A D D E N D U M

CITY OF MEDFORD
PARKS & RECREATION COMMISSION

By-Laws

The City of Medford Parks & Recreation Commission hereby adds to its By-laws as follows to allow for the creation of the Tree Subcommittee:

Tree Committee

1. The Commission will appoint a permanent standing Tree Committee to advise it on matters regarding trees in the City of Medford.

2. The Tree Committee will be composed of nine at-large members, one Commission member, and one or more Parks and Recreation staff. The nine voting at-large members will be selected from the citizenry of Medford. Members may be laypersons or professionals with competence in pertinent disciplines. One or more of the following criteria will be used in selecting the membership of the Tree Committee.

    A. Members of the public interested in trees as an important component of the city's physical and esthetic environment;
    B. Arborists, ornamental horticulturists, foresters, landscape architects/designers, or those with backgrounds in a similar field. At least four members of the Tree Committee to have such backgrounds.
    C. Other qualified and interested persons from garden clubs, conservation and beautification organizations;
    D. Members of the academic community with training in biological or natural sciences.

3. Initially appointed members will serve 18 months, 30 months, and 42 months in order to stagger term limits. Each member appointed thereafter will either fill the unexpired term of a replaced incumbent, or serve a three year term beginning in February.

4. The Tree Committee will hold regular monthly business meetings generally not exceeding two hours, with additional meetings scheduled by the Chair as necessary.

5. Any member with three consecutive absences, or four or more absences in a 12 month period, may be replaced by action of the Commission.

6. A quorum of five or more at large members will be necessary for the adoption of any motion or voting matter before the Tree Committee.

7. Officers will consist of a Chairperson and Vice Chair, who will serve terms of one year. The Vice Chair will serve in the absence of the Chair, assuming all duties until the Chair returns. The Chair and Vice Chair will be nominated from, and elected by, the voting members of the Tree Committee at the first meeting in February.

8. The Chair will preside at all meetings of the Tree Committee and may call special meetings when deemed necessary or required. The Chair will be a full voting member of the Committee, able to participate fully in its activities. The Chair will sign all correspondence of the Committee; and review and approve the meeting agenda.

PASSED by the Medford Parks & Recreation Commission and signed by me in open session in authentication of its passage this 28th day of December, 2016.

Chairperson
Medford Parks and Recreation Commission

ATTEST:

Secretary

Parks & Rec Commission
Approve Tree Committe by-laws.

TREE COMMITTEE MINUTES
February 14, 2017

10. ROLL CALL

Members Present:	Greg Applen, Paul Stancel, Karl Geidans, Richard Weed, Kathy Weed, Ben Ey
Parks and Recreation Commission Liaison:	Frank Hoeper – Absent
Staff:	Adam Airoldi
Audience:	None

20. APPROVAL OF MINUTES

The group reviewed the January 2017 minutes. Motion to approve by Cathy, second by Karl. None opposed; the minutes were approved.

30. ORAL REQUESTS FROM THE AUDIENCE

None

40. NEW AND CONTINUED BUSINESS

40.1 City Standard Review

The following City Standards related to trees were reviewed by the Tree Committee:

- Street Tree Removal Criteria
- City of Medford Street Tree Planting Standard
- Selected Street Tree List
- Guideline for Protection of Trees

Discussion included the use of root barrier, tree selection, and adopting pruning standards. Root barrier is currently called for along the curb or sidewalk, but it is not certain to be effective. The possibility was mentioned to require root barrier only for trees known for their surface rooting tendency or when planted in landscape strips narrower than the width recommended for that species. Other approaches were discussed including recommending annually shearing fine roots along curb and sidewalks with a shovel. Recommending or using a soil drill to expand deep rooting potential in shallow soils was discussed. Changes to staking recommendations to include loose ties.

Updates to the Selected Street Tree List and tree selection include allowing some selected conifers such as bald cypress, Arizona cypress, Japanese black pine, and incense cedar. Certain fruit tree species were also discussed with increasing interest in local food production. Cleanup of fruit that is not harvested was a concern. The Gleaners organization was mentioned as a potential partner to harvest excess fruit. These changes would diversify the urban forest and expand the options for homeowners interested in permaculture. Root suckering potential should be added to the description of any species prone to this on the Selected Street Tree List.

The Committee discussed officially adopting the ANSI A300 Pruning Standards.

An idea was presented to include the Tree Protection Guidelines in with the City's Construction Permitting.

50. Committee Reports

None

60. Staff Reports

60.1 Downtown Sidewalk Repairs

The tree grate and sidewalk repairs to be done along Central Ave downtown were discussed. The City has agreed to do a one time fix for the grates around the zelkova trees that are being lifted. This will involve removal of the concrete sill under the grate to accommodate root growth.

60.2 Arbor Day 2017 – April 15th

Arbor Day is coming up and an update was given on the status of the Farmer Market, advertising, and the schedule of events.

70. Messages, Papers, and Remarks from Committee Members

The tree tags and procurement of materials for the Pear Blossom Parade was discussed. Paul will look into donations of seedlings from the USFS or BLM, and Adam will work on compiling printed materials for inclusion with the trees to be handed out.

In order to accommodate the Parks Commission liaison to the Tree Committee the date of future meetings will be the second Wednesday of each month at 5:00 pm.

80. Adjournment

The meeting was adjourned at 6:34 PM.

Respectfully submitted,

Adam Airoldi
City Arborist

TREE COMMITTEE MINUTES
March 15, 2017

10. ROLL CALL

Members Present:	Greg Applen, Paul Stancel, Karl Geidans, Richard Weed, Kathy Weed, Ben Ey
Parks and Recreation Commission Liaison:	Frank Hoeper
Staff:	Adam Airoldi
Audience:	None

20. APPROVAL OF MINUTES

The group reviewed the February 2017 minutes. Motion to approve by Cathy, second by Greg. None opposed; the minutes were approved.

30. ORAL REQUESTS FROM THE AUDIENCE

None

40. NEW AND CONTINUED BUSINESS

40.1 City Standard Review

Having reviewed the Street Tree Removal Criteria the Committee adopted these standards as written. The Committee also discussed using the ANSI A300 Pruning Standards in a consolidated form for the City. This was also approved.

Revisions to the following will be presented in April for the Committee's approval:

- City of Medford Street Tree Planting Standard
- Selected Street Tree List
- Guideline for Protection of Trees

50. Committee Reports

Pear Blossom Parade participation was discussed, along with logistics for trees to hand out, parade staging, and materials. The Committee agreed that Thursday or Friday prior to the parade they could meet in the evening to compile materials and get trees prepped. The same will happen at the regular April meeting. 600 seedlings donated by the BLM will be distributed at the Parade

with print materials advertising Arbor Day, and 400 will be handed out at Arbor Day itself.

60. Staff Reports

60.1 Arbor Day 2017 – April 15th
Arbor Day is coming up and an update was given on the status of the Farmer Market, advertising, and the schedule of events.

70. Messages, Papers, and Remarks from Committee Members

Reminder that future meetings will be held at 5:00 on the second Wednesday of each month.

80. Adjournment
The meeting was adjourned at 5:55 PM.

Respectfully submitted,

Adam Airoldi
City Arborist