



URBAN FORESTRY COMMITTEE

Meeting Minutes January 23, 2018

1. Meeting called to order at 4:40 pm by Jeanette Isbell.
2. Roll call and establishment of quorum. Members present included:
 - a. Jeanette Isbell
 - b. Christin Kelly
 - c. Heidi McClintick
 - d. Adrienne Dzelme
 - e. Taylor Metz
 - g. Staff members Rachel Christenson and Tim McClintick
3. Election of officers
 - a. Heidi made the motion to nominate Taylor Metz to serve as Chairman. Christin seconded the motion. All committee members voted yes, and the motion carried.
 - b. Jeanette made the motion to nominate Linda Castor to serve as Vice Chairman. Heidi seconded the motion. All committee members voted yes, and the motion carried.
4. Approval of minutes of previous meeting
 - a. Heidi made the motion to accept the meeting minutes from the November 2017 meeting. Christi seconded. All committee members voted to carry the motion. Adrienne recused herself from the vote as she was not a member of the committee during 2017.
5. Review of commission responsibilities
 - a. Staff member Rachel Christenson discussed the overall responsibilities of being a committee member for the Town of Pendleton. Meeting dates and times were discussed to ensure they meet the needs of the committee. It was decided that meeting times would remain at 4:30 pm on the fourth Tuesday of each month. At the February meeting, Rachel will be bringing a Boards and Commissions Handbook that covers more details about roles and responsibilities.
6. Old business
 - a. Ordinance Update –
 - i. Rachel reported that the first reading of the Tree and Shrub Ordinance was passed at the January Town Council meeting. The second reading will take place at the February Town Council Meeting. Everything is on track.

b. Comprehensive Tree Plan – Final Draft

i. Taylor made the motion to accept the final draft of the Comprehensive Tree Care Manual and recommend to the Town Council for approval. Jeanette seconded the motion. All members voted to carry the motion. Rachel will write a Resolution for the Town Council and present the final draft of the manual at the February Town Council meeting.

c. State Street Tree Planting Project

i. Rachel stated that work will begin in the spring for additional trees to be planted on State Street and High Street. There was an issue with one of the residents being unhappy about the fall planting, but with better communication, she hopes this will be avoided during the spring planting. She will have a letter drafted for residents that will not only explain the project, but ask for donations if a resident would like a tree planted in the ROW in front of their home.

d. Tree City USA

i. Rachel reported that everything had been submitted to Arbor Day Foundation and we should be hearing our status soon. She feels positive that Tree City USA status will be maintained and that the Committee will obtain the Growth Award.

7. New Business

a. Spring Pruning Day

i. The Committee discussed hosting a workshop led by either Davey Tree Experts or the State Urban Forestry Coordinator to teach the Committee, Town Staff, and the public proper pruning methods. Rachel will reach out to the State Coordinator to see if she is interested in helping and what month would be best.

b. Arbor Day 2018

i. Rachel asked the Committee to each bring an idea for the Town's 2018 Arbor Day Celebration to the February meeting.

8. Meeting was adjourned at 5:35 pm.

Meeting Minutes Taken by:

Rachel Christenson
Assistant Planning Director