



**CITY OF FOREST GROVE
COMMUNITY FORESTRY COMMISSION
COMMUNITY AUDITORIUM CONFERENCE ROOM, 1915 MAIN STREET
WEDNESDAY, SEPTEMBER 19, 2018 - 5:30 P.M.**

Councilor Ron Thompson

Mark Nakajima, Chair
Bruce Countryman
Lance Schamberger
Dale Wiley, Secretary

Michael Howell, Vice Chair
David Hunter
Jen Warren
Solomon Clapshaw, Student Advisor

All public meetings are open to the public and all persons are permitted to attend any meetings except as otherwise provided by ORS 192:

→ Citizen Communications – Anyone wishing to speak on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. Each person must state his or her name and give an address for the record.

All public meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, at (503) 992-3235, at least 48 hours prior to the meeting.

AGENDA

Call to Order and Approval of Meeting Minutes: May 16, 2018

Citizen Communication: Anyone wishing to speak on an item not on the agenda may be heard at this time. In the interest of time, please limit comments to three minutes or less.

Old Business

1. Town Center Street Tree Community Enhancement Project – Review request for letters of interest
2. Rueter Farms Park Oak Tree Replanting

New Business

1. Arbor Day 2019 Project Idea – Invited guest: Ashley Roth, Forest Grove Community Facebook Page

Member and Liaison Updates

Announce Next Meeting and Adjourn

**Announce Next Meeting
October 17, 2018**



Community Forestry Commission
Community Auditorium
1915 Main Street, Forest Grove, OR
May 16, 2018, 5:30 pm
Page 1 of 2

President – Mark Nakajima

Members Present: David Hunter – Dale Wiley – Bruce Countryman – Jen Warren

Members Absent: Lance Schamberger

Staff Present: Dan Riordan

Council Liaison: Ron Thompson

Student Advisor: Solomon Clapshaw

Citizen New Member / Introduction: None

Minutes Approval: David moved to approve and Jen seconded that the minutes be approved as submitted.

OLD BUSINESS:

Arbor Day Tree Planting Event David was recognized and thanked for his efforts in making the Arbor Day Tree Planting a success with the multiple changes at the last minute. There were some children there from a day care that helped out and seemed to enjoy the event.

Community Enhancement - The CFC was successful in obtaining a community enhancement grant for \$ 4,824.00.

Downtown Trees – The owner of the Yellow Llama has obtained permits for removal of the trees in front of the restaurant. He will be replacing them at some point in time after the sidewalk repairs.

NEW BUSINESS

David questioned if a tree protection permit had been applied for or issued on the construction at the Masonic Grand Lodge Library.

Dan spoke to the tree removals at the Raines Dialysis Clinic and if there was to be any kind of replacements.

Mark asked if there had been any tree mitigation requirements in connection with the lane construction on the Quince. Dan said that he would check with Engineering and see if there could be some enlightments on the replanting aspect of that.

Dan talked about the anticipated improvements at the Martin Road and Hwy 47 interchange.

MEMBER UPDATE:

LIAISON UPDATE: Ron- Updated on the Pacific Master Plan. The plan was quite extensive. There will be a couple of sidewalks added for safety reasons. Pacific added by City requirement 100 off street parking places in the downtown area.

Council will sign off on the operating agreement with the Senior Center. This insures continuity in the operations for 20 years. The City received \$ 100,000 from the county for work on the Senior Center.

Rates on the solid waste will increase in the next billing cycles about \$ 1.50 per household.

NEXT MEETING: June 20, 2018 at 5:30 pm at the City Auditorium.

MEETING ADJOURNMENT: David moved – Dale seconded that the meeting adjourn. Unanimous vote affirmative.

Respectfully submitted,

Dale Wiley

Daniel Riordan

From: Ashley Roth [mailto:ashley.1986@gmail.com]
Sent: Friday, August 10, 2018 9:46 AM
To: Daniel Riordan
Subject: Good morning!

Hi there! My name is Ashley Roth and I run the Forest Grove Community page on Facebook. :-).

I emailed Jesse in hopes to find out how we could access some trees for planting for the pages 5 year anniversary coming in April. I am also writing to Tom Gamble to get some ideas or resources as well. Our anniversary is April 10th, and I was hoping to gather residents who would be interested in a potluck/park clean up/tree planting on city property, and/or have a list of private residents that sign up for us to plant trees for them! This is a concern brought up often on the page when the big trees start to come down, and if we can replace some trees or just have a positive tree planting experience with multiple members of our community I would love to head this. . I just need some help and guidance, and guidelines even. Thanks so much for your time. You are very appreciated!

Ashley Roth

Sent from my iPhone



Town Center Street Tree Inventory and Assessment Request for Letters of Interest

Submittal Deadline: Friday, October 5, 2018, 4:30 pm Pacific Daylight Time,

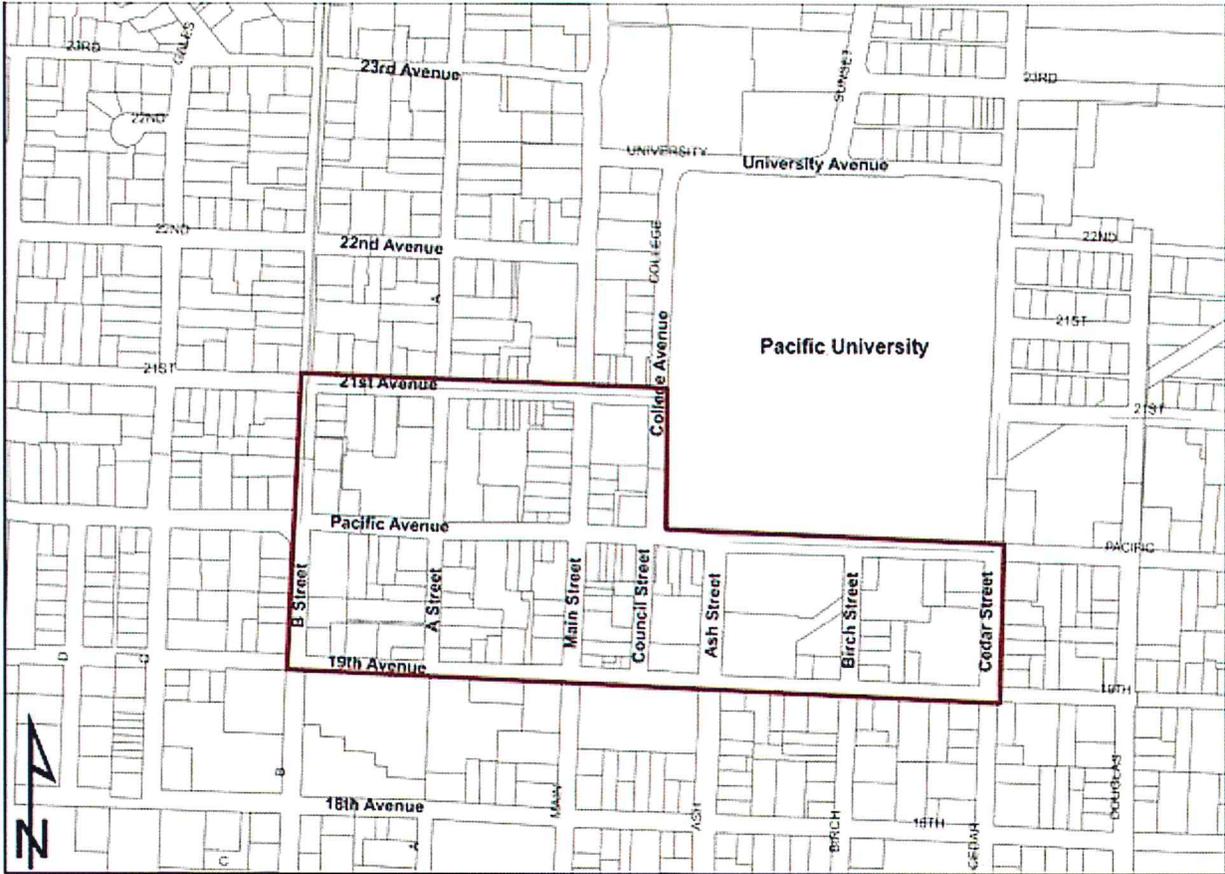
Introduction and Project Objectives

The City of Forest Grove is soliciting letters of interest from certified consulting arborist interested in preparing a street tree inventory and assessment for the Forest Grove Town Center. The street trees downtown were planted decades ago. Over time problems with conflicts between street trees, sidewalks, signs and buildings have occurred. In some cases pedestrian safety has been compromised due to sidewalk damage causing tripping hazards. This is most notable along Main Street which is a high pedestrian area. Adjacent property owners have generally not kept up with maintenance of the street trees. As a result several trees have grown too large and roots have caused damage to sidewalks, sewer and water lines.

A baseline of information is needed to fully assess the situation and to serve as basis for preparing recommendations for managing street trees in the downtown. At a minimum, information is needed about street tree location, tree type, height, size, condition and presence of conflicts with buildings, sidewalks and signs if any. Assessment of conditions requires expertise by trained professionals certified in performing visual tree assessments based on generally accepted practices sanctioned by the organizations such as the International Society of Arboriculture.

Information gathered by the consultant will be entered in the City's GIS and used to develop policy recommendations for management of the downtown street trees for consideration by the Community Forestry Commission and City Council. Recommendations will address appropriate tree varieties to plant in a downtown environment, locations for additional tree planting, location of trees recommended for removal based on the tree assessment and policies for ongoing maintenance and shared responsibility for tree care between the City, property and business owners. The City is also interested in recommendations for locations where new street trees could be planted. A map of the study area is provided on the next page. The maximum budget for this project is \$4,800.

The preliminary project area includes the Town Center core area and adjacent blocks.



In response to this solicitation the following items must be included in a letter of interest:

- **Qualifications:** Provide a brief description of firm qualifications and experience successfully completing similar projects. Please briefly describe experience conducting urban forest tree inventories and urban forest management recommendations for governmental agencies. Also, please describe any experience using Geographic Information System (GIS) software for tree inventories and analysis.
- **Personnel:** name and contact information for project manager and indication of personnel assigned to the project.
- **Scope of Services:** summarize the services you will provide, approach to the scope of work and recommendations for changes if any.
- **Timeline:** Estimate of project duration and statement confirming the consultant is available and has the time and resources necessary to complete the project in a timely manner.
- **Cost:** Hourly rate for assigned personnel, anticipated time allocation/budget for assigned personnel and lump sum fee proposal.

Consultant selection will include review of letters of interest by the City of Forest Grove Community Forestry Commission. The Commission may request additional information and may conduct interviews prior to selecting the project consultant.

For any questions contact:

- Dan Riordan, Community Forestry Commission staff liaison at (503) 992-3226 or driordan@forestgrove-or.gov.

Mail submittals to:

City of Forest Grove
Community Development Department
PO Box 326
Forest Grove, OR 97116

In person submittals to:

City of Forest Grove
Community Development Department
1924 Council Street

Submittal deadline: Friday, October 5, 2018, 4:30 pm Pacific Daylight Time,