



**City of Spokane Park Board  
Urban Forestry Tree Committee Meeting**

4:15 p.m. Tuesday, October 1, 2024  
Hybrid in-person and WebEx virtual meeting  
Katie Kosanke - Urban Forester

**Committee Members:**

- X Kevin Brownlee – Chair
- X Nick Sumner
- X Kevin Cash
- X Kris Neely
- Hannah Kitz – alternate – (Absent-Excused)

**Parks Staff:**

Katie Kosanke  
Amber Ramirez  
Karin Cook

**SUMMARY**

- An IRA Grant update was presented by Amber Ramirez.
- Kris Neely provided a recap of the Urban Forestry Citizens Advisory Committee meeting.
- The monthly Urban Forestry report was given by Katie Kosanke.

The next regularly scheduled meeting is 4:15 p.m. Tuesday, November 5, 2024.

# MINUTES

The meeting was called to order at 4:15 p.m. by committee chair Kevin Brownlee.

**Public Comment:** None

**Action Items:** None

**Discussion Items:**

1. **IRA Grant Update** – Amber Ramirez

Amber Ramirez presented an IRA Grant update.

- a. Spokane Urban Forestry received a six-million-dollar IRA grant for projects to be done within the boundaries of the City of Spokane in areas defined by the Climate and Economic Justice screening tool. Work will begin soon in neighborhoods with highest need, which was established using census data and Tree Plotter software, which was gifted to Urban Forestry by Avista.
- b. A sub-award contract was completed for the Lands Council to provide Outreach and Education. They will be coordinating planting locations for up to 250 trees each planting season (spring and fall), providing tree care education, coordinating community outreach and more.
- c. Tree planting for Fall 2024 will begin soon. The Lands Council is coordinating the free tree signups and commitment to care from citizens who sign up for a tree. Five species of trees have been confirmed for the fall plantings and utility locates are in progress. Contractors will plant 250 trees each fall and spring planting season with a smaller number of trees expected to be planted this year, as contracts are just being finalized. A small volunteer planting of 15 trees will take place in the Nevada Heights Neighborhood on October 18<sup>th</sup>. Trees were purchased by the Spokane Conservation District's Urban & Community Forest grant, and they will be storing and caring for the trees at their property. Urban Forestry is working with Downtown Spokane Partnership to offer replacement trees in the Riverside neighborhood this fall.
- d. All 15 neighborhoods in the IRA grant area were vetted for dead trees and trees in very poor condition. A total of 433 trees have been identified for removal with the possibility of more being discovered as work progresses. Tree removals will be packaged by neighborhood with removals taking place in several neighborhoods at a time depending on volume and number of contractors selected. Removal notices will be sent to property owners who will be receiving one time assistance through the grant in advance of tree removals being done. Contractors will take wood chips and some logs to the Spokane Conservation District for their Urban Wood Network.
- e. Pruning through the grant will address major issues such as reducing risk, street and sidewalk clearance and large deadwood.

- f. Scopes of work with detailed requirements were created for contractors and a pre-bid meeting took place September 6<sup>th</sup> for all three scopes of work (tree planting, removal, and pruning), with contractors submitting bids by September 16<sup>th</sup>. Two to three contractors are expected to be selected for each scope of work. The planting contracts are ready and Urban Forestry will present those contracts to the Finance committee and Park Board for approval next week. The contract requests for removals will be presented to a committee and Park Board for approval at the November meetings and the contract requests for pruning will be presented to committee and Park Board for approval at the December meetings.
- g. The website for Tree Equity Spokane is live as of today. The website address is <https://my.spokanecity.org/urbanforestry/programs/tree-equity/>

## 2. **Fall Leaf Festival** – Katie Kosanke

The Fall Leaf Festival will be on Saturday October 19<sup>th</sup>. It is a fun lively event that is free and is always well attended. The Fall Leaf Festival poster will be emailed to committee members as an official invite. Bartlett Tree Service is sponsoring the event and Avista is sponsoring the refreshments.

The Corbin Arts Center will be doing a craft at the Fall Leaf Festival that will use small wood rounds, sometimes referred to as cookies or cross sections, from the Willow tree to make ornaments.

Survey results regarding the Willow Tree will be released at the Fall Leaf Festival. Over a thousand responses to the survey were received and many community members have shared how special the tree is to them and they are thankful time is being taken to decide what to do with that space.

Additional discussion took place regarding the Willow at Finch Arboretum.

- a. A photo mosaic is being worked on. People can submit photos of them and their families with the Willow Tree and the photos will be used to make a photo mosaic that looks like the original tree. Communications is determining how photos can be submitted.
- b. A hundred cuttings from the Willow tree were given to SCC for them to grow. They will be used in different ways, with some being planted throughout the park system and some planted back in the same space where the Willow had been. Ideas for the rest include fundraising and giveaways.
- c. Urban Forestry is consulting with the Conservation Districts Urban Wood Program to see if they can make a playground feature, benches, or possibly other items with the wood from the Willow tree.
- d. Part of the Willow tree has already failed and is lying on the ground. Katie advised Willows can root and continue to grow, and Urban Forestry would like to encourage it to grow, but need to do it in a safe way and that they may need to restrict people from the parts of the tree which are growing back.

- e. Katie advised there is a special story regarding the Willow tree and UF would like to incorporate the story in the new space where the Willow had been. She shared that the person who originally planted the Willow tree has passed away, but UF has been in contact with her daughters to let them know of the changes with the tree and will continue to update them as things progress.
- f. It was suggested to partner with the school district and donate some wood from the Willow to them for special projects in shop classes. Katie will reach out to her school contacts to see if this is something they would be interested in.

### **Standing Report Items:**

#### **1. Citizen Advisory Report – Kris Neely**

Kris gave a brief recap of the Urban Forestry Citizen Advisory Committee (UFCAC) meeting. There was no public comment, the committee heard a presentation by Amber Ramirez on the IRA Grant update and Katie provide the Urban Forestry monthly update. Kris advised Toni Sharkey, who holds one of the Community Assembly (CA) positions on the UFCAC has resigned from the Community Assembly and CA will be recommending a current Community Assembly member to be assigned to the UFCAC position Toni held.

#### **2. Urban Forestry Monthly Update – Katie Kosanke**

- a. Dead tree removals continue throughout the park system. Removals generally are done in the winter months, however due to a higher number of removals in the park system the work has continued throughout the year. Tree work requests are being prioritized and worked through as quickly as possible.
- b. Six trees were recently impacted by wind, with two complete tree failures and four locations that had trees with major broken limbs which were resolved quickly.
- c. Miscellaneous tree work is being completed at the Highbridge Dog Park. Nick Jeffries with the Spokane Fire Department is also doing fuel reduction work there removing some of the young tightly spaced trees which also benefits forest health.
- d. A SpoCanopy planting will be taking place on Friday October 18<sup>th</sup>, starting at Glass Park.
- e. The Department of Natural Resources will be holding a workshop called Tree Equity Learning Lab at Finch Arboretum on October 24<sup>th</sup> and has invited Urban Forestry to attend. The DNR has asked UF to share about all the great equity related work we are doing in our area and has also invited other cities and organizations to share about the work they are doing.
- f. Steve Nittolo is coordinating various planting projects at the golf courses. The trees planted in the spring are all doing very well. Additional trees will be planted at Downriver Golf Course this fall.
- g. UF is working on improvements in the right-of-way areas they took over from the Water Department as a pilot program. Small removals of dead trees are being done and solutions

are being worked on to resolve any outstanding issues in these areas before trees are replaced in future seasons.

- h. Urban Forestry will hold a chainsaw training for Park Operations staff and public works staff who sometimes assists with storm damage. The chainsaw trainings are held once a year and are conducted by a UF staff member.
- i. A tree identification workshop was held at Finch Arboretum. There were 14 participants, and a lot of great feedback was received. UF is planning on having regular workshops at least twice a year at Finch Arboretum. The workshops will be through the Recreation programming.

3. [Urban Forestry Financial Report](#) – Katie Kosanke

The financial report was not available at the meeting. The report is attached to the minutes. Katie indicated Urban Forestry is right where they need to be in most areas or under for the budget. She advised UF has been focusing on the grant project but will have several big projects outside of the grant project that will be moving forward soon.

**Other Discussion Items:** None

**Adjournment:** The meeting adjourned at 4:45 p.m.

The next regularly scheduled meeting is 4:15 p.m. Tuesday, November 5, 2024.

# Inflation Reduction Act Update

## Urban and Community Forestry Grant

UF Committees October 1st, 2024



# IRA Urban and Community Forestry Grant

## 1+ Billion in Nationwide Investments

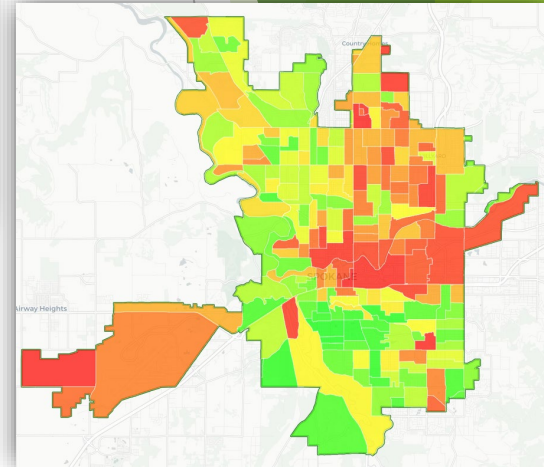
### Spokane Urban Forestry Award Amount- \$6,000,000

Within the boundaries of the City of Spokane on City properties. All tree planting and maintenance work must be performed in disadvantaged communities that are marginalized, underserved, and overburdened by pollution and underinvestment, as identified on a Federal Map (GRANT REQUIREMENT)

#### Climate & Economic Justice Screening Tool

Work to begin in neighborhoods with highest need-

- ▶ established using census data and TreePlotter software:
- ▶ Low existing canopy
- ▶ Low income
- ▶ Population below poverty
- ▶ Vulnerable population
- ▶ Unemployment %





## Sub Award for Outreach & Education to the Lands Council complete

- ▶ Find homes for approximately 250 trees each planting season
- ▶ Secure commitment to care from resident
- ▶ Provide education about tree care (mostly watering)
- ▶ Conduct summer health checkups for new trees & provide extra assistance with locations that are struggling
- ▶ 10 or more coordinated community outreach events per year to garner CEJST tree planting locations
- ▶ 2 (smaller scale) volunteer planting projects per year
  - October 18<sup>th</sup>, Nevada Heights planting





# Tree Planting- Fall 2024

- ▶ Free tree sign ups and commitment to care coordinated by the Lands Council
- ▶ 5 Confirmed species for fall
- ▶ 250 contractor planted each Fall and Spring planting season
- ▶ 3 contracts in process
- ▶ Contract requests to Park Board & Finance Committee next week
- ▶ Small amount expected this year, maybe more weather depending
- ▶ Trees purchased by Spokane Conservation District's Urban & Community Forestry grant
- ▶ Stored & cared for at their property
- ▶ Working with DSP to offer replacement trees in Riverside neighborhood that property owners can claim and have planted with certified and licensed city arborists



# Tree Maintenance-Removals

- ▶ Packaged by neighborhood
- ▶ Several neighborhoods at a time depending on volume
- ▶ 1-60 trees per neighborhood
- ▶ Contractor Bids submitted 9/16
- ▶ 2-3 expected to be chosen
- ▶ Contract requests presented at November committee and Park Board meetings
- ▶ Removal notices sent certified mail or hand delivered 30 days in advance
- ▶ 433 removals identified - possibility for more to be discovered as work progresses
- ▶ Wood chips and 30-40 logs brought by contractors to Spokane Conservation District for Urban Wood Network- possibility for more



# Tree Maintenance-Pruning

- ▶ Contractor bids submitted 9/16
- ▶ 2-3 expected to be chosen
- ▶ Contract requests presented to Finance Committee and Park Board in December
- ▶ **Major Issues-** reduce risk, street & sidewalk clearance, large deadwood
- ▶ Specific tasks to ensure funding goes as far as possible
- ▶ Mulching all trees after pruning where there is room
- ▶ Contract requests prepared for December Finance Committee and Park Board meetings.



# Progress Update

- ▶ Project Start Date: February 2024 to 2029
- ▶ All 15 neighborhoods vetted for dead and very poor trees- 433
- ▶ Scopes of work created with detailed requirements for contractors ensuring that grant funds go as far as possible
- ▶ Pre-Bid meeting for 3 scopes September 6th
- ▶ Bids returned 9/16
- ▶ Planting contract requests brought to Finance Committee 10/8 & Park Board 10/10
- ▶ Utility locates for tree planting sign up sites in process and final markings being made
- ▶ Small volunteer planting in Nevada Heights neighborhood 10/18- 15 trees
- ▶ Website [SpokanetreeEquity.org](https://spokanetreeequity.org) with project information complete
  - ▶ Timelines for neighborhood work, acknowledgement, neighborhood maps, link to CEJST tool, FAQ's, sign up for trees
- ▶ Truck magnets for contractors to display acknowledging project and funding sources





# Thank you!

Amber Ramirez  
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[aramirez@spokanecity.org](mailto:aramirez@spokanecity.org)



## Natural Resources - September 2024



	Adopted Budget 2024	2024 Remaining Budget Balance	2023 September Actual	2024 September Actual	2023-2024 Monthly Difference	2023 YTD Actual	2024 YTD Actual	2023-2024 YTD Difference	2023 YTD % Of Budget	2024 YTD % Of Budget	YOY % Change
<b>Revenue</b>											
Program Revenue	\$ 91,000	\$ 34,491	\$ 9,169	\$ 5,405	\$ (3,764)	\$ 91,329	\$ 56,509	\$ (34,820)	100.36%	62.10%	-38.26%
Operating Transfers	\$ 66,000	\$ -			\$ -	\$ 66,000	\$ 66,000	\$ -	100.00%	100.00%	
<b>Total Revenue</b>	<b>\$ 157,000</b>	<b>\$ 34,491</b>	<b>\$ 9,169</b>	<b>\$ 5,405</b>	<b>\$ (3,764)</b>	<b>\$ 157,329</b>	<b>\$ 122,509</b>	<b>\$ (34,820)</b>	<b>100.21%</b>	<b>78.03%</b>	<b>-22.18%</b>
<b>Expenditures</b>											
Salaries and Wages	\$ 647,136	\$ 226,225	\$ 44,007	\$ 45,715	\$ (1,708)	\$ 399,782	\$ 420,911	\$ (21,129)	71.49%	65.04%	-6.45%
Temp/Seasonal	\$ 85,839	\$ 40,418	\$ 15,659	\$ 8,908	\$ 6,751	\$ 70,553	\$ 45,421	\$ 25,132	78.39%	52.91%	-25.48%
Personnel Benefits	\$ 246,719	\$ 88,248	\$ 18,600	\$ 18,905	\$ (305)	\$ 160,186	\$ 158,471	\$ 1,715	78.62%	64.23%	-14.39%
Supplies	\$ 35,600	\$ 4,463	\$ 7,606	\$ 4,152	\$ 3,454	\$ 20,641	\$ 31,137	\$ (10,496)	57.98%	87.46%	29.48%
Services and Charges	\$ 222,200	\$ 91,236	\$ 34,038	\$ 27,233	\$ 6,805	\$ 167,957	\$ 130,964	\$ 36,993	77.26%	58.94%	-18.32%
Interfund Payments	\$ 23,000	\$ (2,979)	\$ 4,012	\$ 6,684	\$ (2,672)	\$ 20,572	\$ 25,979	\$ (5,407)	89.44%	112.95%	23.51%
<b>Subtotal Op. Expense</b>	<b>\$ 1,260,494</b>	<b>\$ 447,610</b>	<b>\$ 123,922</b>	<b>\$ 111,596</b>	<b>\$ 12,326</b>	<b>\$ 839,691</b>	<b>\$ 812,884</b>	<b>\$ 26,807</b>	<b>74.38%</b>	<b>64.49%</b>	<b>-9.89%</b>
Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
<b>Total Expenditures</b>	<b>\$ 1,260,494</b>	<b>\$ 447,610</b>	<b>\$ 123,922</b>	<b>\$ 111,596</b>	<b>\$ 12,326</b>	<b>\$ 839,691</b>	<b>\$ 812,884</b>	<b>\$ 26,807</b>	<b>74.38%</b>	<b>64.49%</b>	<b>-9.89%</b>
<b>Net Gain/(Loss)</b>	<b>\$ (1,103,494)</b>		<b>\$ (114,753)</b>	<b>\$ (106,192)</b>	<b>\$ 8,561</b>	<b>\$ (682,362)</b>	<b>\$ (690,375)</b>	<b>\$ (8,013)</b>			