

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

Minutes of the Meeting
October 25, 2023

CALL TO ORDER

Assistant Planner Allison Crow called the meeting to order at 6:00 p.m.

ROLL CALL

Present: Commissioner Christopher, Mark McCaffery, Councilor Savage,
Debra Bartlett
Absent: Commissioner Hughart, Commissioner Rigel, Councilor Ervin
Staff Present: City Planner, Eric Mongan (online), Assistant Planner Allison
Crow, Recording Secretary Tina MacDonald

ITEMS ADDED

None

MINUTES

August 15 and October 18, 2023 Minutes were approved.

OLD BUSINESS

None

NEW BUSINESS

Allison shared the most updated draft of the Urban Forest Management Plan. It will go before the Urban Forestry Committee on November 20th and hopefully City Council on November 27th. It is dedicated to Susan Johnson.

Debra asked if the comments were incorporated into this report and if the dates that Susan was on the urban forest committee could be included with the dedication.

Eric joined the meeting and discussed the management plan. He asked that tonight the discussion be framed around honing in on the blank sections in the document. He mentioned artwork and photos that could be included and asked the committee to provide input around that. He stated that he would look at Debra's comments

and will try to integrate those in. This document should be more city focused and specific to the community. He also spoke to wanting it to be specific to our city, such as do we need an urban forester?

Eric went through the plan. The executive summary is being written and page numbers will be added. He created section for the breakdowns of each type of tree and asked for input on that. The strategic plan page is a description page about what you are about to see. There was discussion about the tree needs themselves.

The committee discussed Issue 2: Register/Heritage Tree Program. Here is the first set of actions that we want to develop. How do we get there? The committee came up with three action items. Determine the criteria, identify the heritage trees and how will they be protected.

Eric moved on to the street trees section. Issue 2: Ensure a 90% or better survival rate for newly planted street trees needs actions. An idea would be at the time a permit is issued that a fee is paid that essentially takes care of planting at an appropriate time and 1 year of city maintenance.

The committee discussed ideas around funding and right of way issues. Mark talked about an action item being to engage city council to approve a fee that is adopted to fund and care for the street trees.

Facility trees and parking lot trees were discussed. The city cannot make a property owner plant trees, but we can educate them to the benefits and possibility of saving money on utility bills and being good citizens.

Park and open space trees, tree management and replacement plan ideas were talked about. Coiner Park must be very specific because of the age of the trees and the history. Issue 2: Coordination between City departments when working near trees is important to be addressed, specifically the tree conservation code while working in the right of way. Issue 3 is good planning. Issue 4 around funding is focused around funding without worrying about securing grants. How do we improve on what is already allocated? Can the City have a tree crew and how would that be funded? An action item of getting funding for the urban forest management program into the budget was added as an action item.

Community needs and the availability of information. Issue 3 is equity and was accidentally omitted from the document. It is specifically about the underprivileged community.

Implementation is where grants come in. Are there other opportunities that the committee can think of? The city is continually searching for funding. It is an ongoing process, not just a 3-5 year process.

Pruning, the timing of limb pickup and some possible changes to the program may be something that is addressed for care and maintenance.

General fund portion may need to be more creative as far as revenue creation.

Allison talked about GIS and it’s capabilities in mapping the urban forest.

The priorities table needs to be finalized as far as priorities, cost, partner organizations, etc. The tree survey being complete is a high priority to the committee.

The next meeting date will be the week of November 6th.

The final management plan will go the Urban Forestry Commission on November 20th to be recommended to City Council on November 27th.

Meeting adjourned at 7:15 p.m.

The next meeting will be Thursday, November 9, 2023.

ADJOURNMENT: There being no further business, Eric Mongan adjourned the UFMP Advisory Committee meeting at 7:15 p.m.

Eric Mongan, City Planner

Approved Date