



City of Madras
Urban Forestry Commission
216 NW "B" Street

March 5, 2024
6:00 P.M.

MINUTES

I. CALL TO ORDER

The Urban Forestry Commission meeting was called to order by Louise Muir acting Chair at 6:00 p.m. on March 5, 2024, at the Madras City Hall located at 125 SW "E" Street.

MEMBERS PRESENT

Louise Muir
Patricia Spencer
Becky Burchell
Cindy Stanfield
Gary Walker
Jordan Vasquez – Via Teams
Bill Donaghu – Via Teams

STAFF MEMBERS PRESENT

Public Works Manager; Michele Quinn
Jeff Hurd; Public Works Director
Chris Funk; Operations Manager

VISITORS PRESENT

Karen McCarthy

II. CONSENT AGENDA

A motion was made by Becky Burchell; seconded by Gary Walker; to approve the Consent Agenda as presented, motion passed unanimously.

III. VISITOR COMMENTS

No Visitors present.

IV. NEW BUSINESS

A. Nomination of Chair and Vice Chair

A motion was made by Becky Burchell; seconded by Cindy Stanfield; to nominate Louise Muir as acting Chair of the Urban Forestry, Motion passed unanimously.

A motion was made by Louise Muir; seconded by Gary Walker; to nominate Becky Burchell as acting Vice Chair of the Urban Forestry, Motion passed unanimously.

1- Urban Forestry Commission Meeting
March 5, 2024

125 SW "E" Street, Madras, OR 97741 Telephone (541)475-2622 – Fax (541)475-1038

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B. Consideration of Appointment – John Arena

Michele Quinn informed the group that John Arena has asked to remain on the Urban Forestry Commission.

The Urban Forestry Commission requested to table the discussion until the April 2nd meeting.

C. Arbor Day

- a) **Location – COCC Trail**
- b) **April 26, 2024 event at 11:00 a.m.**
- c) **Theme – “Trees, Butterflies, Bees, and Me**
- d) **Volunteer and planning.** Becky Burchell will reach out to the Metolius and Warm Springs Schools to see if they will participate in the poster contest. Bill Donaghu will work on getting bird houses built for the prizes and securing the saplings. Chris Funk will contact Pete with Miller Lumber and ask about wood for the bird houses. Michele Quinn will contact Kim Schmith with the Key Club.
- e) **Poster Contest** – Patricia and Cindy will help hang the posters in Council Chambers. Becky will bring the posters for the April 2nd meeting so they can be judged.
- f) **Prizes for poster contest-** Louise said she can assist in taking the posters to the winners in Warm Springs. We will need to have some additional people to help with Metolius.

V. UPDATES

A. Willow Creek clean up.

Michele Quinn told the Committee that staff is working with Department of Corrections (DOC) to have an inmate crew clear some of the overgrown brush out of Willow Creek. We will need to wait until the creek dries up the melting snow has the creek running. We are hoping sometime in April.

B. Yard Beautification

Cindy Stanfield said there is some interest from the Garden Club they will be adding window boxes to the fair this year. This might be a good way to get things started.

C. Project updates

Jeff Hurd gave updates on the following projects:

- Airport Projects
- Golf Course Cart Path
- Willowbrook Park – grass and trees
- Sagebrook subdivision phase 2
- Demers Pump Station
- Culver Hwy Sewer/ Easement
- Warming Shelter paving
- Koyoda Sewer

VI. Additional Discussion

- Louise Muir potholes in front of the Post Office
- Gary Walker mentioned the graffiti.
Chris Funk mentioned to the Committee about removing the building at the TS&S lot known as the Graffiti Building. This would create a usable parking area.

A motion was made by Gary Walker; seconded by Patricia Spencer; to recommend to Council the removal of the Graffiti Building on the TS&S lot, Motion passed unanimously.

VII. ADJOURN

The Urban Forestry Commission Meeting adjourned at 7:18 p.m.

Respectfully Submitted

Michele Quinn

Michele Quinn
Public Works Office Coordinator

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