



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

December 5, 2023
6:00 P.M.

MINUTES

I. CALL TO ORDER

The Urban Forestry Commission meeting was called to order by Louise Muir acting Chair at 6:15 p.m. on December 5, 2023, at the Public Works Building located at 125 SW "E" Street.

MEMBERS PRESENT

Louise Muir
Patricia Spencer
Becky Burchell
Cindy Stanfield
Gary Walker

STAFF MEMBERS PRESENT

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

VISITORS PRESENT

II. CONSENT AGENDA

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

III. VISITOR COMMENTS

No Visitors present.

IV. NEW BUSINESS

A. **Introduction of Public Works Director and City Administrator**

Staff introduced Jeff Hurd, Public Works Director to the Committee. Will Ibershof did not attend and will be introduced at a later date.

B. **Urban Forestry Committee discussion**

Michele Quinn asked the Committee about their thoughts on dissolving the Committee we are continually having challenges to have a quorum. Which makes any agenda item a challenge to move forward.

1- Urban Forestry Commission Meeting
September 5, 2023

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

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There was a long discussion about the importance and history behind Tree City USA and what it does for the city. There was also discussion about looking into the by-laws and making changes that may make it easier to make a quorum. Michele will check with Tree City USA and see what requirements they have as far as the committee is concerned. We will also check with the attorney about updating the by-laws. At this point we will maintain the Urban Forestry Committee.

V. UPDATES

A. Hoffman Park grant

Michele Quinn gave the Committee an update the Hoffman Park grant. Informing them that we have received the grant contract, and it has been executed by both parties. Next steps are to meet with Gill Williams and work on getting design started.

B. City Hall Tree Selection

Michele Quinn stated as you can see the trees in front of City Hall have been removed. There is still work that needs to be done before we can plant any trees back. There was a discussion and some suggestions on what types of trees to plant. Michele noted that we will keep this item on the agenda and continue to discuss. Michele asked the Committee to continue to consider what type of trees they would like to see planted out front.

C. Urban Forestry Grant

Michele Quinn informed the Committee that we were unsuccessful in the grant application.

D. Willow Creek clean up.

Michele Quinn informed the Committee that we will be meeting with the Fire Department and the Emergency Manager from Jefferson County Sheriff to discuss Willow Creek. We are hoping to have a plan put together to remove some of the bushes and grasses to hopefully help with any flooding that might occur.

Becky Burchell is going to talk with some of her colleagues about the creek clean up they may be interested in some of the willow materials.

E. Tree Survey

Patricia Spencer told the Committee that she was talking with Nick Snead and there is an opportunity to have a tree survey completed. We could work with the college and potentially have the survey done as one of their class projects. The survey would identify the types of trees we have along with noting where we have a lack of trees.

F. Yard Beautification

Patricia Spencer spoke to the Committee about getting a yard beautification program started there is possible interest from the Garden Club and Historical Society. Patricia and Cindy will invite both groups to our next meeting in January to discuss further.

G. Project updates

Jeff Hurd gave a project update on the Warming Shelter, Culver Hwy Sewer, Airport Apron Project, and the Helipad project.

VI. Additional Discussion

- Gary Walker mentioned he had talked to the Airport Manager about the need for additional hangars at the airport.

- Patricia Spencer asked about the results of the street survey that was completed. She also inquired about the possibility of installing solar radar signs in some areas.
- Louis Muir mentioned that the speeding at the south end of town has gotten dangerous.
- Becky Burchell thanked Chris for getting back to him on some of the lighting concerns and noted that the C Street bridge lights are not working and her concern for the crossing at Culver Hwy.

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VII. ADJOURN

The Urban Forestry Commission Meeting adjourned at 7:30 p.m.

Respectfully Submitted

Michele Quinn

Michele Quinn
Public Works Office Coordinator