He feels that this is handicapping the people that would be applying for this.

*Director Bertagna* asked the Board if they would like to add some response time to this.

*Board Member Moyer* stated that if this is a true tree emergency – the City would take care of it.

The Board discussed the different types of emergencies that could happen and the response times at this time.

*The Board was in agreement to put the response time ‘within the same day’.*

*The Board was in agreement to remove the word ‘graduate’.*

*Director Bertagna* asked the Board if they had anything further to add with the ‘evaluation’ criteria. He stated that he could limit the number of pages in the proposal.

*Board Member Bertagna* asked for clarification on the GIS Mapping. He stated that he felt they had agreed that they were not going to do this and map all the trees because the City did not have the funds to do that.

*Director Bertagna* asked the Board if they wanted to have this type of experience.

*Board Member Bertagna* stated that they could keep the ‘experience’ part.

*Director Bertagna* stated that they could keep the ‘knowledge and experience’. He also stated that what if they wanted to work on a project and they might want to go in and survey say the Campground.

*Board Member Bertagna* made a suggestion that maybe in the ‘Scope of Services’ to *scratch* “GIS Mapping of all City owned trees for inclusion in the Urban Forester Management Plan”.

*Board Member Peck* stated that he knew of someone from ODF that could possibly help the City with this plan.

*Director Bertagna* stated that it might be a good thing to leave it in in case there might be the option of getting an ‘intern’, a low cost option, grant, or another agency to oversee it.

*The Board was in agreement to leave in the GIS Mapping.*

*Director Davenport* address the Board with the idea of maybe using Deschutes County since they have a County Forester. He said that he asked Director Bertagna what a full-time equivalent of

this would be – a lot of work in the 1<sup>st</sup> year with on-going work and would be maybe 10 percent of a full-time employee. He said that he spoke with Ed King, the current County Forester to see if they would be interested in submitting their proposal, and he said that it sounds good and now just waiting for him to come back and talk about this. He asked the Board if they would be interested in whatever they submit back – maybe could co-review it with other RFP's.

*The Board stated that they would be interested in looking at the RFP for the Deschutes County Forester and that it makes sense if they were to get involved and help us.*

*Director Bertagna stated that he would make the changes and advertise the RFP on March 16<sup>th</sup> 2014.*

*Board Member Moyer asked the Board if they were in agreement. The Board was in agreement to move forward with the RFP's and making the necessary changes.*

*Board Member Moyer stated that they were going to deviate from the original agenda and let Chris Mayes come forward and present his proposal at this time.*

d. Pine Street Tree Removal Discussion for Sno-Cap Development Project

*Mr. Mayes* came forward and stated that this is a project they have been working on for about a year at the Sno-Cap Drive-in on the corner of Pine St. and Cascade Avenue/Hwy 20. Currently, there are two (2) trees on the northwest corner that are not on the Sno-Cap property, but on City property. They are in the sidewalk right-of-way and they pose an issue of what they are planning to do and in continuation of the sidewalk as it comes south and connects to Cascade Avenue.

*Mr. Mayes* stated that he brought an existing plan and a proposed plan. This is a unique lot that does not have alley access. One of the issues we are having in Planning is how to get the trash enclosure and get access to that because that is where one of the trees is located. There is a 30 inch juniper and a 24 inch cottonwood.

*Mr. Mayes* stated that he has the existing survey plan in what they are proposing and photo of what the two (2) trees look like in the corner of the development. He gave a brief history of the family and the site at this time.

A brief discussion took place regarding the two (2) trees, trash enclosures, porta-potty, and an addition in the back with a restroom for visitors, a dining addition in the front, and in the back would have an ice cream area, dry goods, refrigerator and freezer area, bathrooms, and office and rest area for the employees. The existing building will stay there and they will just be expanding in the front and the back of the building as well as removing the roof – taking it off and putting in a new truss system and maybe expand it for the future.

*Mr. Mayes* gave a visual of the site location of the trees and replacements, compromises of the trees, liability, parking, setbacks and the new sidewalk to the Board to this time.

*Director Bertagna* stated that there will be a sidewalk going in and it will definitely affect those two (2) trees.

*Mr. Mayes* stated that what they do put in to replace the two (2) trees will be limited on 5 ½ feet from the property line, but to put something that would give enough space to not disrupt the building foundation or the new sidewalk.

*Board Member Moyer* stated that he hates to see those trees go, but to allow them to expand and creating more problems down the road and taking the City out of some liability – he feels that trees should go and planting trees back with some type of quality for the City is a good proposal.

*Board Member Peck* asked what caliber of trees would they looking at in planting back.

*Mr. Mayes* stated they would follow the Development Code as far as what the street tree requirements are.

*Board Member Moyer* asked if there is a motion from the Urban Forestry Board at this time.

*Board Member Peck* made a motion to approve the proposal.

*Board Member Bertagna* seconded. *Unanimous vote of 3-0.*

*Director Bertagna* stated that prior to the removal of the trees, *Mr. Mayes* will need to come into the City and get a permit from the Community Development Department. It is a separate permit from the building permit.

*Director Bertagna* asked if a blurb of the minutes, the motion, and vote could be attached to the Tree Removal permit.

b. Project Updates

*Director Bertagna* stated that there is a parking improvement project at the Village Green. Staff got direction from Council to proceed with improving the parking on the north and south side of the Village Green. *Director Bertagna* gave handouts to the Board regarding the preliminary design and explained the conflicts with the question marks (?) at this time. He will also send the Board a copy of the design for their review.

*Director Bertagna* stated that he would like the Board to go and do a site visit and then reconvene and give staff direction on what they would like to see.

A discussion took place regarding the trees on Washington and Jefferson with diameters/drip-lines, sidewalks, bulb-outs, diagonal parking, parking spaces, stormwater drainage, swales, curbs, and meandering around trees at this time.

*Director Bertagna* asked the Board to do a site visit before the next meeting on April 8<sup>th</sup> and come back with a recommendation. He stated that he would like to start the project this spring in early April.

*Director Bertagna* stated the on Hood and Ash as previously discussed, they removed the old curb on Ash Street around a really large Pine and there were no roots. The contractor is being very good in running equipment staying on the asphalt, etc.

c. Hazard Tree Discussion

*Director Bertagna* stated that there are a few trees that he would like the Board to look at – a batch of them at the Overnight Park (Campground) that are red (5-6) in the same localized area with beetle kill. The location is in the dog run area on the eastern side of the park. These are pretty recent kills and are all in the same general area. He stated that he would have to engage the City Parks Advisory Committee and Oregon Parks and Recreation Department for a recommendation before any removal of the trees.

*Board Member Moyer* stated that if they are dead – they need to be removed immediately.

*Board Member Bertagna* stated that if there are beetles in them and before it warms up too much more – they will start flying and need to get them removed because they will go to the next live tree, but it also depends on what kinds are killing them.

*Board Member Moyer* stated that he would like to get the ball rolling instead of keep waiting, etc.

*Director Bertagna* stated it would be a good idea for the Board to flag the trees on the ones that need to be addressed, or the City can have the Forester that the City has been using come out and do a little survey out there as well.

*Board Member Peck* asked if there was any plan in place to fertilize those trees because a good fertilization program might help to resist the beetles, etc.

*Director Bertagna* stated that he doesn't think the City has ever fertilized those native pine trees.

*Board Member Bertagna* said that he would go out tomorrow and flag the trees, but the only issue is that there needs to be a 3<sup>rd</sup> party to look at the trees if they are that far gone. He said he didn't feel you needed to spend money on a Forester to come in.

*Director Bertagna* stated that once he has a recommendation from the Board, he will take that to the City Parks Advisory Board and the Oregon Parks and Recreation Board as well.

*Board Member Peck* asked about the tree on the highway – *Director Bertagna* stated that ODOT took that tree down on Sunday. The tree was in front of Bi-Mart/Takota's in that area right there.

d. Urban Forest Management Plan Tool Kit

*Board Member Bertagna* stated that he found a sample draft outline of the Forest Management Plan. He said he took the outline and did some fill-ins using the existing plans as the fill-ins. He stated that in looking around, the only areas in Oregon that he has seen that have an actual standalone Management Plan are the larger cities. He has not seen a Plan in a City this size.

*Board Member Bertagna* stated that his recommendation would be when coming to the parts of actual implementation of what is going to be done because the City already has three (3) approved Management Plans. The Development Plan that addresses Urban Forestry, Parks and Recreation Plan, and the Whychus Creek Plan. His recommendation when coming to those areas and what action to take would be to tier onto the plans – those existing plans. The Board would not be writing any new stuff and not adding on top of anything that is already existing – just tier to the existing approved plan. It is common practice when doing an Environment Assessment and

Management Plans. Other than that, pick and choose what parts are added into the Management Plan. Then, decide as a group what is added, or to take out, etc.

*Board Member Bertagna* stated that his recommendation when getting into the public comment period – every comment that comes in needs to be addressed, specifically. He would suggest that with limited resources to build the plan, go out for public comment before representing it to the Board of Supervisors and then, address those issues that come in based upon the written plan. If doing pre-scoping of the plan it could take another five (5) years to respond to the scoping comments. Everything is already done and bring everything together in an Urban Forest Management Plan.

*Director Bertagna* stated that he agrees to piece together what is already there and do some work on the actual Urban Forest, etc. It would also be a good tool for the people down the road.

*Director Bertagna* asked the Board who would like to put this all together.

*Board Member Bertagna* stated it would probably be easier using a Forester – this would be his recommendation. He also stated that a 10-year plan seems to be a good idea and review it every 10-years for a Forestry Plan.

*Director Bertagna* stated that once there is an estimate of their time to put this together, he will take it to the Budget Committee to see if they can get dollars for it. He stated that they will be entering Budget time in about a month. The timeline of having this done by fall of 2015 is realistic.

*Susan Stafford* asked what decision has been made to go out and tag the trees and then who is going to make the decision which ones are going or has the decision already been made.

*Board Member Moyer* stated that Board Member Bertagna will be going out there tomorrow and will write up his recommendations from what he sees and give it to Director Bertagna.

*Director Bertagna* stated that they are not deciding anything. It will just be a recommendation to take to the City Parks Board and to the Oregon Parks and Recreation Department. From there, they will get direction.

*Director Bertagna* asked if it would be possible for the Board to meet on Friday, March 20<sup>th</sup> at 11:00 am. The next regularly scheduled Forest Board meeting would be scheduled for April 8<sup>th</sup> and he would like to get this going sooner than later.

*Board Member Moyer* asked if it could be continued to Friday, March 20<sup>th</sup> at 11:00 am for further discussion. The Board will meet at City Hall and then do a quick tree nursery.

*Board Member Moyer* stated that this workshop will be continued to Friday, March 20<sup>th</sup> at 11:00 am to visit the Tree Nursery, the Village Green recommendations, and the Creekside Campground tree recommendations. Staff will send out another Agenda for Friday, March 20<sup>th</sup> at 11:00 am.

*Director Bertagna* stated that he would send a PDF of the plans and forward it to the Urban Forestry Board.

*Director Bertagna* stated that it would be good to codify the recommendation for the Creekside Campground trees in order to take it to the Parks Board on the 25<sup>th</sup>.

The Board was all in agreement.

V. ADJOURN

*Board Member Moyer* adjourned the workshop at 5:00 p.m.

Respectfully submitted,

Carol Jenkins, Recording Secretary

