Citizen Advisory Committee
To the Spokane Urban Forestry Tree Committee
In-person: Finch Arboretum – Woodland Center Ponderosa Room
3404 W Woodland Blvd. Spokane, WA 99224
WebEx virtual meeting:
Call-in: 408-418-9388; Access code: **2481 894 0537**
October 2026 meeting: September 29, 2026, at 3:00 PM

The meeting of the City of Spokane Park Board Citizen Advisory Committee will be held in-person in the Woodland Center Ponderosa Room at the Finch Arboretum, 3404 W Woodland Blvd. and virtually via WebEx at 3 p.m. Tuesday, September 29, 2026. Committee members, staff, and presenters still have the option to participate virtually via WebEx during all meetings.

The public may listen to the meeting by calling 408-418-9388 and entering access code **2481 894 0537** when prompted.

Written public comment may be submitted via email or mail. Comments must be received no later than 11 a.m. September 29 by email to: spokaneparks@spokanecity.org or mail to: Spokane Park Board Urban Forestry Tree Committee, 5th floor City Hall, 808 West Spokane Falls Blvd., Spokane, Washington 99201. Submitted public comments will be presented to committee members prior to the meeting.

MEETING AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES – June 2026, July (June 30, 2026) and September 2026

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS
- Two openings on the UFTC committee

COMMITTEE AND REPORTS
- Community Assembly
- Staff Report

OLD BUSINESS
- Heritage Tree Nomination – 34 W 18th Ave
- IRA Grant Update

NEW BUSINESS
- Upcoming Fall Programming and Plantings – Katie Sorensen (information item)
- Downtown Grant Program Update – Eddie Castillo

Tree Equity Spokane Planting Contracts – consideration of approval:

1. C & C Yard Care / Tree Planting – On Call – As Needed 1 year contract renewal / NTE $200,000 per year – Amber Ramirez
2. Delk Management LLC / Tree Planting – On Call – As Needed 1 year contract renewal / NTE $200,000 per year – Amber Ramirez
3. The F.A. Bartlett Tree Experts / Tree Planting – On Call – As Needed 1 year contract renewal / NTE $200,000 per year – Amber Ramirez

OTHER PROGRAM AND PARTNERSHP IDEAS

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ADJOURNMENT

Agenda Subject to Change

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Return to minutes

CITY OF SPOKANE PARKS & RECREATION URBAN FORESTRY

Heritage Tree Nomination Form

Nominator Information

Name: Virginia Lemmex

Address: 34 W 18th Ave

Spokane, 99203

Phone: (Day) 425-283-3978

(Eve) 425-283-3978

Email Address glemmex@gmail.com

(Property owner must agree to nomination)

Name: Virginia Lemmex

Address: 34 W 18th Ave.

Spokane 99203

Phone: (Day) 425-283-3978

(Eve) 425-283-3978

Property/Tree Owner Information

Designated Neighborhood: Manito/CannonHill

Location (Street Address): 34 W 18th Ave

Species of Tree (Common or Botanical Name): Catalpa speciosa

Single/Collection of trees (If Collection, How Many Trees): Single tree

Size: Height (approx.) 60 (feet)

Crown (approx.) measure distance of total spread from one side to other: 50 to 60 (feet)

Circumference (distance around trunk at 4.5 feet from ground): 158 (inches)

Age of Tree (If Known/Estimate): c. 113 yrs

Condition (check all that apply and explain any issues on back of page:

- [x] Healthy
- [ ] Diseased
- [ ] Pruning/Structural problems

List any historical fact About the Tree (Documented/Estimated)

Was planted during the development of Manito/Cannon Hill neighborhood in 1913

What is most noteworthy about the tree/trees that meets the criteria (check all that apply).

- [x] Size
- [x] Public
- [x] Visibility
- [ ] Rare Horticultural Value
- [x] Aesthetic Qualities
- [x] Historical

Explain why you think the tree/trees should be nominated for heritage distinction - use another piece of paper, if necessary. Please include a photograph (black & white or color) and a simple tree location map.

Please see enclosed page.

Submit Nomination Form and Owner's Consent to the Spokane Urban Forestry Program

Spokane Urban Forestry Program · 808 W Spokane Falls Blvd · Spokane, WA 99201 · 509.363.5495

www.spokaneurbanforestry.org

Reasons for Nominating Caltalpa speciosa for Heritage Distinction

First, the tree has lived through quite a bit of Spokane's growth and development. It was planted c.1913 when our neighborhood was first being established to bring Spokanites to the Manito Park area. The tree continues to flourish and stands to welcome locals as well as visitors to the Park at the Northwest corner of W18th Ave and Browne St.

The Catalpa is in full view of everyone who drives or walks down the street or is strolling around the Duck Pond. It is stunning when in full bloom- a tree filled with large heart-shaped leaves and fragrant clusters of white, orchid-like flowers. Those who walk by or come to visit the Park often snap a photo and stop to ask, "What kind of tree is this? I've never seen a tree like this before". This tree adds priceless beauty to our street that residents and visitors appreciate and enjoy.

A large tree like this contributes to better air quality, provides shade, shelters birds and squirrels, for example, and helps lower the ambient temperature. In all, a valuable contributor to our health and wellbeing as well as the ecosystem in which we live.

While it may not be a rare tree in the Spokane area, this particular specimen is quite large and is in good health. It is an example of living history–one can only imagine all this tree has witnessed and survived throughout its life.

Thank you for considering our nomination of Catalpa speciosa as a Spokane Heritage Tree.

CITY OF SPOKANE PARKS & RECREATION URBAN FORESTRY

Property Owner Agreement Form

HISTORIC AND HERITAGE TREE PROGRAM

In exchange for the City's designation of the subject tree as a Heritage Tree, the Property Owner agrees to protect, maintain and care for the Heritage Tree located on his or her property. Property Owner agrees to abide by conditions set forth in the City of Spokane Code, Section 12.02.916, particularly:

A. "A Heritage Tree or collection of trees is retained by the property owner and does not become the property or responsibility of the City – unless the tree(s) are city owned."

B. "The property owner is responsible for all maintenance and liability issue pertaining to the tree or trees."

C. Prior to removal of a Heritage Tree, a property owner must notify the Urban Forest Tree Committee/Urban Forest Program. The City **strongly encourages** all Heritage Tree property owners to retain these significant tree(s)

D. If a property owner removes a heritage Tree or collection of trees, the plaque or identification marker shall be returned to the Urban Forest Program.

Property Owner understands that sponsorships or assistance for care of the tree may be available from the City's Urban Forestry Program. In addition, if the Property Owner may want any advice, it can be offered at no cost by the City Urban Forestry Program (509.363.5495).

Property Owner as owner of the Catalpa Speciosa (species) tree now being considered for this distinction, hereby consent to its being designated a Heritage Tree by the Urban Forestry Committee of Spokane, Washington.

Tree Location (Address, Tax Lot): 34 W. 18th ave Spokane 99203

Signed: Virginia Kennedy, **Property Owner**

Date: 5/22/26

Submitted by Urban Forestry Tree Committee: _____ (Date)

Approved by Urban Foresty Progam: _____ (Date)

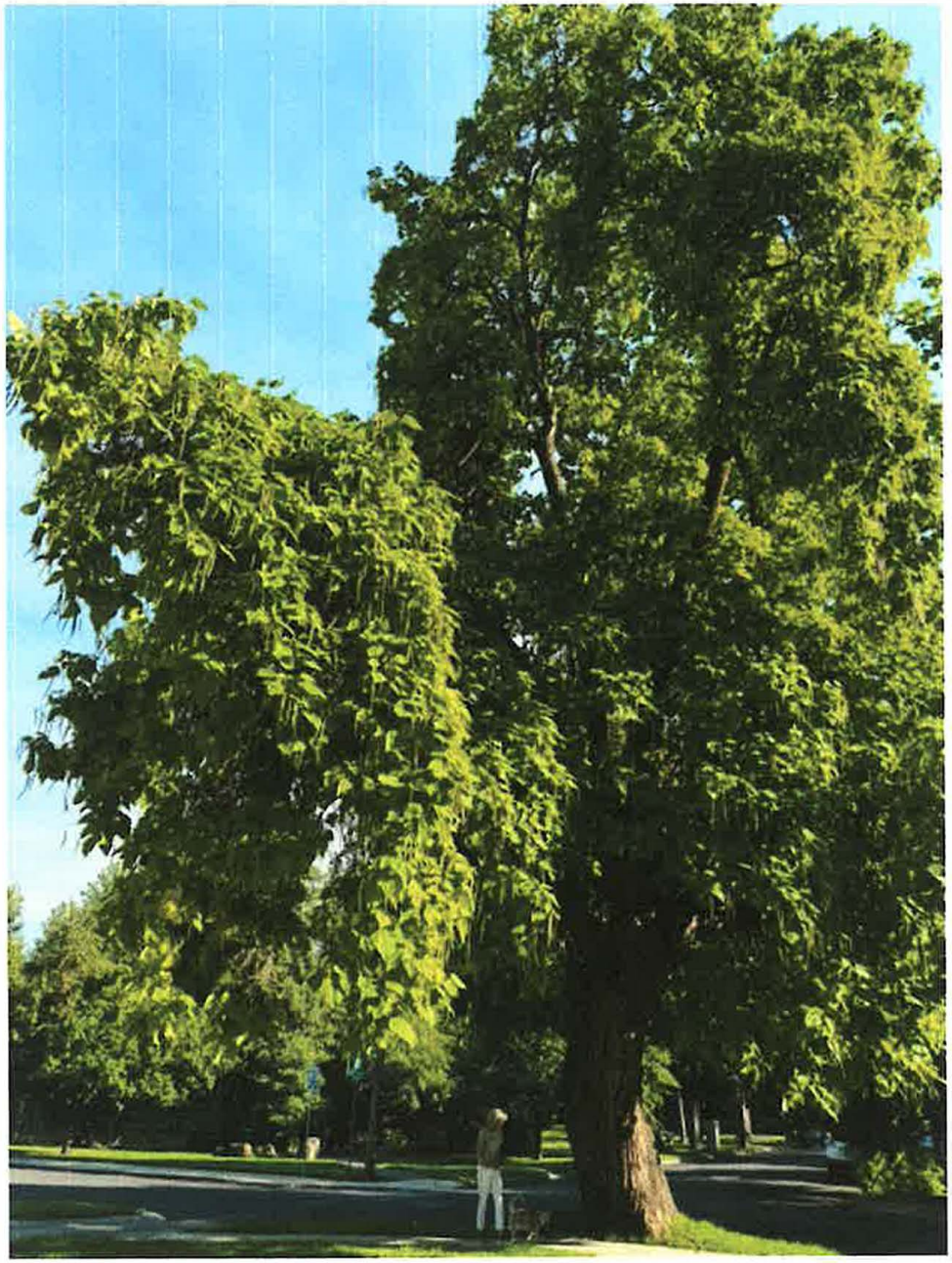
Approved by Director, Parks and Recreation: _____ (Date)

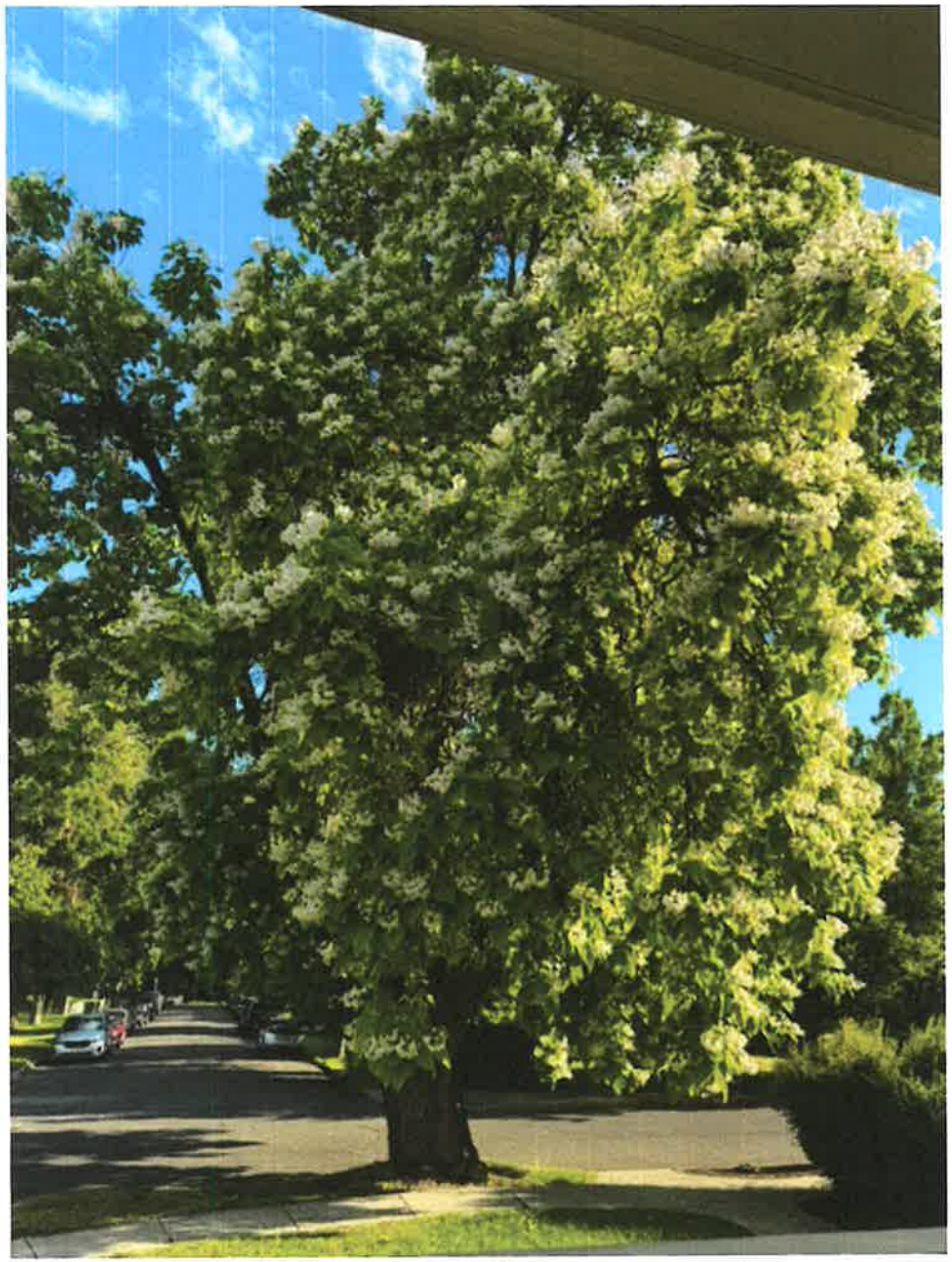
Filed with Urban Forestry Program and Website: _____ (Date)

Submit Nomination Form and Owner's Consent to the Spokane Urban Forestry Program

Spokane Urban Forestry Program · 808 W Spokane Falls Blvd · Spokane, WA 99201 · 509.363.5495

www.spokaneurbanforestry.org





Return to minutes

Spokane Park Board Briefing Paper

City of Spokane PARKS & RECREATION

Committee	UFTC	**Committee meeting date**: 9/29/2026	
Requester	Amber Ramirez	**Phone number**: 509-363-5499	
Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action		
Type of contract/agreement	◯ New ◉ Renewal/ext. ◯ Lease ◯ Amendment/change order ◯ Other		
City Clerks file (OPR or policy #)			
Master Plan Goal,Objective,Strategy (Click **HERE** for link to the adopted plan)	Goal A, Obj. 2	**Master Plan Priority Tier**: (pg. 171-175)	First
Item title: (Use exact language noted on the agenda)	C & C Yard Care / Tree Planting - On Call - As Needed 1 year contract renewal / NTE $200,000 per year		
Begin/end dates	Begins: 10/15/2026	Ends: 10/15/2027	☐ 06/01/2525

Background/history:

On September 2023, the U.S. Department of Agriculture announced a $6 million grant award to Spokane Urban Forestry. It will be used in part to hire multiple qualified contractors to plant trees in areas of Spokane that have the most need for canopy cover, to replace dead trees that have been removed and create equitable access to the benefits that trees provide. Trees will be planted as park trees, street trees and on public properties such as schools.

Motion wording:

Motion to approve C & C Yard Care / Tree Planting - On Call - As Needed 1 year contract renewal / NTE $200,000 per year

Approvals/signatures outside Parks: ◉ Yes ◯ No

If so, who/what department, agency or company: C & C Yard Care

Name: Chris Corigliano Email address: chrisc@candcyardcare.com Phone: 509-999-4415

Distribution:

Parks – Accounting
Parks – Sarah Deatrich
Requester: Amber Ramirez
Grant Management Department/Name:

Fiscal impact: ◉ **Expenditure** ◯ **Revenue**

Amount:	Budget code:
200,000	Expense: 1390-95855-76903-54201
200,000	Revenue: 1390-95855-76903-33310

Vendor: ◉ Existing vendor ◯ New vendor

Supporting documents:

- ☑ Quotes/solicitation (RFP, RFQ, RFB)
- ☐ Contractor is on the City's A&E Roster - City of Spokane
- ☐ UBI: Business license expiration date:
- ☐ W-9 (for new contractors/consultants/vendors
- ☐ ACH Forms (for new contractors/consultants/vendors
- ☑ Insurance Certificate (min. $1 million in General Liability)

Return to minutes

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City of Spokane PARKS & RECREATION

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Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action		
Type of contract/agreement	◯ New ◉ Renewal/ext. ◯ Lease ◯ Amendment/change order ◯ Other		
City Clerks file (OPR or policy #)			
Master Plan Goal,Objective,Strategy (Click **HERE** for link to the adopted plan)	Goal A, Obj. 2	**Master Plan Priority Tier**: (pg. 171-175)	First
Item title: (Use exact language noted on the agenda)	Delk Management LLC / Tree Planting - On Call - As Needed 1 year contract renewal / NTE $200,000 per year		
Begin/end dates	Begins: 10/15/2026	Ends: 10/15/2027	☐ 06/01/2525

Background/history:

On September 2023, the U.S. Department of Agriculture announced a $6 million grant award to Spokane Urban Forestry. It will be used in part to hire multiple qualified contractors to plant trees in areas of Spokane that have the most need for canopy cover, to replace dead trees that have been removed and create equitable access to the benefits that trees provide. Trees will be planted as park trees, street trees and on public properties such as schools.

Motion wording:

Motion to approve Delk Management LLC / Tree Planting - On Call - As Needed 1 year contract renewal / NTE $200,000 per year

Approvals/signatures outside Parks: ◉ Yes ◯ No

If so, who/what department, agency or company: Delk Management LLC

Name: Rob Saty Email address: rob@delkmanagement.com Phone: 509-863-2922

Distribution:

Parks – Accounting
Parks – Sarah Deatrich
Requester: Amber Ramirez
Grant Management Department/Name:

Fiscal impact: ◉ **Expenditure** ◯ **Revenue**

Amount:	Budget code:
200,000	Expense: 1390-95855-76903-54201
200,000	Revenue: 1390-95855-76903-33310

Vendor: ◉ Existing vendor ◯ New vendor

Supporting documents:

- ☑ Quotes/solicitation (RFP, RFQ, RFB)
- ☐ Contractor is on the City's A&E Roster - City of Spokane
- ☐ UBI: Business license expiration date:
- ☐ W-9 (for new contractors/consultants/vendors
- ☐ ACH Forms (for new contractors/consultants/vendors
- ☑ Insurance Certificate (min. $1 million in General Liability)

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Spokane Park Board Briefing Paper

City of Spokane PARKS & RECREATION

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Type of agenda item	◯ Consent ◯ Discussion ◯ Information ◉ Action		
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City Clerks file (OPR or policy #)			
Master Plan Goal,Objective,Strategy (Click **HERE** for link to the adopted plan)	Goal A, Obj. 2	**Master Plan Priority Tier**: (pg. 171-175)	First
Item title: (Use exact language noted on the agenda)	The F.A. Bartlett Tree Experts / Tree Planting - On Call - As Needed 1 year contract renewal / NTE $200,000 per year		
Begin/end dates	Begins: 10/15/2026	Ends: 10/15/2027	☐ 06/01/2525

Background/history:

On September 2023, the U.S. Department of Agriculture announced a $6 million grant award to Spokane Urban Forestry. It will be used in part to hire multiple qualified contractors to plant trees in areas of Spokane that have the most need for canopy cover, to replace dead trees that have been removed and create equitable access to the benefits that trees provide. Trees will be planted as park trees, street trees and on public properties such as schools.

Motion wording:

Motion to approve The F.A. Bartlett Tree Experts / Tree Planting - On Call - As Needed 1 year contract renewal / NTE $200,000 per year

Approvals/signatures outside Parks: ◉ Yes ◯ No

If so, who/what department, agency or company: The F.A. Barltett Tree Care Experts

Name: Lori-Ann Scott Email address: lscott@Bartlett.com Phone: 509-892-0110

Distribution:

Parks – Accounting
Parks – Sarah Deatrich
Requester: Amber Ramirez
Grant Management Department/Name:

Fiscal impact: ◉ **Expenditure** ◯ **Revenue**

Amount:	Budget code:
200,000	Expense: 1390-95855-76903-54201
200,000	Revenue: 1390-95855-76903-33310

Vendor: ◉ Existing vendor ◯ New vendor

Supporting documents:

- ☑ Quotes/solicitation (RFP, RFQ, RFB)
- ☐ Contractor is on the City's A&E Roster - City of Spokane
- ☐ UBI: Business license expiration date:
- ☐ W-9 (for new contractors/consultants/vendors
- ☐ ACH Forms (for new contractors/consultants/vendors
- ☑ Insurance Certificate (min. $1 million in General Liability)