



Urban Forestry Board
December 10, 2014 – 3:00 P.M.
520 E. Cascade Avenue, Sisters, OR 97759

Board Members: Dave Moyer, Jerry Bertagna, Marcus Peck, Dave Magaret, Alan Holzman
CDD Director: Pauline Hardie
PW Director: Paul Bertagna
Recording Secretary: Carol Jenkins

- I. CALL TO ORDER
Board Chair Moyer called the meeting to order at 3:00 p.m.
- II. VISITOR COMMUNICATION
None at this time.
- III. URBAN FORESTRY BOARD DISCUSSION
 - a. Review RFP for a Contracted City Forester
 - b. Review Chapter 3.2 – Landscaping and Screening
 - c. Other Business

Review RFP for a Contracted City Forester

Board Member Moyer stated that he has looked at this proposal and is different from those he has seen in the past, etc.

Director Bertagna stated that he has looked high and low and even contacted Katie Lompa and she sent something in yesterday to circulate as well. She sent a couple of different examples that came from Spokane and the other one from La Grande. The one that we are reviewing came from Damascus. He stated it is basically up to the Board to decide on what they want to review and the Purpose of the RFQ that comes directly from the City's Urban Forestry Ordinance. He stated that the biggest part of the initial work is the Board being tasked through the Ordinance with developing an Urban Forestry Management Plan.

A discussion took place regarding the review of the Contracted City Forester, what is needed for this position, qualifications, specific standards for an arborist, certifications, experience and training, being able to identify dangerous and diseased trees, outlining the specific duties, providing site maps, knowing the species and ages of trees, etc.

PC Board Member Holzman asked how is it determined what the salary is going to be and how much they going to be offering this individual. He said that he would like this person to be involved in writing and developing the plan – again, are they going to pay this person a flat rate, or paying him on a time and materials basis. He said that this will really determine how much work to throw at them.

Board Member Moyer stated that this information is listed and also states some of these requirements (20 pages are listed of specific qualifications, etc.). The Forester will need to put a proposal of those rates together and a list of his qualifications.

Director Bertagna stated that they will need to put together a proposal of what their experience is, who their team is, business information, ability and responsiveness, experience on other projects, compensation requirements (hourly rate, travel time, expenses, mark-up on materials, etc.). The Board will basically score these by points using their qualifications, experience, responsibilities, etc.

Director Hardie discussed a Request for Proposal from La Grande – using a Scope of work that may mere the City’s Ordinance. It states that they will be responsible for providing the City with Urban Forestry advisory services with duties to include – supervision of tree work within the City right-of-way, including planting of trees or other City property each spring, maintenance of trees planted by the City including mulching, monitoring, and watering, tree stake maintenance, pruning and other maintenance activities to ensure health using volunteer efforts when possible. She continued with information on the City Tree Ordinances, etc. She also discussed trees planted in the public right-of-way, maintenance of the trees, and landscaping of the trees that will be monitored at least once between July and August each year, tree removal permits, hazard tree evaluations, etc.

Director Bertagna stated that all of this information came to them as a template that came up on the list serve, staff did not write it, and whatever the Board wants to do with it feel free to do it – simplify, etc. If the Board has a list of specific qualifications, a Scope of Work, requirements that the Board wants to see would be helpful.

Board Chair Moyer stated that having a Scope of Work is what he is used to seeing, and then, what does the City want this person to do and then, set the criteria.

The Board agreed on looking at the different RFP’s and decided to come back to staff with their recommendations and to discuss further. They suggested that they would like to see the new City Forester work on the Management Plan with them. The Board would develop criteria to the Forester to apply and making decisions. They would review the recommendations of the Forester regarding Forestry Management when appropriate.

Director Bertagna stated that the Forester would be helping two (2) parties that they would be advising or helping City staff with the typical maintenance and planting and design, etc. Then, advising the Forestry Board on hazard trees, public concerns, managing timber land that the City owns, diseased trees, etc. He stated that there are two (2) different scenarios in that there are emergency hazard trees that need to come down now, or trees that just need to be watched to see what is happening with them. At that point, the Forester would come to the Board and say what he thinks they should take a look at it, etc.

PC Chair Holzman asked if staff should add some Code so that there would be enough guidance to know when there is an emergency hazard tree and what needs to be done.

A discussion took place regarding the Ordinance and who is responsible for the hazard tree emergency situations, who should be notified, public versus private, etc.

Director Bertagna stated that it sounds like Code does need to be developed to allow the City Forester that is given criteria to make decisions by the Urban Forestry Board to go out and make the call. He said that he feels it is important to find a Forester that has good response time and a team that can get there to look at a tree.

Mr. Protas stated that the public concern is that there will be an independent voice other than City staff that makes the call whether or not a tree needs to come down. And, having that independent voice satisfies that the City has gone through a process whether or not it is a member of this Board, or a contracted Forester – there is that independent voice and that is what the public is looking for.

Mr. Morgan stated that could be either or. If the Contracted Forester is not available, one of the Urban Forestry Board members could take over.

Director Bertagna said that he doesn't really know because of the liability, and if they have to be bonded and insured to make those types of calls.

Board Member Bertagna stated that there are certain situations with hazard trees where it is obvious and an immediate threat. The City itself should have that authority if they see an immediate threat and it can't wait. Before the 24 hours where someone could get injured and they ought to be able to remove that hazardous immediately. He said to document what the hazard is, document the action to remove it in case there are any questions from the public. As far as reviewing something that could be questionable, yes, bring in the Forester and look at it. To have a Board member decide what is hazardous or not, that is not a good idea because there is no telling what the background of the Board members are. At this particular time, there are two (2) Foresters on Board, but that doesn't mean it will be that way two years from now.

A discussion took place about the immediate need to remove a tree and whose responsibility it is to make that happen as quickly as possible if it is in immediate danger of hurting someone. There are obvious things that the average person should be able to identify and be able to know that it should come down.

A discussion took place regarding licensing and certification of a City Forester, and for the requirements of the RFP proposal to put this verbiage in this document at this time.

Director Bertagna stated that the Board is going to come up with the guidelines for when the City can remove a hazard tree, etc. and bring it back to staff for review.

Director Hardie stated that she was going to forward the La Grande RFP and Katie Lompa's email information to the Board for their review.

Board Chair Moyer asked if they could start working on a scope of work, qualifications and pricing for plans, for individual trees, etc.

Director Bertagna stated that he would send out a pricing table that they have seen and let the Board review that as well. The public does want a third party to look at a lot of these instances and when dealing with public safety obviously that is a different story. He said that when he can, he will lean to the Forester to come in and make the call whether to remove, to watch, etc.

A discussion took place regarding response times and making it a requirement in their RFP proposals at this time.

Director Bertagna stated that he wanted to Board to come up with what they wanted to see in a City Forester, the Scope of Work, whether this person is able to manage more of a non-urban forest, being able to help up at the Treatment Plant, dealing with wild-life safety, co-dominant trees, do they want a specialized type of Forester, someone with Forest Management with experience, develop a plan and bring it back to staff for review.

Board Member Bertagna stated that when putting this plan in place, it will really narrow down the candidates, this person will need to be able to write an Environmental Assessment of what is being done, what effects the water, soil, and wildlife.

A discussion took place regarding the criteria the City will be looking for on the Contracted City Forester at this time.

Director Bertagna asked the Board if this person should be able to read construction plans to determine what trees can be saved and which trees cannot.

Board Chair Moyer asked Director Bertagna to write down his concerns, tell them what he wants, and the Board will see if this can be developed into a proposal and scope of work.

Director Hardie stated that she will work with Director Bertagna to get a list together of the concerns and scope of work as well as the other proposals as examples for them to look at. Then, at that point, they will set up a meeting with the Board to see what they have come up with.

Chapter 3.2 – Landscaping and Screening

Director Hardie came forward and stated that this section is straight out of the Development Code. The Planning Commission uses this a lot on all of the land use applications that they review to see what the requirements are for new landscaping which covers the first couple of sections on the requirements by zone and the Development Standards. On page 6, 3.2.500 Existing Trees – she stated that she will be doing a Text Amendment and will start that once there is more of an update on the hazard tree language.

Director Hardie went through the criteria for significant trees to be identified, replacement of trees, appropriate species, caliper size, tree locations, replacement plans, enhancement and preservation, protection of wooded areas, relocation or replacement sites, applicant pays into the City Tree Fund, trees to be retained, protection measures – fence, metal stakes/posts, grading, operation of vehicles and heavy equipment, storage of construction materials, and utilities and streets.

Director Hardie continued to discuss proposed developments that encroach into the dripline, allowing roots to breathe and obtain water, permits for building, grading, or development permits. There may be inventory, survey, or assessments by a qualified professional, vegetation boundaries, building setbacks, and protection or mitigation requirements. The City may require Conservation Easements and Dedications of land or recognition of a conservation easement to protect sensitive lands, including groves of significant trees and natural rock outcroppings.

Director Hardie discussed Exceptions: Dead, Diseased, and/or Hazardous Vegetation, Emergencies, and Street Trees giving the standards discussed on page 8 A. in the Development Code. She gave examples of the different types of trees (small, medium, and tall) and talked about the recommended street trees. Also, there is a list of Prohibited Street Tree Species, Caliper Sizes, Locations, Street Tree Maintenance, and Assurances.

A discussion took place regarding the definition of a significant tree, and replacement tree ratios, caliber sizes, planting strips, examples of the different tree species (recommendations) and whether to keep them on the list of tree species, which trees to eliminate from the list, and additional names of trees to add to the list at this time.

Other Business

Director Hardie stated that the next Urban Forestry Board meeting will be January 14, 2015.

IV. ADJOURNMENT

Board Chair Moyer adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Carol Jenkins, Recording Secretary