

MOSCOW TREE COMMISSION



Deborah Kadlec
Commission Chair

Agenda

David Schott
Staff Liaison

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**Tuesday
April 2, 2019**

5:00 PM

**Mayors Conference Room
206 E 3rd Street**

The meeting was called to order at 5:00 PM.

PRESENT: Daniel Cronan; Clark J Filip, Vice Chair; Mary Jo Hamilton, Secretary; Debbie Kadlec, Chair; David Rauk.

ABSENT: Lauren Goss; Gina Taruscio, City Council Liaison.

STAFF: Donna Howard; David Schott, Parks & Recreation Assistant Director.

OTHER: Mark Heinlein, Parks & Recreation Commissioner.

REGULAR AGENDA

1. Announcements

There were none.

2. Approval of Minutes from March 5, 2019 (ACTION ITEM) - Kadlec

ACTION: Approve minutes as presented.

Cronan motioned to approve the March 5, 2019 meeting minutes as presented and Rauk seconded.

Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: Hamilton. Absent: Goss. Motion carried.

3. Public Comment Period

Only for items not listed on the agenda, including responses to previous comments/questions from the public. There were none.

4. 2019 Arbor Day Preparation (ACTION ITEM) – Kadlec/Rauk

Rauk went over his checklist for the Arbor Day event on Friday, April 26, 2019.

- a. Tree seedling bagging activity April 23, 2:00 PM, 1025 Plant Science Rd., Moscow. Hamilton, Rauk & Schott will attend; Cronan will offer the activity to his students for extra class credit.
- b. Rauk will forward seedling information flyers to Howard; she will print them up to go with the seedlings. Need 100 Rocky Mountain maple, 100 Serviceberry and 50 Bristlecone pine flyers.
- c. Kadlec and Schott met with Sandra Crooks and the Gritman Medical Center's Green Team. After discussing available locations, it was decided that the ceremony will occur in the new medical office building, second floor, in the café and conference center, beginning at 11 AM. The ceremony is allotted an hour. Charlie Bear Daycare staff and students will decorate the space. Gritman will provide a PA system.
- d. Filip volunteered to make up a PowerPoint to run in the background while in the café.
- e. Rauk will confirm the time with the Mayor's office.
- f. Schott located a Ginkgo tree for planting in the 7th Street tree well.
- g. The program will begin with Filip introducing the speakers, talking about trees and recognizing the art work. Mayor Lambert will read the Arbor Day Proclamation followed by

a speech about the relationship between trees and health from one of Gritman's health care providers. Rauk offered to help with writing that speech. Jennifer Russell from Idaho Department of Lands will present the Tree City USA and Growth Awards. Filip will conclude the ceremony and invite everyone to relocate to the tree planting site.

- h. Schott was approached by the Latah County Master Gardeners about volunteering at the event and he suggested they could help plant the tree, work with the mayor to lead the tree planting. They could set up a table at the planting site and hand out brochures or even help pass out the seedlings.
- i. Rauk and Schott will sketch out a program to keep everyone on track during the event.
- j. Schott will rope off some parking spaces near the planting site to save the area for the planting attendees.
- k. Cronan will have a student photographing the festivities.
- l. Schott will issue a City Press Release.
- m. Rauk said the tri-fold board will need to be updated; Cronan volunteered to do this.
- n. Schott's staff will prepare the planting site and deliver shovels. He will also arrange for some chairs and a sandwich board to be at the site.

ACTION: Approve the venue, program, tree selection, and location for the Arbor Day celebration.

Filip motioned to approve the plans and details as discussed and the pending final items and Cronan seconded. Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: None. Absent: Goss. Motion carried.

5. 2019 Farmer's Market Dates (ACTION ITEM) – Kadlec / Schott

The Tree Commission has May 4th scheduled for the Farmer's Market but a second date needs to be discussed. Schott shared the list of possible dates and those present chose September 28th or August 31st. The theme for this second presentation was considered with options including hosting another apple tasting; presenting information on the new food forest in Harvest Park; displaying locally grown preserves as something that could be grown in Harvest Park. Kadlec will confirm the date with Amanda Argona and email the commissioners.

ACTION: Set a second date for the Farmer's Market.

Rauk motioned to approve September 28 for their first choice and August 31 for their second choice and Hamilton seconded. Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: None Absent: Goss. Motion carried.

6. Consideration of Tree Commission Goals (ACTION ITEM) - Kadlec

The Tree Commission discussed goals for 2019 and beyond. Schott shared his draft Growth Award plan for comparison and generating ideas. Items proposed included:

- 1) Participate in two Farmers Markets each year.
- 2) Annual report to City Council.
- 3) Heritage Tree Program.
 - a. Create diversity in urban forest.
- 4) Update MTC management plan.
- 5) Lead commission on development of Harvest Park.
- 6) Develop and implement a tree message or newsletter for inclusion in the City's utility bill.
- 7) Harvest Park Updates.
- 8) Team building, ongoing education for tree commissioners.

Rauk left the meeting at 5:53 PM.

Schott requested the commissioners forward ideas to him for inclusion in future MTC meeting agendas.

ACTION: No action; further deliberation needed.

7. Discussion: Fall Classes for the Parks and Recreation Catalog - Schott

The next Parks and Recreation catalog will include classes offered from August 1st through November 30th and the submittal deadline is in early June. Possible course topics included offering another native plant landscaping class; pruning classes; a plant identification workshop; using some lawn space at the HIRC for a planting class to highlight what could be grown at the Harvest Park Food Forest; a community walk. Filip mentioned that the popular, recurring classes should be regularly offered but that there needed to be fresh ideas to qualify for the Growth Award and Schott agreed. Schott also mentioned that the goal should be to offer three classes in each brochure as part of their educating the public component. Schott requested the commissioners to consider ideas and bring them to the May meeting for further discussion and planning.

ACTION: No action; further deliberation needed.

8. Report: Harvest Park Status Report - Schott

Schott said that the name, Harvest Park, was approved by City Council but any further development is stalled pending the City's Engineering Department's findings regarding building a booster station on the site. After the booster's location is determined, Bernardo Wills Architects may need to revise the conceptual plans. Currently the booster station is slated to go out for bid in November of 2019 and its construction would delay any groundbreaking for the park for a year or more. Schott did mention there could be a small plot on site for educational purposes. Cronan observed that some of the preliminary work for the park such as choosing inventory items and soil surveys could be included in public workshops and even help toward achieving the growth award. Filip asked how this could impact the joint meeting with the MTC, Bernardo Wills Architects and the Parks and Recreation Commission; Schott replied he plans to schedule that meeting in late May to allow time for developments. Filip asked how often the CDT met; Schott replied approximately every two weeks. Schott said that Deborah Berman is the new representative from Rural Roots on the CDT, replacing Marcie Miller, and has shared a lot of material with the group. Dan is working on soil testing and the CDT wants to hold public workshops in the fall to share information.

Open Discussion:

Schott mentioned that when he was exploring sites for Arbor Day he discovered another vacant tree well. He was unable to purchase a second ginkgo but will have his staff plant a different tree thus filling all of the tree wells on 7th Street.

Filip suggested coordinating volunteer shifts for the FM table on May 4th: Cronan and Filip volunteered to be there from 9 AM to 11 AM; Hamilton signed up for 10 AM to noon. As Rauk was no longer at the meeting Filip offered to ask him to set up and take down the display as he had done in the past. Cronan will update the tri-fold display.

The meeting was adjourned at 6:23

Next meeting: May 7, 2019

NOTICE: Moscow City Council Commission meetings can be televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Minutes Approved On

MAY -7 2019

[Signature]
Clerk/Deputy Signature