

BEAUTIFICATION AND TREE COMMITTEE AGENDA

AGENDA

BEAUTIFICATION AND TREE COMMITTEE MEETING

May 19, 2025

4:00 p.m.

City Hall Council Chamber

VIA ZOOM

<https://zoom.us/j/95147361566?pwd=S2N6bnRSbHVqZkdwaFJEVkhVNFBZQT09>

Meeting ID: 951 4736 1566

Passcode: 197873

Dial 1(346) 248-7799 or 1(669) 900-6833

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

A. Approval of April 21, 2025 Beautification & Tree Minutes

5. AUDIENCE PARTICIPATION/PRESENTATIONS

A. Connie Krummrich- Trees

B. Mainstreet – Cynthia Kortge

6. COMMITTEE REPORTS

A. Consideration of Little Grabbers for Second Saturday Clean-Ups

B. Staff Liaison

7. ACTION ITEMS

8. DISCUSSION ITEMS

9. ADJOURNMENT

This meeting conducted Via ZOOM

Prepared by/
Abigail Jara, Executive Assistant

CITY OF THE DALLES BEAUTIFICATION & TREE COMMITTEE

To promote and honor our rich cultural history, share and enhance the beauty of our community, and strengthen communal pride in our public spaces through citizen engagement, advocacy, recognition, and partnerships.

MINUTES

BEAUTIFICATION AND TREE COMMITTEE MEETING

April 21, 2025

VIA ZOOM/IN PERSON

PRESIDING: John Nelson

MEMBERS PRESENT: Debi Ferrer, John Nelson, Chuck Gomez, Jann Oldenburg

ABSENT:

Staff Liaison: Abby Jara, Staff Liaison

Also in attendance: Cynthia Keever, Ex Officio Member

CALL TO ORDER

Nelson called the meeting to order at 4:01 pm.

ROLL CALL

Executive Assistant Abigail Jara conducted roll call; Ferrer, Nelson, Gomez, Oldenburg present

APPROVAL OF AGENDA

It was moved by Ferrer and seconded by Oldenburg to approve the agenda as presented. The motion carried 4 to 0; Ferrer, Oldenburg, Nelson, Gomez voting in favor; none opposed; none absent

APPROVAL OF MINUTES

It was moved by Gomez and seconded by Ferrer to approve the April 7, 2025 minutes as presented. The motion carried 4 to 0; Gomez, Ferrer, Nelson, Oldenburg voting in favor; none opposed; none absent

BEAUTIFICATION & TREE COMMITTEE

“To promote and honor our rich cultural history, share and enhance the beauty of our community, and strengthen communal pride in our public spaces through citizen engagement, advocacy, recognition, and partnerships.”

MINUTES

Beautification and Tree Committee Meeting

April 21, 2025

Page 2 of 4

AUDIENCE PARTICIPATION

Robert's Rules

Ell delivered a presentation on Robert's Rules of Order. (See attached). The goal of the presentation was to help understand why Robert's Rules are being implemented and how it applies to the committee.

Nelson stated he's never heard the phrasing, 'if the no's have it, the motion is lost.'

Ell responded she believes the phrasing is from the third edition of the summary of Robert's Rules.

Nelson also mentioned one challenge for a chair is having to return to the beginning of a motion in order to make an amendment.

Ell said she keeps a binder with highlighted notes detailing the process for making amendments.

Nelson further emphasized the committee practicing raising their hand before speaking.

Ell said part of Robert's Rules is ensuring fairness by giving everyone an equal opportunity to speak.

Observations

Councilor Tim McGlothlin thanked the Beautification & Tree Committee for their improvements around town.

COMMITTEE REPORTS

Staff Liaison Updates

Jara informed the committee updates on:

- Received 5 applications for the Beautification Downtown Grant. And reminding that it's close to the end of the fiscal year and the committee would need to ensure reimbursements go out by June 30th.
- Having a work session as their next meeting to review applications for the Beatification Downtown Grant.
- Status on the Trevitt Triangle project. Should be done by Cherry Festival.

BEAUTIFICATION & TREE COMMITTEE

"To promote and honor our rich cultural history, share and enhance the beauty of our community, and strengthen communal pride in our public spaces through citizen engagement, advocacy, recognition, and partnerships."

MINUTES

Beautification and Tree Committee Meeting

April 21, 2025

Page 3 of 4

-
- The Community Development Director, Joshua Chandler, asked the committee if they would be willing to put together a recommended tree list. To refine and hopefully adopt within City of The Dalles code.

Nelson asked for clarification whether Beautification Downtown funds could be used to purchase pots, with the intention of buying flowers separately. Jara confirmed the application does state planters, pots, and hanging baskets were also included for fund usage.

Gomez shared a personal story regarding plants and decorative plant pots stolen from outside the theater. As businesses participate in the grant program, he recommends opting for larger, heavier pots that are more difficult to steal.

Oldenburg shared she had an issue with a dogwood tree at home and got helpful guidance from Hood River Master Gardeners, including a native plant guide from OSU Extension. She suggested they could support the recommended tree list effort.

Ferrer said most cities have an approved tree list on their website, and she's happy to help develop one, as she's already done significant research. She emphasized that the current list is from 1994 and recommended the committee work on an updated list but noted it will be a big job and may take time. The committee proceeded to discuss further a plan and more resources regarding the recommended tree list project.

Keever gave the committee an update to questions they had from previous meeting regarding housing complex across from Ace Hardware store, plans for bump out crosswalks, and property down by the docks. The committee discussed further.

Residential Tree Grant Application

Ferrer gave the committee an update on the changes:

- Application deadline moved from September 1 to August 1.
- Tree pickup set for the second Saturday in October at Thompson Park.
- The required in-person tree planting demonstration has been removed. Instead, a video demonstration will be shared.
- An additional prioritization criterion was added: areas with less shade cover. Other priorities remain the same—trees near schools, affordable or senior housing, and public rights-of-way.
- Efforts will be made to obtain canopy cover data through the Oregon Department of Forestry.

The committee discussed in detail the different species available for the upcoming grant season.

BEAUTIFICATION & TREE COMMITTEE

"To promote and honor our rich cultural history, share and enhance the beauty of our community, and strengthen communal pride in our public spaces through citizen engagement, advocacy, recognition, and partnerships."

MINUTES

Beautification and Tree Committee Meeting

April 21, 2025

Page 4 of 4

Oldenburg praised Keever for the rock placed at the triangle near Second and Third, calling it a perfect, authentic-looking addition done with Historic The Dalles.

Next Meeting: May 19, 2025

Items for Next Meeting:

ADJOURNMENT

Being no further business, the meeting was adjourned at 5:11 pm.

Submitted by/

Abigail Jara, Executive Assistant

SIGNED:

John Nelson, Chair

ATTEST:

Abigail Jara, Executive Assistant

BEAUTIFICATION & TREE COMMITTEE

“To promote and honor our rich cultural history, share and enhance the beauty of our community, and strengthen communal pride in our public spaces through citizen engagement, advocacy, recognition, and partnerships.”

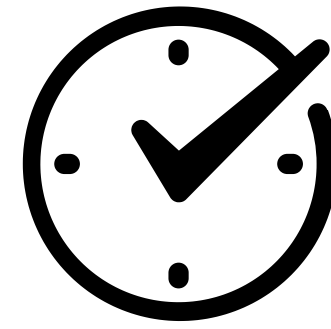
ROBERTS RULES OF ORDER

BASIC COMMITTEE OVERVIEW



WHY USE ROBERT'S RULES OF ORDER?

Grounded in integrity, equality, and respect, Robert's Rules have remained relevant for nearly 150 years.



Provide a structured approach for more efficient meetings and help keep discussions on track.



Facilitate effective communication and decision-making during Committee or Commission meetings



Promote fairness by giving everyone a voice and the space to be heard.

ELECTION OF CHAIR & SECRETARY

CHAIR

Facilitates the meeting, maintains order, recognizes speakers, and ensures adherence to the agenda.

SECRETARY

Signs approved minutes



- Any member may nominate a candidate.
- Nominations do not require a second.

SPEAKING PROCEDURES

RECOGNIZING SPEAKERS



Members should wait to be acknowledged by the Chair before speaking.

FOLLOWING PROCEDURE



- Speak only when recognized.
- No interruptions or speaking over others.
- Stay on topic per the agenda.

STAFF PRESENTATIONS



- Staff presents first.
- Committee members ask questions when recognized by the Chair.

Motions are made for committee actions, including approval of the agenda, minutes, and approving the recommended budget.

MAKING A MOTION

1

Member makes a clearly worded motion to take action.

- “I move...”
- All motions are recorded in the minutes

2

Motion must be seconded.

- “I second the motion...”
- A second allows discussion to occur; it does not signify approval
- A motion without a second does not move forward

3

Chairperson restates the motion.

- “It has been moved by... and seconded by... that...”
- Provides any needed clarity

4

Discussion / Debate occurs

- Maker of the motion begins the discussion and Chairperson facilitates discussion
- Amendments may be offered - return to step 1 to amend a motion: “I move to amend the motion by...”

5

Chairperson closes discussion and states the question / asks for vote

- “The question is on the adoption of the motion that...”
- Motion repeated word for word

6

Chairperson provides voting directions

- “Those in favor of the motion say aye”;
- “Those opposed, say no”

7

Chairperson announces the result of the vote

- “The ayes have it, and the motion is adopted”
- “The noes have it, and the motion is lost”
- Recorded in the minutes



COMMON MISTAKES TO AVOID

Speaking Without Recognition: Always be acknowledged by the Chair before speaking.

Unclear Motion Phrasing: Clearly state motions using proper language.

Skipping Motion Seconding: Motions need a second before discussion can proceed.

Irrelevant Discussions: Stay on-topic and avoid straying into unrelated matters.

Improper Voting: Ensure clarity on what is being voted on and confirm results.



THANK YOU

FOR SERVING ON OUR BUDGET COMMITTEES

City of The Dalles Beautification and Tree Committee 2025 Tree Grant Application



City of The Dalles Beautification and Tree Committee Mission

The Beautification and Tree Committee's mission is to add to the rich cultural history of our place, share the beauty of our community, and instill a sense of pride in our public, private, and communal outdoor spaces.

Program Purpose

The purpose of this Program is to provide grants for City of The Dalles residents to beautify and improve their property with trees.

The Beautification and Tree Committee (BTC) recognizes the many benefits that a healthy urban forest provides: trees certainly make our neighborhoods more beautiful but they also increase **the** property value of our homes and enhance economic vitality in business districts. On hot summer days, trees provide essential shade to cool our yards and buildings and save energy. Trees improve soil, air, and water quality and can also improve our quality of life by boosting our mental and physical health and providing habitat for wildlife.

Grant Process

City of The Dalles Residential Tree Grants are available to residents within the city limits of The Dalles.

Applicants must complete the Application Form then submit it to the City of the Dalles as directed on the form. Applicants must select their preferred tree species from the approved list as part of the application process. The trees will have an approximate 1" – 1.5" inch diameter and stand 5' – 8' tall. All trees offered in this Program have been selected because they are hardy in this region, they are resistant to pests, and the roots are less likely than other species to cause problems for sidewalks and other infrastructure. Applicants are required to call the Oregon Utility Notification Center by dialing 811 prior to submitting an Application to ensure there are no underground utilities within five (5') feet of where you plan to plant your tree(s).

If in-ground irrigation is not available where the tree will be planted, Applicants may also request a **tree gator** (right) or a **spot sprinkler** (far right) to help water your tree efficiently. (See application form.)



If you plan to plant your tree within the improved right-of-way (parking strip), you must install a commercially produced **root barrier** (right) for the purpose of deflecting the tree's roots downward. Root barriers must be installed according to the manufacturer's instructions. Applicants may also request a root barrier when applying for a tree grant. (See application form.)



Completed Applications must be submitted by **August 1, 2025**. Returning your Application as soon as possible will also make it more likely you will get your first choice of tree variety.

Completed Applications will be reviewed by the BTC and may be approved, rejected (due to existing site constraints), or the BTC may request additional information from the Applicant prior to making a decision on an Application.

The City anticipates notifying approved Grant Recipients by **September 1, 2025**. Grant recipients should plan to pick up their trees on **Saturday October 11, 2025 at Thompson Park (602 West 2nd Street) at 10:00 a.m.** ~~A tree-planting demonstration will be provided along with~~ Instructions on how to care for trees during the critical first three years ~~will be provided.~~

Please email Executive Assistant Abigail Jara at ajara@ci.the-dalles.or.us or call (541) 296-5481 ext.1119 for questions about the Application process.

Grant Requirements and Information

All properties and planting sites must be within the city limits of The Dalles.

Applicants must be the property owner. Grants are limited to two (2) trees per property owner per year unless the City determines the number of Applicants and funds available allow for more or less trees per Grant.

If the number of approved Applications exceeds the available funds for this Project, priority will be given to new applicants and to projects that involve planting trees

- Near schools or along walking routes to schools,
- Near affordable housing developments,
- Near senior housing facilities,
- In public rights of way,
- **In areas of The Dalles that have less shade cover.**

Trees may either be planted in the public right-of-way (e.g. parking strip) or the owner's front yard. If your street does not have a public right-of-way where the tree may be planted, or if you choose not to plant your tree in the public right-of-way, it may be planted in the front yard as long as it is clearly visible from the street. The City will review all planting locations prior to tree issuance.

If you plan to plant your tree within the improved right-of-way, you must install a commercially produced **root barrier** for the purpose of deflecting the tree's roots downward. Root barriers must be installed according to the manufacturer's instructions. Applicants may also request a root barrier when they apply for a Grant. Please see the Application Form for more information.

All Recipients must submit to the Oregon Utility Notification Center an underground utility request at least 48 hours prior to planting any awarded tree. Call the Oregon Utility Notification Center at 1-800-332-2344 or by dialing 8-1-1.

Recipients will be responsible for picking up their tree on Saturday October 11, 2025 at Thompson Park (602 W 2nd St) ~~at 10:00 am.~~ **between 10:00 am and Noon.**

Awarded trees must be planted within five (5) days of the Recipient's receipt. Tree wells must be a minimum of two (2) times the size of the root ball and backfilled with loam topsoil. The City will provide additional planting recommendations when Recipients pick up their trees.

Recipients are responsible for the care and maintenance of their trees, including regular watering and pruning.

The Dalles Beautification and Tree Committee 2024 Tree Grant Application Form

Please complete and deliver a completed Application Form to the City Clerk's Office on the second floor of City Hall by **August 1, 2025**. You can also complete the application form on the City's website **INSERT LINK**

Name: _____ Phone: _____

Email: _____

Address of property (where tree will be planted): _____

Mailing address (*if different from above*): _____

Which tree species would you prefer? Please refer to the Tree List at the end of this application for available tree descriptions. Indicate your first and second choice. If you are applying for more than one tree, please indicate how many of each tree (up to two total) you are requesting.

First Choice: _____ How many? _____

Second Choice: _____ How many? _____

Describe where you plan to plant the tree. Are you anticipating planting the tree in the public right-of-way or your front yard? If there are other trees in the area, how far away are they from where you plan to plant the new tree(s)? Please also include a photo of the planned planting location if possible.

Are there any overhead utility lines where you plan to plant the tree(s)? Please check below.

___ YES ___ NO

(continue form on back)

The Dalles Beautification and Tree Committee 2024 Tree Grant Application Form (continued)

If the number of approved Applications exceeds the available funds for this Project, priority will be given to new applicants and to projects that involve planting trees

- Near schools or along walking routes to schools,
- Near affordable housing developments,
- Near senior housing facilities,
- In public rights of way,
- In areas of The Dalles that have less shade cover.

Do your plans include anything that may deserve such prioritization? If so, please describe.

Would you like either of the following tools to assist with watering or a root barrier to help keep roots from impacting sidewalks? If so, please check item(s) below.

___ *Tree Gator Bag*

___ *Spot Sprinkler*

___ *Root Barrier*

By signing below, I certify I am the legal owner of the property where the tree will be planted. If awarded this Grant, I agree to care for the tree by providing routine maintenance and watering regularly and I agree to the use of photographs and/or written information about my tree Project by the City of The Dalles Beautification Committee for promotional purposes.

Applicant Signature

Date

For Staff Use Only

Application No.: _____

Date Received: _____

Application Complete: _____

Eligibility Verified: _____

Grant Awarded: _____

Tree(s) Picked up on: _____

Notes:

The Dalles Beautification and Tree Committee 2024 Tree List



October Glory Red Maple

Acer rubrum

Height 40' / Spread 35' / Zone 4b

Adapted to hot summers, very tolerant of different soils, this popular tree is one of the last to change color in the fall. Its broad spread and dense foliage makes it an excellent shade tree for our hot summers.



Regal Celebration Maple

Acer x freemani

Height 40' / Spread 30' / Zone 3

This hardy maple has a broad oval growth habit and turns bright red in the fall. It's a seedless hybrid of silver and red maples, very tolerant of urban soils, and has a branch angle that resists storm and ice damage. It is fast growing and drought-tolerant, once established.



Skyline Honeylocust

Gleditsia triacanthos

Height 45' / Spread 35' / Zone 4

This thornless variety is broadly pyramidal with fine-textured medium green leaves that turn golden in the fall. It prefers good drainage and grows well in our alkaline soil. It's hardy to cold, heat, wind, and some drought. It provides light, filtered shade. Suitable for parking strips.



Bur Oak

Quercus macrocarpa

Height 60' / Spread 40' / Zone 3

This cultivated variation of one of our region's most common natives is tolerant of adverse conditions. It's a very large tree, not suitable for a parking strip, but will provide great yard shade in the summer and yellow color in the fall.



Bloodgood London Plane Tree

Planatus x acerifolia

Height 60' / Spread 40' / Zone 4

A cross between the American sycamore and oriental planetree, these large, and popular trees are fast-growing and provide shade and lovely fall color to urban neighborhoods as well as parks and parking lots all over the world. This tree needs space so plan accordingly.

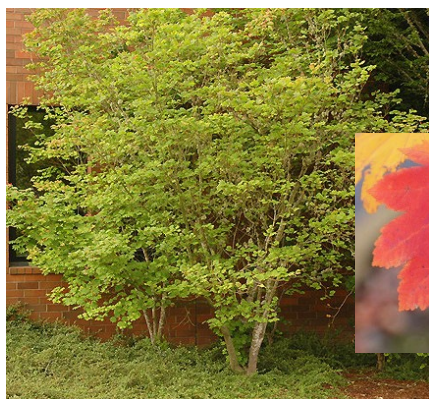


Greenspire Little-leaf Linden

Tilia cordata

Height 45' / Spread 30' / Zone 3

This hardy specimen is sometimes called the "bee tree" because its fragrant, pale yellow flowers attract so many honeybees, which make a prized honey from the nectar. It's a very uniform pyramid-shaped shade tree with yellow fall foliage, and is adaptable to varied soils and urban conditions.



Vine Maple
Acer circinatum

Height 20' / Spread 15' / Zone 4

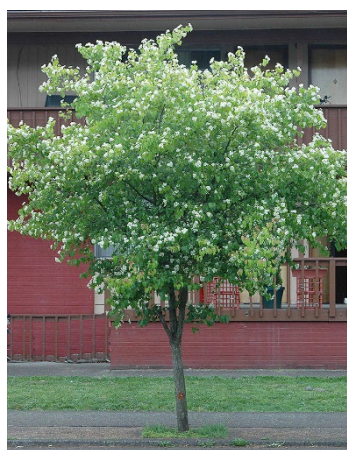
This small native will tolerate sun, but does better with partial shade and more moisture than others on our list. We include it because it's an Oregon native, it's lovely, and it will fit in tighter spaces or under powerlines. It's suitable for parking strips with the right conditions.



Venus Dogwood
Cornus kausa x nuttallii

Height 25' / Spread 20' / Zone 4

A cross between the Pacific native dogwood and the hardier Chinese dogwood, it produces large and abundant white flowers. Once established, it tolerates sun and drought, but prefers some shade and moisture. It's suitable for parking strips with the right conditions.



Washington Hawthorn
Crataegus phaenopyrum

Height 25' / Spread 20' / Zone 4

White flowers in the spring attract bees, then bright red berries attract birds in the summer. It's drought-tolerant and produces orange to red fall foliage. Its smaller size makes it suitable for parking strips, but its berries can be messy and its thorns will necessitate careful pruning.