

MOSCOW TREE COMMISSION



Ellis Eifert
Commission Chair

Agenda

David Schott
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

<https://www.ci.moscow.id.us/557/Tree-Commission>

**Tuesday
January 5, 2021**

5:00 PM

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

Call to order

1. Announcements

2. Approval of Minutes from December 1, 2020 (ACTION ITEM) - Eifert

ACTION: Approve minutes as presented; approve minutes with amendments; or take other such actions deemed appropriate.

3. Public Comment Period

Only for items not listed on the agenda, including responses to previous comments/questions from the public.

4. Review of the Tree Commission Goals (ACTION ITEM) – Schott

In 2019, the Tree Commission established goals for years to come. The Commission will review, discuss, and revise if needed these goals on an annual basis.

ACTION: Approve the Moscow Tree Commission goals; or take such actions deemed appropriate.

5. Consideration of the FY2022 Annual Tree Commission Budget (ACTION ITEM) – Schott

Each year the Tree Commission discusses and approves their annual budget for inclusion in the City budget. The Tree Commission will review the FY2021 budget and discuss the FY2022 budget request.

ACTION: Approve the 2022 budget request or take other such action deemed appropriate.

6. Consideration of the Spring / Summer Parks and Recreation Brochure Classes (ACTION ITEM) – Schott

Submittals for tree classes and workshops are due mid-February for the spring / summer Parks and Recreation Brochure. This brochure will cover April 1, 2021 through July 31, 2021.

ACTION: Discuss and approve classes and workshops for inclusion in the upcoming spring and summer brochure or take other such action deemed appropriate.

7. Discussion: Pruning Education – Rauk / Schott

The Tree Commission will discuss and develop a do's and don'ts of pruning for inclusion in the City utility newsletter. The utility billing newsletter has a deadline of March 19th for inclusion in the April mailing.

ACTION: No action, discussion item.

8. Discussion: Farmer's Market Display Banners - Schott

In the FY2020 budget, the Tree Commission has money available for the development and purchase of display banners for the Farmer's Market and other Tree Commission events. The Tree Commission will discuss the general content to be included on the banners. Once the content is established, City staff will bring the proof of the banners back to the Tree Commission for final discussion and approval prior to fabrication.

ACTION: No action, discussion item.

Open Discussion:

Adjourn

Next meeting: February 2, 2021

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.

MOSCOW TREE COMMISSION



Deborah Kadlec
Commission Chair

DRAFT Minutes

David Schott
Staff Liaison

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**Tuesday
December 1, 2020**

5:00 PM

Zoom Link:

<https://us02web.zoom.us/j/85661307860?pwd=Ti9tNTZHaEVja3dlUFVhcG0zbHBmdz09>

The meeting was called to order at 5:02 PM.

PRESENT: Pamela Brunsfeld, Secretary; Daniel Cronan; Ellis Eifert; Mary Jo Hamilton, Vice Chair; Deborah Kadlec, Chair; David Rauk.

ABSENT: Jeanne Leffingwell.

STAFF: Donna Howard; David Schott, Assistant Director, Parks and Recreation; Brandy Sullivan, City Council Liaison.

1. Announcements

2. Approval of Minutes from October 6, 2020 (ACTION ITEM) - Kadlec

ACTION: Minutes approved as presented.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Hamilton
SECONDER:	Brunsfeld
AYES:	Brunsfeld, Cronan, Eifert, Hamilton, Kadlec, Rauk
ABSTAINED:	Rauk
ABSENT:	Leffingwell

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. Discussion: Review of the Tree Commission Goals – Schott

Schott shared the short-term and long-term goals established in 2019. After reading and discussing the list, the commissioners agreed to reconsider them at the January meeting. Schott will include this as an action item on the next month's agenda.

ACTION: No action, discussion item; will be on next meeting agenda for further consideration.

5. Consideration of the FY2022 Annual Tree Commission Budget (ACTION ITEM) – Schott

The Tree Commission reviewed the FY2021 budget and discussed options for the FY2022 budget request. Schott will bring a draft request to the January meeting for final approval by the commissioners.

ACTION: No action, discussion item; will be on next meeting agenda for further consideration.

6. Discussion: Downtown Tree Replacement Plan – Schott / Rauk

City staff and the MTC previously discussed a proactive replacement plan for the aging Downtown trees. After reviewing and discussing the initial parts of the draft plan, the commissioners decided more work will be needed before making a recommendation for action.

ACTION: No action, discussion item; will be on next meeting agenda for further consideration.

7. Discussion: Pruning Education – Rauk / Schott

Rauk would like the MTC to create a do's and don'ts of pruning for inclusion in the City's Utility billing statement. He would like to include information about choosing a tree care professional and what to look for when pruning young and mature trees. The commissioners discussed other information for what to include in the flyer. Rauk and Schott will work on a draft for a flyer to be in the April statements. The deadline for submitting it is mid-March.

ACTION: No action, discussion item.

8. Update: Harvest Park – Schott

Schott updated the MTC on how the Core Development Team (CDT) has been working on a draft management plan for Harvest Park. Currently there are four active CDT members and one who has been unable to attend for a few meetings. After the holidays, the CDT meetings will be half spent on brainstorming for development ideas and the other half drafting actions for the park.

ACTION: No action, update.

9. Consideration of the 2021 Tree Commission Officers (ACTION ITEM) – Kadlec / Schott

The Tree Commission discussed who was willing to hold the officer positions for 2021 and what responsibilities were involved with the Chair, Vice Chair and Treasurer. Kadlec will not renew her appointment; Schott thanked her for her service to the MTC.

ACTION: Eifert nominated as Commission Chair.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Rauk
SECONDER:	Hamilton
AYES:	Brunsfeld, Cronan, Eifert, Hamilton, Kadlec, Rauk
ABSENT:	Leffingwell

ACTION: Hamilton nominated to continue as Vice Chair.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Cronan
SECONDER:	Eifert
AYES:	Brunsfeld, Cronan, Eifert, Hamilton, Kadlec, Rauk
ABSENT:	Leffingwell

ACTION: Brunsfeld nominated to continue as Secretary.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Rauk
SECONDER:	Cronan
AYES:	Brunsfeld, Cronan, Eifert, Hamilton, Kadlec, Rauk
ABSENT:	Leffingwell

Open Discussion:

Rauk wished Kadlec well in the future and thanked her for her help with the MTC.

The meeting was adjourned at 6:08 PM.

Next meeting: January 5, 2021

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