

## MEETING NOTICE & AGENDA



### A JOINT MEETING OF THE TUALATIN PARK ADVISORY COMMITTEE and ARTS ADVISORY COMMITTEE November 15, 2022 - 6:00 pm

#### Virtual Meeting

#### To join by phone:

+1 253 215 8782 US (Tacoma)

Meeting ID: 871 4067 4643

#### To join by video:

<https://us06web.zoom.us/j/87140674643>

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#### A. Call TPARK to Order

1. Roll Call
2. Committee Photo

#### B. Approval of Minutes

1. October 11, 2022

#### C. Communications & Comments

1. Chair
2. Staff
3. Public

#### D. Old Business

1. Tree City USA
  - a. Annual Application Review & Recommendation
2. Basalt Creek Parkland Property Acquisition Update

#### E. New Business

1. Annual Report

#### F. Upcoming Dates & Calendar Review

#### G. Committee Member Communications

#### H. Joint Committee Meeting - 6:30 pm

1. Tualatin Parks Advisory Committee Chair will Chair the Joint Meeting
  - a. Begin Joint Session & Introductions
  - b. Parks & Trail Bond
  - c. Committee Updates

#### I. Advisory Committees Breakout to Separate Meetings

1. Parks Advisory
  - a. Continuation of Meeting (if needed)
2. Arts Advisory
  - a. Approval of Minutes: September 20, 2022

- b. Old Business
  - i. Traffic Signal Box Wraps Update
- c. New Business
  - i. TAAC Chair/Vice-Chair December Elections
- d. Communications From Committee Members

**J. Adjournment**

- 1. Parks Advisory
- 2. Arts Advisory



## Minutes

### Tualatin Park Advisory Committee October 11, 2022

#### Virtual Meeting

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|                         |  |
|-------------------------|--|
| <b>Members Present:</b> | Beth Dittman, Emma Gray, Michael Klein, John Makepeace, Claire Roach, Anthony Warren   |
| <b>Members Absent:</b>  | Denise Cline (excused)   |
| <b>Staff Present:</b>   | Ross Hoover, Parks and Recreation Director<br>Rich Mueller, Parks Planning and Development Manager<br>Kyla Cesca, Office Coordinator |
| <b>Public:</b>          | None   |

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#### A. Call to Order

1. Chair, Emma Gray called the meeting to order at 6:01 pm.
2. Roll Call was taken with six members present and one member having an excused absence.

#### B. Approval of Minutes

1. The minutes of the September 13, 2022 meeting were unanimously approved on a motion by Anthony Warren, and a second from Michael Klein.

#### C. Communication

1. Chair  
None
2. Staff  
None
3. Public  
None

#### D. Old Business

1. Parks & Trails Bond Update  
Ross Hoover provided an update on the upcoming parks bond on the November ballot, and shared plans for a mailer that is in the works and other educational materials being prepared. Beth Dittman let members know if they are interested in joining the bond committee to reach out to her.
2. Basalt Creek Parkland Property Acquisition
  - a. Park & Natural Area – Boones Ferry Road  
Rich Mueller showed a map of the property and shared that City Council approved the maintenance agreement between the City and the property owners

## Tualatin Parks Advisory Committee Meeting Minutes – October 11, 2022

(sellers) at Monday's meeting. Rich indicated the property is expected to close within a few weeks. Ross Hoover reminded members the acquisition is funded by metro local share bond funds. Ross also shared the Alvstad's will invite the City Council and committee members to visit the property at a future date to be determined.

### b. Trailhead – Tonquin Road

Staff showed the location of the property on the map and explained the importance of the property to future regional trails intersection. Washington County, the current property owners, has accepted the City offer and acquisition is in process.

### 3. Utility Fee Projects

Rich Mueller shared a presentation on the parks utility fee to recap the current process of selecting projects. Rich explained the scoring of park assets and how assets scored the previous year, and how the prioritization list is compiled. Rich then covered the steps that will be used to create the list for the upcoming fiscal year. The updated list will be presented to the committee at the December meeting for feedback. Ross Hoover reminded the committee of the role they play to keep process accountability. Michael Klein inquired as to where hazard trees and remediation fit into the budget, and Ross explained funding for hazard trees. John Makepeace asked about the timeline for midterm and far-term projects and Ross provided a response.

### 4. Tree City USA

The Tree City USA Standards were shared with committee members and TPARK role as the Tree Board for the City was explained. Claire Roach inquired about removal of trees in the Basalt Creek area and if there is a replanting requirement Rich and Ross responded to her question and directed her to the planning department for more information. Group members engaged in a discussion about the Street Tree Program and how it can be improved.

### 5. Parkland Naming Policy

Rich Mueller shared that staff is in the very early stages of looking into how to update the policy by possibly bringing in a consultant to assist. Ross Hoover stated this will be considered for an upcoming work plan with the leadership team.

## E. New Business

### 1. Tualatin Climate Action Plan

Information about the online open house for the climate action plan was provided. Rich asked Claire and Emma to report on their experience at the live open houses they attended, and each reported on their participation and observations.

### 2. Updates

#### a. Programs

Kyla Cesca provided a brief update on upcoming programs.

#### b. Projects

Rich Mueller reported on ongoing and upcoming projects.

#### c. Operations

Ross Hoover provided a brief update on park maintenance.

#### d. Volunteers

Emma Gray noted the volunteer materials to review in the packet.



## Tualatin Parks Advisory Committee Meeting Minutes – October 11, 2022

### **F. Upcoming Dates & Calendar Review**

Emma Gray reviewed the calendars. Committee members discussed and decided to move the November meeting to Tuesday, November 15 due to the 8<sup>th</sup> being election night.

### **G. Committee Member Communications**

None

### **H. Adjournment**

Chair Emma Gray adjourned the meeting at 7:15 pm.

***“We are a group of enthusiastic advocates for the Parks & Recreation system with a focus on the stewardship and enhancement of our community.”***



Details Personal Attachments Evaluations



Questions/Comments



SAVE & LOGOUT

What category best describes your community?\*

City

Social media channels for city and/or department

City's Forestry Department Website

Facebook

Twitter

Generic email address for city government (Example: forestry@cityname.com) \*

MAYOR OR EQUIVALENT INFORMATION

Mayor Name \*

First \*

Last \*

Professional Title \*

Mayors Address

Address Line 1 \*

Address Line 2

City \* State/Region \* ZIP/Postal Code \*

Email Address \*

Phone Number \*

US/Canada  Outside US





503-691-3011

US: 402-555-1212

### CITY FORESTRY CONTACT

(This is the person from your community we will be reaching out to if we have any questions about the application.)

City Forestry Contact's Name \*

First Name \*

Thomas

Last Name \*

Steiger

Professional Title \*

Parks Maintenance Manager

### \*SHIPPING ADDRESS FOR RECOGNITION MATERIALS

Address Line 1 \*

18880 SW Martinazzi Ave

Address Line 2

City \*

Tualatin

State/Region \*

Oregon ▼

Zip/Postal Code \*

97062

City Forestry Contact's Email Address \*

tsteiger@tualatin.gov

Phone Number \*

US/Canada  Outside US

503-691-3085

US: 402-555-1212

If my application is approved, I DO NOT wish to have my name and email included on the Tree City USA member resource directory (only available to other recognized Tree City USA communities.)

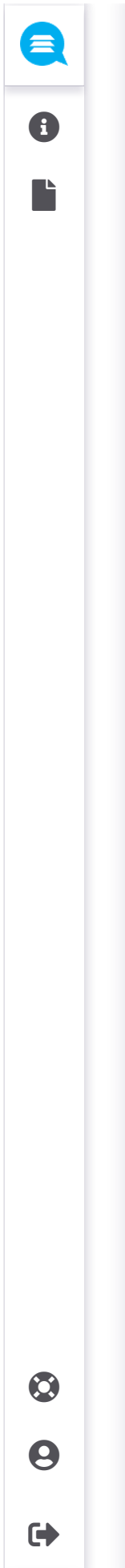
### PR/COMMUNICATIONS CONTACT:

First Name

Thomas

Last Name





Steiger

**Professional Title**

**Address**

**Address Line 1**

18880 SW Martinazzi Ave

**Address Line 2**

**City State/Region Zip/Postal Code**

|          |    |       |
|----------|----|-------|
| Tualatin | OR | 97062 |
|----------|----|-------|

**Email**

tsteiger@tualatin.gov

Standard 1 - A Tree Board or Department

**Select which best describes your community \***

Community has both a Tree Board and a Depart... ▼

**Tree Board Meeting Frequency \***

Monthly ▼

**CHAIRPERSON**

**Chairperson's Name \***

**First Name \***

Thomas

**Last Name \***

Steiger

**Professional Title \***

**Chairperson's Address \***

**Address Line 1 \***

18880 SW Martinazzi Ave

**Address Line 2**

**City \* State \* ZIP/Postal Code \***

|          |          |       |
|----------|----------|-------|
| Tualatin | Oregon ▼ | 97062 |
|----------|----------|-------|

**Email Address \***

beth.dittman@gmail.com

**Phone Number \***

US/Canada  Outside US

541-337-7776

US: 402-555-1212



How many additional Tree Board members are there?

\*

5 ▼

BOARD MEMBER 1

Board Member 1 Name \*

First Name \*

Brandon

Last Name \*

Gill

Board Member 1 Email \*

brandongill@gmail.com

BOARD MEMBER 2

Board Member 2 Name \*

First Name \*

Emma

Last Name \*

Gray

Board Member 2 Email \*

emma@stevenandemma.com

BOARD MEMBER 3

Board member 3 name \*

First Name \*

Anthony

Last Name \*

Warren

Board member 3 Email \*

anthonyewarren@gmail.com

BOARD MEMBER 4

Board member 4 name \*

First Name \*

Josh

Last Name \*

Huffman

Board member 4 Email \*

huffmajo@gmail.com

Board Member 5

Board member 5 name \*



**First Name \***

Denise

**Last Name \***

Cline

**Board member 5 Email \***

denisecline@frontier.com

Please upload full name and email address for any additional tree board members.

**Attachments**

UPLOAD ATTACHMENT

| NAME    | CREATED DATE |  |
|---------|--------------|--|
| No Data |              |  |

### DEPARTMENT CHAIR/CITY MANAGER

**Department Chair/City Manager Name \***

**First \***

Sherilyn

**Last \***

Lombos

**Professional Title \***

City Manager

**Phone \***

US/Canada  Outside US

503-691-3010

US: 402-555-1212

**Address**

**Address Line 1 \***

18880 SW Martinazzi Ave

**Address Line 2**

**City \***

Tualatin

**State/Region \* ZIP/Postal Code \***

OR

97062

**Email Address \***

slombos@tualatin.gov

### STANDARD 2 - A COMMUNITY TREE ORDINANCE

**Date current tree ordinance was established \***

06/27/2009

**Our ordinance below \***





- Uploaded files have not changed
- Our ordinance has been updated this past calendar year and I have updated.

**Our attached ordinance:**

- Is in effect 24/7/365
- Addresses, at the very least, all public trees in our community
- Delegates authority over all public trees in our community
- Has clear guidance on the protecting, planting, maintaining, and/or removing public trees

**\* ATTACH FILE**

Each applicant is required to upload their community's current tree ordinance.

**Attachments**

| UPLOAD ATTACHMENT |                            |  |
|-------------------|----------------------------|--|
| NAME              | CREATED DATE               |  |
| Tree Ordinances   | Nov 4, 2022 9:00:28 PM UTC |  |

*If sharing a URL, please ensure it is a public webpage, not a link to a document sharing platform (e.g. Google Docs or Dropbox)*

Standard 3 - A community forestry program with an annual budget of at least \$2 per capita

*Please answer the questions below with the full numerical amounts and do not use symbols or commas. (i.e. 5000.01 not \$5,000.01). If a category does not apply to you, please enter 0.*

For a list of qualifying expenses, [click here](#).

**\* Community Population**

**\* Tree Planting and Initial Care**

Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, wrapping, watering, mulching, competition control, etc.

**\* Tree Maintenance**





Include pruning, insect and disease management, fertilization, watering, etc.

**\* Tree Removal**

Include cost of equipment, supplies, labor, etc.

**\* Management**

Include public education, professional training, memberships, salaries, street and park tree inventory.

**Utility Line Clearance**

(If allowed by your state coordinator).

**\* Volunteer Time**

Number of volunteer hours and other contributions from civic organizations.

**Correct Examples:**

- 10
- 12
- 284
- 3778

**Incorrect Examples:**

- 10 hrs
- 12 hours
- \$284.94
- 3,678

**Other**

Include any other expenses not mentioned.

**Please specify other expenses (if applicable)**







**TOTAL EXPENDITURE PER CAPITA: 11.86**

**TOTAL EXPENDITURES: 331020.60**

**Community Tree Management Statistics**

Please include only whole numbers below.

**\*Number of Trees Planted**

**\*Number of Trees Pruned**

**\*Number of Trees Removed**

Attach Files

Annual work plan (if required by your state).

**Attachments**

UPLOAD ATTACHMENT

| NAME                   | CREATED DATE                |  |
|------------------------|-----------------------------|--|
| Annual Work Plan TCUSA | Nov 15, 2022 9:38:36 PM UTC |  |

*If sharing a URL, please ensure it is a public webpage, not a link to a document sharing platform (e.g. Google Docs or Dropbox)*

Supporting budget document(s).

**Attachments**

UPLOAD ATTACHMENT

| NAME                            | CREATED DATE               |  |
|---------------------------------|----------------------------|--|
| annual expenditures detail 2022 | Nov 9, 2022 3:36:57 PM UTC |  |

*If sharing a URL, please ensure it is a public webpage, not a link to a document sharing platform (e.g. Google Docs or Dropbox)*





### Standard 4 - An Arbor Day Observance and Proclamation

How did your city celebrate Arbor Day during the 2022 calendar year?

Date observance was held

Did your community's Arbor Day celebration include any type of participation from K-12 schools?\*

Yes  No

Attach Your Signed Arbor Day Proclamation\*

#### Attachments

UPLOAD ATTACHMENT

| NAME                   | CREATED DATE                 |  |
|------------------------|------------------------------|--|
| Proclamation Arbor Day | Nov 15, 2022 10:30:59 PM UTC |  |

*If sharing a URL, please ensure it is a public webpage, not a link to a document sharing platform (e.g. Google Docs or Dropbox)*

Supplemental files

This can be a program from your Arbor Day events, photos, or press releases.

#### Attachments

UPLOAD ATTACHMENT

| NAME                   | CREATED DATE                 |  |
|------------------------|------------------------------|--|
| Arbor Day Flash report | Nov 15, 2022 10:32:15 PM UTC |  |

*If sharing a URL, please ensure it is a public webpage, not a link to a document sharing platform (e.g. Google Docs or Dropbox)*

What is something that has changed in your community as a result of earning Tree City USA recognition?\*





In recent years there seems to be a broader understanding and appreciation for street trees and the importance of natural areas and trails in our parks system. Elected officials all are supportive of street tree protections and help to spread public awareness and ordinances that protect street trees. Recent surveys of residents also shown an increasing demand for access to natural areas and greenways via trail systems.

**Trees are an important solution to urban issues. Increasing tree canopy can lead to improved human health and climate resilience. How is your city or town identifying neighborhoods that need trees most? What resources would assist you in planting and caring for trees in these areas?**

The City Of Tualatin is in the process of developing a Climate Action Plan. A part of this plan has identified areas that are "light" on tree canopy/cover that are in need of improvement. Other citizen surveys have also revealed a growing desire from residents to plant more trees, specifically street trees where applicable. Potential additional resources may include increasing our relationship with "Friends of Trees" or another non profit organization that can engage neighborhood participation to increase the urban canopy.

**SIGNATURE FORM**

**\* Before you print off your signature form, all sections of the application must be complete.**

**To finalize your application, you will need to obtain a signature of your mayor or top city official. Your application requires the appropriate signature to be complete.**

**Click on the button below to populate your mayor signature page. (You will need to push this button anytime you make revisions to your application.)**

**POPULATE SIGNATURE PAGE**

- Scan and upload the signature form
- Email the signature form to the Arbor Day Foundation





- By checking this box, if my application is approved, I agree to have my name and email included on the Tree City USA Member Resource Center Directory. This resource is only available to other recognized Tree Cities and may be made available to qualified researchers studying municipal urban forestry for surveying purposes.
  
- By checking the box, you are granting the Arbor Day Foundation and its assigns, licensees, successors, representatives, employees, program partners, and agents (collectively, the "Arbor Day Foundation"), the irrevocable and unrestricted right to use uploaded images from this application. You grant the Arbor Day Foundation the irrevocable right to use, copy, prepare derivative works from, distribute, and publish the provided photographs in any medium or means of distribution, including print, social media sites such as Facebook and Twitter and in Arbor Day Foundation publications or on its website, for any lawful commercial or other purpose, and to register the copyright of such photographs throughout the world. By granting rights to the photos, you are representing that you own the rights to the uploaded pictures on this application and that Arbor Day Foundation has permission to use said photos.

**By submitting your application, you agree to the [Tree City USA terms and conditions.](#)**

Please press the submit button below, once your application is complete. A successfully submitted application will redirect you to a new page. If you are not redirected, please scroll to the top of your application to see a notification of what information is missing/incorrect in order to submit your application.

**SUBMIT**



**2022 Annual Plan  
Small Tree City USA Community**

**City of Tualatin Community Forestry Program**

**I. Tree Planting**

- Offer ongoing volunteer tree planting in city parklands, greenways and natural areas (Jan-Dec)
- Continue tree planting partnerships with Friends of Trees, Clean Water Services, Tualatin Soil and Water Conservation District, SOLVE, Hands On Portland, Wetlands Conservancy, Just Serve, Tualatin Riverkeepers, schools, youth serving organizations, faith based organizations, corporate businesses and health care providers (Jan-Dec)
- Promote volunteer tree and shrub planting opportunities and accomplishments in quarterly parks and recreation guide (Feb, May, Aug, Dec)
- Street tree plantings (Sept-Dec)

**II. Tree Maintenance**

- Hire temporary summer staff to help with watering & maintenance (May-Sept)
- Survey trees in natural area for potential hazards, remove as needed (Jan-Dec)
- Native tree restoration in greenways and natural areas (Oct-April)
- Street tree pruning (Jan-Feb)
- Park tree pruning (March)
- Completed Hazard tree removals from February 2021 Ice Storm

**III. Administration**

- Report on grant funded (TSWCD) site restoration work at Rife property (May)
- Park & Tree Board monthly meetings (Jan-Dec)
- Review new development landscape/tree planting plans (Jan-Dec)
- Review residential tree permits for code compliance pertaining to street tree program. (Jan-Dec)

- Implemented “on line” street tree permitting program-TrakiT

#### **IV. Education Activities**

- Enroll Parks staff in on-line Pesticide Recertification Courses(Jan)
- Continue partnership with organizations for student environmental education and community learning enhancement (Jan-Dec)
- Provide students environmental education outreach (May- Aug).
- Plan Arbor Week activities with schools, nonprofit organizations, agencies and businesses (Jan-Apr)
- Enhance the heritage trees web page and provide links on the City and department web pages (Sept-Dec)
- Arbor Week tree poster and photo contest (Jan-March)
- Arbor Week presentation and proclamation at City Council Meeting (March)
- Arbor Week activities, observance and tree planting (April)
- Environmental and tree education with high school and middle school students with tree planting (May)

**City of Tualatin  
COMMUNITY FORESTRY PLANNING CALENDAR**

| <b>JANUARY</b>   | <b>FEBRUARY</b>  | <b>MARCH</b>   |
|--|--|--|
| <p>Arbor Week poster and photo contest announcement</p> <p>Finalize native tree and shrub order for reforestation projects in natural areas</p> <p>Street tree pruning</p> <p>Arbor Week planning</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>TPARK meeting</p> <p>Implement Traklt permitting program for Street Tree Permits</p> | <p>Arbor Week Planning</p> <p>Street tree pruning</p> <p>Review resident tree permits</p> <p>Native tree restoration in green spaces</p> <p>Review development tree plans</p> <p>Arbor Week poster and photo contest</p> <p>TPARK meeting</p>  | <p>Park tree pruning and maintenance</p> <p>Volunteer tree planting</p> <p>Arbor Week presentation and proclamation to City Council</p> <p>Native tree restoration in green spaces</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>TPARK meeting</p> |
| <b>APRIL</b>   | <b>MAY</b>   | <b>JUNE</b>  |
| <p>Arbor Day ceremony and volunteer tree planting (April 10)</p> <p>Native tree restoration in green spaces</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>TPARK meeting</p> <p>Park &amp; Tree Board Meeting</p>   | <p>Tree inventory and inspection</p> <p>Environmental and tree education for high school/middle school students with tree planting May 10-14</p> <p>Review resident tree permits</p> <p>TPARK meeting</p> <p>Review development tree plans</p> | <p>Tree inventory and inspection</p> <p>Water and plant care of new trees</p> <p>Site preparations for future restoration work</p> <p>Review resident tree permits</p> <p>TPARK meeting</p> <p>Review development tree plans</p>   |

|  |  |  |
|--|--|--|
|  | Park & Tree Board Meeting  | Park & Tree Board Meeting  |
| <b>JULY</b>  | <b>AUGUST</b>  | <b>SEPTEMBER</b>   |
| <p>Water and plant care of new trees with volunteers</p> <p>Plan next year's tree plantings</p> <p>Volunteer tree planting</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>TPARK meeting</p> | <p>Tree inspections</p> <p>Order street trees for fall plantings</p> <p>Volunteer tree planting</p> <p>Water and plant care of new trees with volunteers</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>TPARK meeting</p> | <p>Finalize tree planting plans for next year</p> <p>Volunteer tree plantings</p> <p>Water and plant care of new trees with volunteers</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>TPARK meeting</p> |
| <b>OCTOBER</b>   | <b>NOVEMBER</b>  | <b>DECEMBER</b>  |
| <p>Volunteer tree planting</p> <p>Staff plant street trees</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>Native tree restoration in green spaces</p> <p>TPARK meeting</p>                  | <p>Work on TCUSA application</p> <p>Volunteer tree plantings</p> <p>Staff plants street trees</p> <p>Native tree restoration in green spaces</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>TPARK meeting</p>             | <p>Finish TCUSA application and mail it to ODF</p> <p>Staff plant street trees</p> <p>Native tree restoration in green spaces</p> <p>Review resident tree permits</p> <p>Review development tree plans</p> <p>TPARK meeting</p>          |



# Proclamation

## *Declaring the Month of April 2022 as Arbor Month in the City of Tualatin*

WHEREAS, Arbor Day is a celebration observed throughout the nation and the world in which individuals and groups are encouraged to plant, care for, and celebrate the many values of trees, and Arbor Month is observed in the State of Oregon during the entire month of April 2022; and

WHEREAS, healthy trees reduce erosion of topsoil by wind and water, moderate the temperature, calm traffic, clean the air, produce oxygen, provide habitat for wildlife, and are a renewable resource giving us paper and countless other wood products; and

WHEREAS, trees beautify our community, increase property values, and enhance the economic vitality of business areas in Tualatin, and thousands of trees and shrubs are planted by volunteers in Tualatin's parklands every year; and

WHEREAS, 2022 marks the 35<sup>th</sup> consecutive year the City of Tualatin has been certified as a Tree City USA by the National Arbor Day Foundation for following best practices in community forestry management.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that the City of Tualatin designates the month of April 2022 as Arbor Month in the City of Tualatin.

All are urged to support efforts to protect and plant trees to gladden the hearts and promote the well being of present and future generations.

The City of Tualatin supports the Oregon Department of Forestry and the National Arbor Day Foundation in their recognition of the value of trees and forests by proclaiming April 2022 as Arbor Month in Tualatin.

INTRODUCED AND ADOPTED this 28<sup>th</sup> day of March, 2022.

CITY OF TUALATIN, OREGON

BY 

\_\_\_\_\_  
Mayor

ATTEST:

BY 

Sherilyn Lombos (Mar 31, 2022 08:05 PDT)

\_\_\_\_\_  
City Recorder









# Arbor Month Proclamation

Final Audit Report

2022-03-31

|                 |  |
|-----------------|--|
| Created:        | 2022-03-30                                   |
| By:             | Nicole Morris (nmorris@tualatin.gov)         |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAcoY52IETg2eRJt5o7znkba__2c8JyaAp |

## "Arbor Month Proclamation" History

-  Document created by Nicole Morris (nmorris@tualatin.gov)  
2022-03-30 - 10:35:34 PM GMT
-  Document emailed to Frank Bubenik (fbubenik@tualatin.gov) for signature  
2022-03-30 - 10:35:51 PM GMT
-  Email viewed by Frank Bubenik (fbubenik@tualatin.gov)  
2022-03-31 - 2:19:00 AM GMT
-  Document e-signed by Frank Bubenik (fbubenik@tualatin.gov)  
Signature Date: 2022-03-31 - 2:19:21 AM GMT - Time Source: server
-  Document emailed to Sherilyn Lombos (slombos@tualatin.gov) for signature  
2022-03-31 - 2:19:22 AM GMT
-  Email viewed by Sherilyn Lombos (slombos@tualatin.gov)  
2022-03-31 - 5:50:02 AM GMT
-  Document e-signed by Sherilyn Lombos (slombos@tualatin.gov)  
Signature Date: 2022-03-31 - 3:05:58 PM GMT - Time Source: server- IP address: 208.71.205.225
-  Agreement completed.  
2022-03-31 - 3:05:58 PM GMT





# Put Down Roots in Tualatin

## Jurgens Park

### Arbor Day | April 9, 2022



- 100 enthusiastic volunteers planted and mulched 750 native trees, shrubs and pollinator friendly flowers along the Tualatin River.
- PGE employees and PGE CEO Maria Pope assisted Mayor Bubenik in planting the annual Arbor Day tree. Friends of Trees and Tualatin Riverkeepers were our community partners. Karen Riley recited her poem “The Mother Tree.”
- Thank you to city staff: Shelley Helgerson, Miguel Gonzalez, Will Alloway, Jim Lane, Dave Koons and Tom Steiger for engaging volunteers and supporting forest diversity and stream health in Tualatin.



Thank you Mayor Bubenik for planting the annual heritage tree, an October Glory red maple. Congratulations to the City of Tualatin for celebrating 35 years of being a Tree City USA.

**City of Tualatin**  
**2022 Community Forestry Program**  
**Annual Expenditures Detail**

**1. COMMUNITY FORESTRY MANAGEMENT**

**A. Pruning:**

1. Street Tree Pruning

| 1. Staff hours                   | Hours | Salary + Ben | Total  |
|----------------------------------|-------|--------------|--------|
| Operations Director              | 5     | 70.98        | 355    |
| Parks Maintenance Manager        | 120   | 54.84        | 6,581  |
| Parks Maintenance Workers        | 1,680 | 33.26        | 55,877 |
| 2. Debris Disposal (Grimms Fuel) |       |              | 500    |
| Subtotal                         |       |              | 63,313 |

2. Right-of-way Pruning

| 1. Staff hours            | Hours | Salary + Ben | Total  |
|---------------------------|-------|--------------|--------|
| Parks Maintenance Manager | 20    | 54.84        | 1,097  |
| Parks Maintenance Workers | 200   | 33.26        | 6,652  |
| 2. Contract Services      |       |              | 10,000 |
| Subtotal                  |       |              | 17,749 |

3. Big Tree Annual Inspection

| 1. Staff hours            | Hours | Salary + Ben | Total |
|---------------------------|-------|--------------|-------|
| Parks Maintenance Manager | 10    | 54.84        | 548   |
| 2. Consultant Services    |       |              | 1,100 |
| Subtotal                  |       |              | 1,648 |

4. Park/Greenway/Natural Area Pruning

| 1. Staff hours            | Hours | Salary + Ben | Total  |
|---------------------------|-------|--------------|--------|
| Operations Director       | 3     | 70.98        | 213    |
| Parks Maintenance Manager | 80    | 54.84        | 4,387  |
| Parks Maintenance Workers | 120   | 33.26        | 3,991  |
| 2. Contract Services      |       |              | 22,839 |
| Subtotal                  |       |              | 31,430 |

**Total Pruning** **3,000** **114,140**

**B. Routine and Special Maintenance:**

1. Special Tree Reports

| 1. Staff hours            | Hours | Salary + Ben | Total |
|---------------------------|-------|--------------|-------|
| Parks Maintenance Manager | 30    | 54.84        | 1,645 |
| Park Maintenance Arborist | 60    | 33.26        | 1,996 |
| Subtotal                  |       |              | 3,641 |

2. Sidewalk and Street Tree Removal and Replacement Program

| 1. Staff hours                     | Hours | Salary + Ben | Total  |
|------------------------------------|-------|--------------|--------|
| Operations Director                | 10    | 70.98        | 710    |
| Street Division Supervisor         | 100   | 51.61        | 5,161  |
| Parks Maintenance Manager          | 200   | 54.84        | 10,968 |
| Parks Maintenance Workers          | 200   | 33.26        | 6,652  |
| Office Coordinator                 | 140   | 37.68        | 5,275  |
| 2. Materials and Contract Services |       |              | 54,000 |
| Subtotal                           |       |              | 82,766 |

**Total Routine and Special Maintenance** **86,407**

**C. Public Education and Volunteerism:**

1. Arbor Week

| 1. Staff hours                | Hours | Salary + Ben | Total |
|-------------------------------|-------|--------------|-------|
| Parks and Recreation Director | 2     | 70.98        | 142   |
| Management Analyst            |       |              | 0     |
| Parks and Recreation Manager  | 0     | 0.00         | 0     |
| Special Events Coordinator    | 60    | 33.71        | 2,023 |
| Parks Maintenance Manager     | 20    | 54.84        | 1,097 |
| Parks Maintenance Workers     | 16    | 33.26        | 532   |
| Volunteer Specialist          | 125   | 32.60        | 4,075 |
| Office Coordinator            | 2     | 36.59        | 73    |
| 2. Materials and Supplies     |       |              | 200   |
| Subtotal                      |       |              | 8,142 |

2. Heritage Tree

| 1. Staff hours                | Hours | Salary + Ben | Total |
|-------------------------------|-------|--------------|-------|
| Parks and Recreation Director | 1     | 70.98        | 71    |
| Management Analyst            | 0     | 0.00         | 0     |
| Parks and Recreation Manager  | 0     | 0.00         | 0     |
| Parks Maintenance Manager     | 2     | 54.84        | 110   |
| Parks Maintenance Workers     | 2     | 33.26        | 67    |
| Subtotal                      |       |              | 247   |

3. Volunteer Projects

| 1. Trees                        | Number |              |        |
|---------------------------------|--------|--------------|--------|
| Parks, Natural Areas, Greenways | 2,155  |              |        |
| 2. Staff hours                  | Hours  | Salary + Ben | Total  |
| Parks and Recreation Director   | 10     | 70.98        | 710    |
| Parks and Recreation Manager    | 0      | 0.00         | 0      |
| Parks Maintenance Manager       | 80     | 54.84        | 4,387  |
| Parks Maintenance Workers       | 250    | 33.26        | 8,315  |
| Volunteer Specialist            | 800    | 32.60        | 26,080 |
| Office Coordinator              | 10     | 36.59        | 366    |
| 3. Volunteers (241)             | 1,590  | 0            | 0      |
| 4. Materials and Supplies       |        | 1,000        | 1,000  |
| Plant Material (Donated)        |        |              |        |
| Subtotal                        |        |              | 40,858 |

**Total Education and Volunteerism** **49,247**  
49,247

**D. Inventory**

1. Urban Forestry Management Plan

| 1. Staff hours               | Hours | Salary + Ben | Total |
|------------------------------|-------|--------------|-------|
| Parks and Recreation Manager | 0     | 0.00         | 0     |
| Parks Maintenance Manager    | 10    | 54.84        | 548   |
| Subtotal                     |       |              | 548   |

**Total Inventory Projects** **548**

**E. Professional Training and Memberships**

1. ISA Membership

|                           |   |   |     |
|---------------------------|---|---|-----|
| Parks Maintenance Manager | - | - | 155 |
|---------------------------|---|---|-----|

2. Arbor Day Foundation Membership

|             |   |   |    |
|-------------|---|---|----|
| Agency-wide | - | - | 25 |
|-------------|---|---|----|

3. Arborist Trainings

|                                       |    |       |       |
|---------------------------------------|----|-------|-------|
| Parks Maintenance Workers (Training)  | 32 | 33.26 | 1,064 |
| Parks Maintenance Workers (Reg. Fees) |    |       | 430   |
| Subtotal                              |    |       | 1,674 |

**Total Professional Training and memberships** **1,674**

**Total Community Forestry Management** **252,016**

## 2. TREE PLANTING

### A. Street Tree Planting

| 1. Trees                  | Number | Cost         | Total  |
|---------------------------|--------|--------------|--------|
| Street trees              | 98     | 95.00        | 9,310  |
| 2. Staff hours            | Hours  | Salary + Ben | Total  |
| Operations Director       | 5      | 70.98        | 355    |
| Parks Maintenance Manager | 90     | 54.84        | 4,936  |
| Parks Maintenance Workers | 120    | 33.26        | 3,991  |
| Office Coordinator        | 40     | 36.59        | 1,464  |
| Supplies                  |        | 1,600.00     | 1,600  |
| Contractor                |        |              | 0      |
| Subtotal                  |        |              | 21,655 |

### B. Arbor Week Plantings

| 1. Trees                     | Number | Cost         | Total |
|------------------------------|--------|--------------|-------|
| Misc. Supplies and trees     |        |              | 1,000 |
| 2. Staff hours               | Hours  | Salary + Ben | Total |
| Parks Maintenance Manager    | 5      | 54.84        | 274   |
| Parks Maintenance Workers    | 15     | 33.26        | 499   |
| Parks and Recreation Manager | 0      | 0.00         | 0     |
| Volunteer Specialist         | 20     | 32.60        | 652   |
| Subtotal                     |        |              | 1,425 |

**Total Tree Planting** **8,070** **23,080**

## 3. TREE REMOVAL

### A. Park, Greenway and Natural Areas Removals

|                              | Hours | Cost  | Total  |
|------------------------------|-------|-------|--------|
| 1. Parks Maintenance Manager | 80    | 54.84 | 4,387  |
| 2. Urban Forest Tree Service |       |       | 54,000 |
| 3. Parks Maintenance Workers | 120   | 33.26 | 3,991  |
| Subtotal                     |       |       | 62,378 |

### B. Street Tree Removal Permits

| 1. Staff hours            | Hours | Salary + Ben | Total  |
|---------------------------|-------|--------------|--------|
| Operations Director       | 0     | 0.00         | 0      |
| Parks Maintenance Manager | 80    | 54.84        | 4,387  |
| Park Maintenance Arborist | 60    | 33.26        | 1,996  |
| Contractual Services      |       |              | 76,900 |
| Office Coordinator        | 10    | 36.59        | 366    |
| Subtotal                  |       |              | 83,649 |

### C. Private Property Tree Removal Permits

| 1. Staff hours                   | Hours | Salary + Ben | Total |
|----------------------------------|-------|--------------|-------|
| Community Development Department | 30    | 54.84        | 1,645 |
| Parks and Recreation Manager     | 1     | 64.99        | 65    |
| Subtotal                         |       |              | 1,710 |

### D. Storm Event Cleanup Costs, Response and Recovery

| 1. Staff hours             | Hours | Salary + Ben | Total  |
|----------------------------|-------|--------------|--------|
| Operations Director        | 10    | 70.98        | 710    |
| Parks Maintenance Manager  | 40    | 54.84        | 2,194  |
| Parks Maintenance Workers  | 250   | 33.26        | 8,315  |
| Operations Utility Workers | 60    | 33.26        | 1,996  |
| Office Coordinator         | 40    | 36.59        | 1,464  |
| Grimm's Disposal           |       |              | 500    |
| Contract Services          |       |              | 10,000 |
| Subtotal                   |       |              | 25,178 |

**Total Tree Removal** **100** **172,915**

**4. OTHER**

## A. Land Use/Architectural Review/Subdivision Approval Process

| 1. Staff hours                   | Hours | Salary + Ben | Total  |
|----------------------------------|-------|--------------|--------|
| Community Development Department | 200   | 54.84        | 10,968 |
| Parks and Recreation Manager     | 10    | 64.99        | 650    |
| Subtotal                         |       |              | 11,618 |

## B. Street and Utility Capital Projects

| 1. Staff hours                   | Hours | Salary + Ben | Total |
|----------------------------------|-------|--------------|-------|
| Community Development Department | 60    | 54.84        | 3,290 |
| Parks Maintenance Manager        | 25    | 54.84        | 1,371 |
| Subtotal                         |       |              | 4,661 |

## C. Park Improvements Bond Funded Pruning and Removals

| 1. Staff hours                  | Hours | Salary + Ben | Total |
|---------------------------------|-------|--------------|-------|
| Parks and Recreation Director   | 0     | 70.98        | 0     |
| Parks Maintenance Manager       | 0     | 0.00         | 0     |
| Parks and Recreation Manager    | 0     | 63.72        | 0     |
| Materials and Contract Services |       |              |       |
| Subtotal                        |       |              | 0     |

## D. Mitigation and Enhancement

| 1. Staff hours                | Hours | Salary + Ben | Total |
|-------------------------------|-------|--------------|-------|
| Parks and Recreation Director |       | 70.98        | 0     |
| Parks and Recreation Manager  |       | 63.72        | 0     |
| Subtotal                      |       |              | 0     |

**Total Other****16,279****GRAND TOTAL COMMUNITY FORESTRY PROGRAM****464,291**





City of

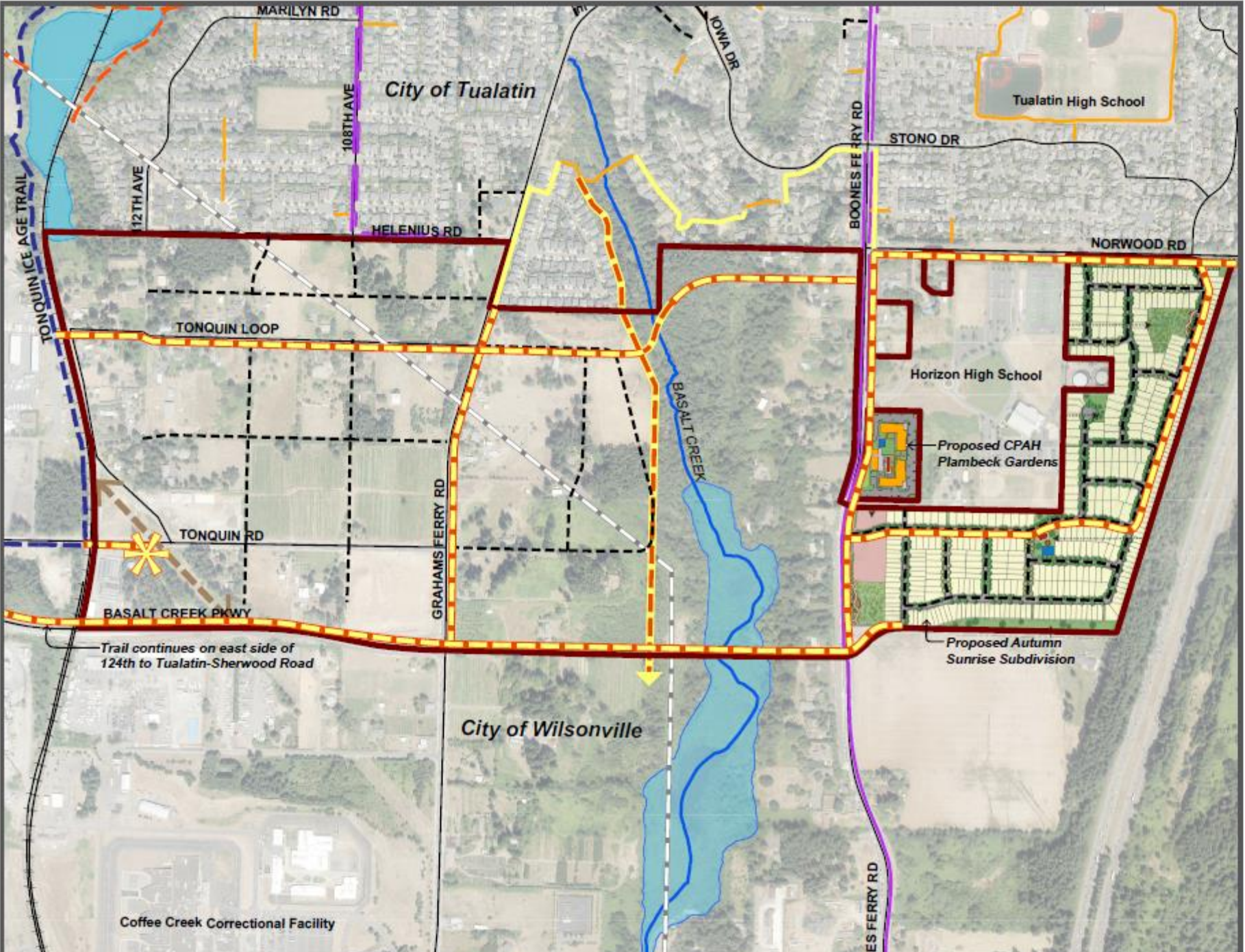
**TUALATIN**

**PARKS & RECREATION**

# **Basalt Creek Parkland Acquisition**

## **October 24, 2022**





### Basalt Creek Trails Concept

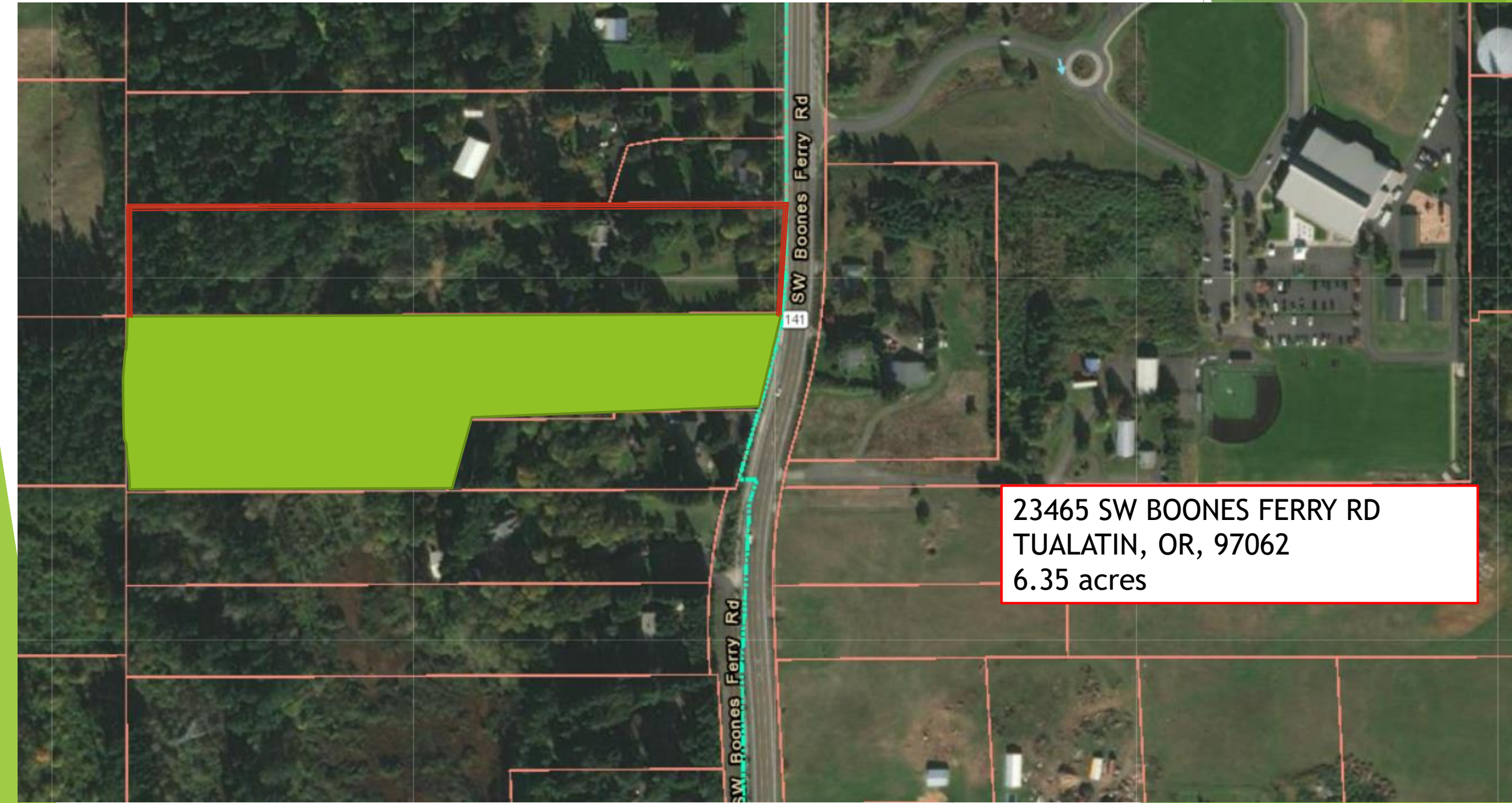
#### Legend

- Basalt Creek Planning Area
- Existing Roads
- Proposed Roads
- Existing Sidewalk
- Existing Bike Lanes
- Existing Trails
- Planned and Proposed Trails**
- Tualatin (general)
- On-street trail/widened sidewalk
- Off-street trail/greenway
- Tonquin Ice Age Trail
- Sherwood to Sandy Power Line Trail
- ✱ Proposed Trailhead
- PGE Overhead Power Lines
- Railroad
- Streams
- Waterbodies

Note: On-street trails (enhanced sidewalks or multi-use paths) in residential areas to follow future development street systems.







23465 SW BOONES FERRY RD  
TUALATIN, OR, 97062  
6.35 acres

# Site Attributes

- ▶ Natural area and creek/wetland resource
- ▶ Flat area for active recreation
- ▶ Adjacency to residential
- ▶ Alignment with City Council Vision goals
- ▶ Future access across Boones Ferry
- ▶ Adjacent to recently purchased parkland
- ▶ Expands Basalt Creek Parkland to 14.04 acres

# City Council Vision Goal Alignment

- ▶ An **INCLUSIVE COMMUNITY** that promotes equity, diversity, and access in creating a meaningful quality of life for everyone
- ▶ Safe, vibrant, and accessible **GATHERING PLACES** throughout the city that build and celebrate our whole community
- ▶ Safe, desirable, welcoming, and sustainable **NEIGHBORHOODS** with housing that is available for all
- ▶ An **ENVIRONMENTALLY** active, sustainable, responsible, and forward-thinking community that values and protects our natural resources, inhabitants, and habitat

# Current State

- ▶ Owners are interested selling to the City as parkland
- ▶ Owners would like to enter into a Purchase and Sale Agreement (PSA) with the City of Tualatin

# PSA Terms

- ▶ Sale price to be negotiated upon completion of appraisal report
- ▶ City of Tualatin will pay for appraisal
- ▶ PSA would expire without final Council action

# Value/Cost Estimates

- ▶ Washington County Tax Year 2022 Real Market Value: \$924,880
- ▶ Zillow: \$1,019,000
- ▶ Redfin: \$919,661













City of  
**TUALATIN**  
PARKS & RECREATION



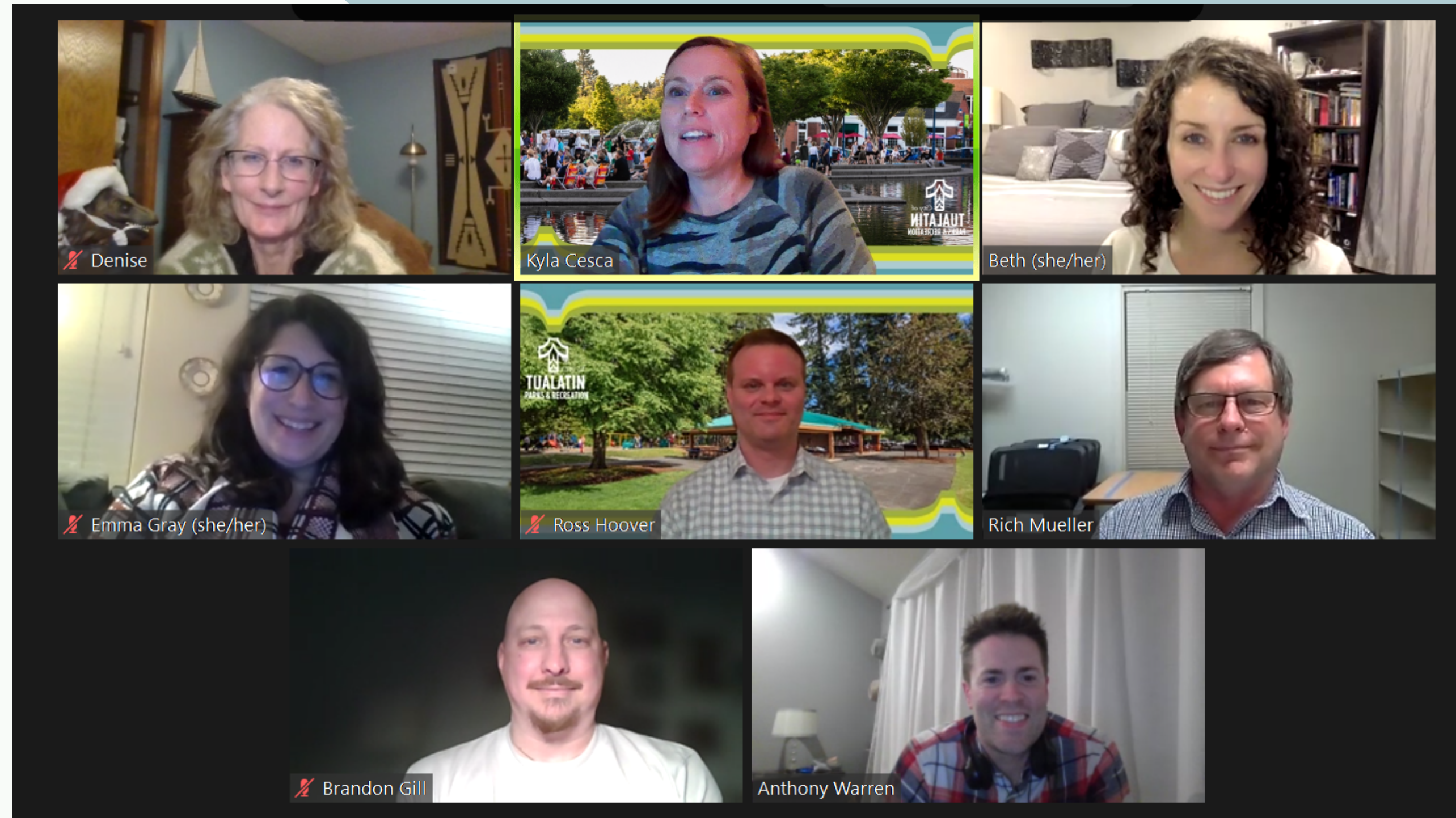
# Tualatin Park Advisory Committee

2021 Annual Report



# THIS IS US

“We are a group of enthusiastic advocates for the Parks & Recreation system with a focus on the stewardship and enhancement of our community.”



**13** Meetings Attended

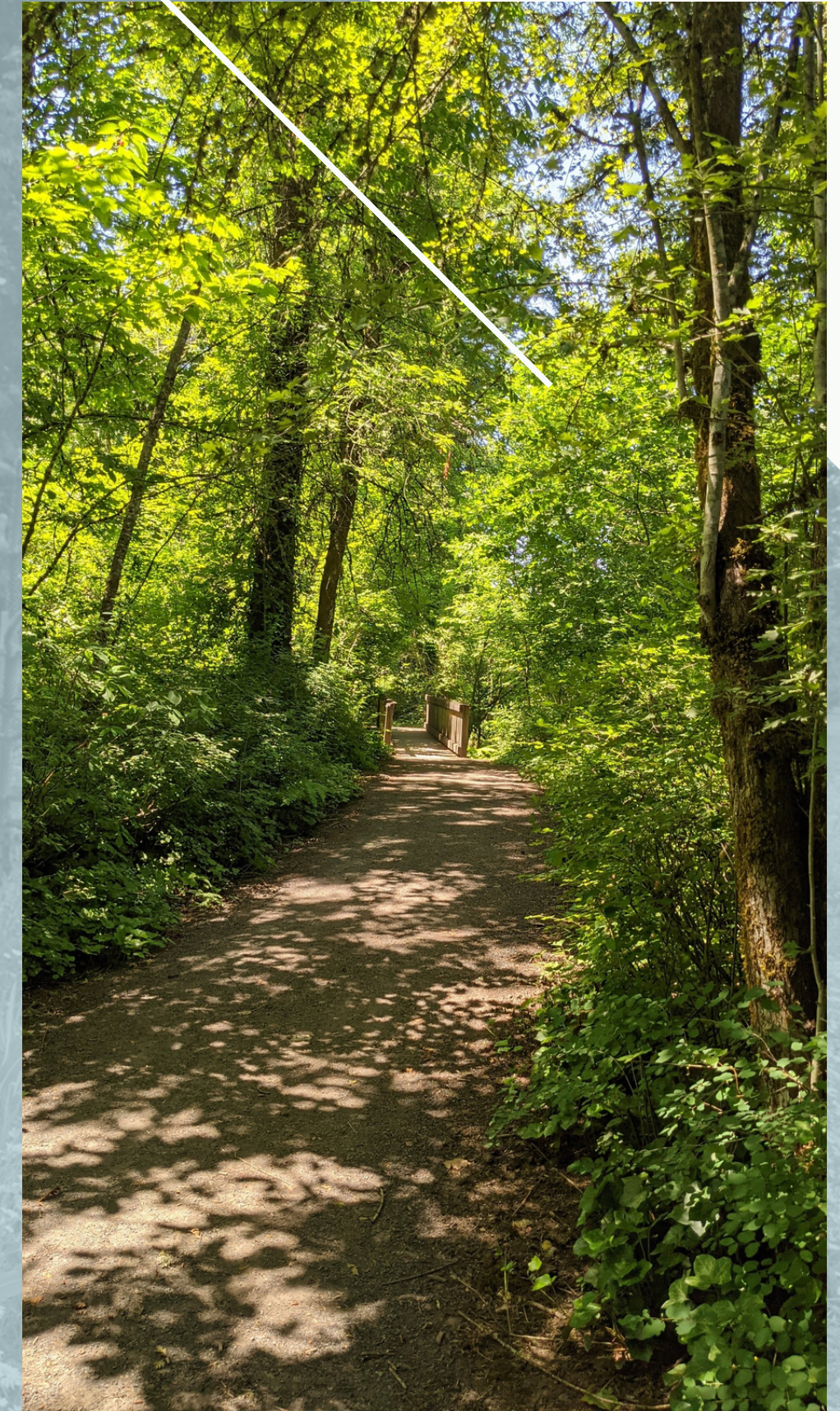
**15** Virtual Activities Attended

**193** Hours Volunteered



# CURRENT MEMBERS

- Beth Dittman, Chair
- Brandon Gill, Vice-Chair
- Nadia Alvarado
- Emma Gray
- Denise Cline
- Josh Huffman
- Anthony Warren







# WHAT WE DO

- Regular Meetings
- Represent Parks & Recreation to Community & Council
- Attend Activities & Events
- Engagement, Involvement & Outreach to Community
- Bee City Facilitation Committee
- Tree City USA Board
- Outreach & Presentation to CIO Presidents
- Advocate for the Parks & Recreation system-the backyard of our community



# 2021 ACCOMPLISHMENTS

- Basalt Creek Parks and Recreation Plan
- Park Asset Prioritization Criteria & Scoring
- Park Utility Fee Recommendation
- Creation of Park Utility Fee Usage Matrix & Community Engagement
- Equity + Inclusion Plan
- Acknowledgement of Native Land & People
- Tree City USA & Bee City USA Committee
- Arbor Week & Pollinator Week Presentations
- Oregon Community Paths Grant
- Tualatin Commons Splash Pad Project
- Veterans Memorial Site Planning
- Continued Support of COVID Safe Community Events
- Community Engagement for Possible Bond in Fall 2022



# WE CAN DO MORE

## **COVID caused limitations in 2020-21**

Additional funds would help us implement master plan goals to:

- Create a more equitable community
- Create access for all community members
- Enhance community gathering places
- Create a more environmentally sustainable community
- Advance active transportation (walking, running, biking)
- Enhance Economic development





# OUR 2022 GOALS

- Continue to support the parks funding process (bond) to work toward identified goals in Master Plan
- Strengthen diverse committee membership
  - Offer meetings in Spanish and English
  - Work with council to identify ways to seat members as interest arises
  - Identify ways to and implement outreach efforts to BIPOC and Latinx community members
- Establish ongoing communication with Community Involvement Organizations
- Collaborate with other City advisory committees
- Promote pollinator information and resources
- Provide community resources for trees and bees





# QUESTIONS & COMMENTS

**TPARK 2021 Annual Report**



# NOVEMBER 2022



| SUN | MON                        | TUE   | WED | THU                                     | FRI                                     | SAT |
|-----|----------------------------|---|-----|---|---|-----|
|     |                            | 1   | 2   | 3                                       | 4<br>Veterans Breakfast                 | 5   |
| 6   | 7                          | 8   | 9   | 10                                      | 11<br>City Closed: Veterans Day Holiday | 12  |
| 13  | 14<br>City Council Meeting | 15<br>Joint Advisory Meeting                                  | 16  | 17                                      | 18                                      | 19  |
| 20  | 21                         | 22<br>Letters from Winter Time Characters Registration Closes | 23  | 24<br>City Closed: Thanksgiving Holiday | 25<br>City Closed: Thanksgiving Holiday | 26  |
| 27  | 28<br>City Council Meeting | 29  | 30  |   |   |     |

# DECEMBER 2022



| SUN  | MON                               | TUE                 | WED | THU  | FRI   | SAT   |
|--|-----------------------------------|---------------------|-----|--|---|---|
|  |                                   |                     |     | 1  | 2<br>Holiday Lights Parade:<br>North Tualatin | 3<br>Holiday Lights Parade:<br>South Tualatin |
| 4<br>Holiday Lights Parade:<br>East Tualatin | 5                                 | 6                   | 7   | 8  | 9   | 10  |
| 11   | 12<br><b>City Council Meeting</b> | 13<br>TPARK Meeting | 14  | 15<br>Purrfect Holiday Cat<br>Photo Contest<br>Registration Closes | 16  | 17  |
| 18   | 19                                | 20                  | 21  | 22   | 23  | 24  |
| 25   | 26<br>City Closed: Holiday        | 27                  | 28  | 29   | 30  | 31  |