

BEAUTIFICATION AND TREE COMMITTEE AGENDA

AGENDA

BEAUTIFICATION AND TREE COMMITTEE MEETING

February 2, 2026

4:00 p.m.

City Hall Council Chamber

VIA ZOOM

<https://zoom.us/j/95147361566?pwd=S2N6bnRSbHVqZkdwaFJlVkhVNFBZQT09>

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 December 1, 2025 Beautification & Tree Minutes
5. AUDIENCE PARTICIPATION/PRESENTATIONS
6. COMMITTEE REPORTS
 - A. Update on Work Session with Oregon Department of Forestry
 - B. Staff Report
7. ACTION ITEMS
 - A. Approval of Strategic Plan & Budget for FY 26/27
8. DISCUSSION ITEMS
 - A. Remaining Tree Funds and Placement Options
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

December 1, 2025

VIA ZOOM/IN PERSON

PRESIDING: John Nelson

MEMBERS PRESENT: Debi Ferrer, John Nelson, Chuck Gomez, Emily Whitfield

ABSENT: Jann Oldenburg; Andrea Knight

Staff Liaison: Abby Jara, Staff Liaison

Also in attendance: Cinthya Kever, Ex Officio Member

CALL TO ORDER

Nelson called the meeting to order at 4:02 pm.

ROLL CALL

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

It was moved by Ferrer and seconded by Whitfield to approve November 17, 2025 minutes as presented. The motion carried 4 to 0; Ferrer, Whitfield, Gomez, Nelson voting in favor; none opposed; Oldenburg absent

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COMMITTEE REPORTS

Overview of Key Projects Completed in Recent Years

The committee discussed the Beautification's completed and current projects (see attached) as part of onboarding the new committee member.

Update on Current Projects in Progress

The committee discussed current ongoing projects:

- Reviewing the City's existing tree list to identify acceptable and unacceptable species for planting. The tree list was scheduled for further discussion during an upcoming work session. Work session is scheduled for December 8 at noon with Department of Oregon Forestry (ODF).
- Applying for the community green infrastructure grant that supports the west side residential area: More than 120 mature trees had been distributed citywide over the past three years, but participation from the west side of the City had been minimal. To address this, the committee applied for the grant to target areas with low tree canopy and lower socioeconomic indicators.
- Creating a landscape for roundabout near the Gitchell building: Currently working on a proposed landscape design and planting plan for the roundabout to beautify the area.
- Union Street Underpass: A potential concept included adding a second low retaining wall to create tiered planting areas on the freeway slopes. Currently waiting on City Engineering staff to develop a formal design plan; however, due to workload, this work was not anticipated to occur until at least April.
- Historical Chess Pieces: Identifying an appropriate location for two historic chess pieces. No specific location or reuse plan had been identified. The committee expressed interest in engaging community members in a future discussion to determine appropriate placement and use. It was noted that one potential option would be to restore the bases as functioning light fixtures, which would influence citing considerations.

Whitfield asked, in reference to the Community Green Infrastructure Grant, whether the committee had information on the potential water cost to homeowners for maintaining newly planted trees. Ferrer responded that the projected cost was unknown but expected to be minimal and generally covered within base residential water usage limits. It was noted that providing an estimate of typical water needs could help inform applicants.

Gomez encouraged revisiting the heritage tree program and proposed incorporating QR codes on designated trees to share recorded historical information as part of a walking or driving tour. Ferrer noted that this concept could be included in a broader community tree plan but emphasized that no formal heritage tree nominations had been received despite prior outreach,

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which was a necessary first step.

Whitfield suggested the committee consider adding the Native American name for the area beneath The Dalles to the city’s welcome signage. The idea was framed as both a recognition of the area’s cultural significance and an opportunity to enhance heritage-based tourism. Whitfield noted the location is historically significant to Native American communities and increased visibility of this history could provide educational and tourism benefits. More to come.

Guidance on Conduct Under Robert’s Rules of Order

Jara provided an overview of meeting structure and expectations to help ensure orderly and effective committee meetings (see attached). She recommended observing City Council meetings, either in person or online, as a model for proper conduct and procedures.

Next Meeting: December 15, 2025
Items for Next Meeting:

ADJOURNMENT

Being no further business, the meeting was adjourned at 5:06 pm.

Submitted by/
Abigail Jara, Executive Assistant

SIGNED: _____
John Nelson, Chair

ATTEST: _____
Abigail Jara, Executive Assistant

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Beautification Committee

Project Summary: Past Accomplishments & Ongoing Work

Over the past six years, the Beautification Committee has completed or supported numerous projects throughout the community. In 2023, the Committee was officially designated as a Standing Committee, transitioning from a temporary body to a permanent one. On November 24th a resolution passed to expand eligibility to qualified residents of Wasco County who live outside City limits.

In the most recent budget cycle, the Committee was allocated **\$10,000** and an additional **\$10,000** for the procurement of shade trees and related equipment to support the tree program.

Completed & Supported Projects

- Certificates to businesses and organizations recognizing beautification efforts (Summer 2019).
- Repaired the Main Street Clock.
- Postcards to homeowners recognizing residential beautification efforts (Summer 2019).
- Repaired and installed new plumbing to restore the fully functioning historic Vogt Fountain at the Rose Garden, in collaboration with The Dalles Lions Club.
- Purchased and installed new bronze lion head pour spouts for the fountain.
- Cleaned and restored the Rose Garden by weeding and laying new gravel paths with the Lions Club. Later purchased paving stones to replace gravel paths and funded a stone mason to complete the installation.
- Collaborated with the Lions Club to mulch the entire rose bed.
- Stop the Drop campaign participation, including advertising design and funding support.
- Display and presentation at The Dalles Art Center (March 2020).
- Downtown clean-up projects with committee members and volunteers (June 2020).
- Power washing of downtown streets—research and recommendations provided to the City Council (2020).
- Planned over two years to identify and establish locations for new Welcome Signs at the west and east entrances to town, including arranging lighting for the signs.
- Approved the logo design created by City of The Dalles and the overall design and placement of the new Welcome Signs.
- Established a subcommittee to create a monthly residential Beautification Garden Award program. Implemented the selection process, awards, signage, and monthly ceremony (April–November) beginning in August 2020.
- Replaced existing signage at the traffic circle with larger, more visible lettering and added lighting to welcome travelers entering The Dalles from the east.
- Designed and purchased “Beautiful The Dalles” ball caps to present to award recipients each month.
- “Beautiful The Dalles” and “Stop the Drop” window display installed at Tony’s Building (Summer 2021).
- Launched the *Residential Shade Tree Grant Program*, providing approximately 32 trees in its first year. Trees were required to be visible from the street or placed in the parking strip. Watering devices and planting instructions were provided.
- Expanded the Shade Tree Grant Program, distributing approximately 50 trees in the second year, with a total of 120 trees to date.

- Purchased and planted shade trees at all elementary schools in the D21 School District, with committee members participating in placement and planting.
 - Purchased several wind sculptures for traffic islands and the boat dock.
 - Contracted with the CGCC Skills Center for students to design and install new wind sculptures to replace those stolen from the Kelly Street and Trevitt Street traffic islands.
 - Researched and recommended designs for sidewalk benches, trash receptacles, and cigarette butt canisters for Main Street.
 - Researched and provided recommendations to City Council regarding the installation of “Loos” (public restroom facilities) for downtown.
 - Participated in multiple downtown clean-up efforts, including Main Street cleanups and Second Saturday events.
 - Supported the Stop the Drop campaign by helping design advertising and providing funds.
 - Created two Walking Tours highlighting significant and notable shade trees in the downtown area and surrounding neighborhoods.
-

Current Ongoing Projects

- Developing a comprehensive Community Tree Plan, including securing additional funding through the Oregon Department of Forestry and creating a citywide tree canopy inventory.
- Applying for the Department of Land Conservation and Development (DLCD) Community Green Infrastructure Grant to support the Westside Residential Tree Grant Program.
- Creating a landscape and planting design for the small roundabout near the Gitchell Building at Lewis & Clark Park.
- Working with the City and ODOT on beautification efforts for the I-84 slopes on the river side of the Union Street Underpass.
- Collaborating with the City and community to restore and place two historic 19th-century streetlight bases (“chess pieces”) saved by Public Works.
- Developing a new Street Tree Plan for the City of The Dalles.

THE MAIN MOTION PROCESS

In formal meetings, presenting a motion follows a structured process to ensure clarity and order. Before starting, members must obtain permission to speak from the chairperson or presiding officer. The process then follows these steps:

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, Chairperson facilitates
- 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”
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AVOIDING COMMON ERRORS



Speaking Without Recognition:

Members must not address others to debate or make a motion without first being recognized by the chair. This rule prevents chaos and confusion by ensuring only one person speaks at a time.



Unclear Motion Phrasing:

When making a motion, members must clearly state the desired action, use correct language, and enunciate properly to avoid misunderstandings.



Not Seconding a Motion:

Going directly into debate without seconding a motion is a common error. Without a second, the motion cannot proceed.



Irrelevant Discussions:

Discussions should remain focused on the motion at hand and avoid straying into unrelated matters.



Failing to Take Proper Votes:

It should be clear what members are voting on, and results should be confirmed afterward to avoid confusion.

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