

**CITY OF COTTAGE GROVE
URBAN FOREST MANAGEMENT PLAN
ADVISORY COMMITTEE**

Minutes of the Meeting
June 27, 2023

CALL TO ORDER

Eric Mongan called the meeting to order at 6:03 p.m.

ROLL CALL

Recording Secretary Tina MacDonald called the roll. The following were:

Present: Councilor Ervin, Councilor Savage, Commissioner Rigel,
Commissioner Christopher, Tara Sue Hughart, Mark McCaffery,
Susan Johnson (online), Debra Bartlett (online)

Absent: None

Staff Present: City Planner, Eric Mongan, Recording Secretary, Tina MacDonald

ITEMS ADDED

None

MINUTES

None

OLD BUSINESS

None

NEW BUSINESS

1. Eric welcomed the Committee back and spoke about the intention of the meeting to be a reset. The Urban Forest Management Plan has been long wanted by the Urban Forestry Committee and is one of the charges of the charter. Being a Tree City USA and having an Urban Forestry Committee since 1994 it is a component of that. The Committee did create some great product previously. Eric spoke about setting some good next steps, some bench marks and having at least one or two more meetings set.

When Eric wrote the Scope of Work for the Committee it created Staff as more of a consultant to the Committee. Staff would do a chunk of work, such as the first deliverable on the Scope. They would provide the background such as the charter, how we got here, maintaining Tree City USA and so on.

The Committee meets to discuss the draft, provide information and then move forward.

Debra spoke about the previous meetings and the Mission and Vision. She thinks that it was complete. Eric stated that it was not complete. He will look at it for the next meeting. The integration of the Mission and the Vision, a structured background report and basically the beginnings of the report so at each meeting each deliverable builds on the next. Where do we want to be and how do we want to get there and so on. We can go back and say the number one goal is this...and go forward. Establishing a goal that says we want to do this. He sees the Committee being the catalyst for community involvement. Could we do an Open House? The Urban Forestry Committee spoke about having a booth at the Emergency Preparedness Fair. If the Committee had something to solicit input from the public on goals for the urban forest that is a good opportunity for outreach. Wildfire and disease are things that can be built in that are of concern. It is an ambitious timeline yet if we set a goal we can make it happen. It is up to the Committee to decide if that's where they want to go. Eric will provide the deliverable and present it to the Committee to make their own. The desire is to create the plan so that it can be adopted to make the changes to code.

Debra spoke about the city ordinances and not needing to make changes. Council adopts master plans as a policy decision. When we are looking at a 20 year plan for the urban forest this needs to go before them. The Committee will put forward recommendations for code amendments as part of the plan. The Council has to bless the changes, it goes back to Eric to write new code, and so forth.

Debra brought up the tree inventory list and Vision and Mission and thought it was final. Eric said the Committee needs to review, revisit and reset. The Mission and Vision will be available for review at the next meeting. Tonight we are talking about process and not so much about goals.

The Committee reviewed the Scope of Work. The first task on the Scope is to create the Committee with the first deliverable being the Draft Background Report. (See attached Scope of Work). Eric will include the process that got the City the approved tree list. This Scope is a good foundation. Eric will add to it and provide draft chapters. There will be a place holder for the Executive Summary, the Mission and Vision, and staff will provide paper and email copies of the draft chapter so the Committee can review to have for the next meeting.

Debra asked about specifics about the Scope. Eric wants to revisit it to see if there is anything the Committee wants to add or change and set a deadline for when they want to see it. Does the Committee want to work towards August 5th as a deadline? The next meeting will be July 18th. With that being said, if

the comments are to Eric by the 11th he can have something for the next meeting. Then the Committee will have something to present to the public.

Prior meeting minutes will be available at the July 18th meeting. The Committee can also vote for a chair and vice chair. There will be a nice meeting packet and more what a Committee would be accustomed to.

ADJOURNMENT: There being no further business, Eric Mongan adjourned the UFMP Advisory Committee meeting at 6:49 p.m.

Eric Mongan, City Planner

Approved Date