

MOSCOW TREE COMMISSION



Ellis Eifert
Commission Chair

Regular Meeting
~Agenda~

David Schott
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

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

Tuesday
February 2, 2021

5:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

Introduction of Zena Hartung

REGULAR AGENDA

1. Approval of Minutes from January 5, 2021 (ACTION ITEM) - Eifert

Minutes presented for approval.

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

2. Public Comment and Response to Previous Comments (limited to 10 minutes)

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit your remarks to three (3) minutes.

3. 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.

4. 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.

5. Consideration of the 2021 Arbor Day Celebration (ACTION ITEM) – Rauk / Schott

The Tree Commission will discuss potential venues and themes for the 2021 Arbor Day celebration. Arbor Day typically falls on the last Friday of April each year, this year being April 30, 2021.

ACTION: Discuss and approve the Arbor Day celebration venue and theme; or take such actions deemed appropriate.

6. Consideration of the Pruning Education Utility Newsletter (ACTION ITEM) – 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. Text and graphics should be no longer than one page.

ACTION: Discuss and approve the pruning education utility newsletter; or take such actions deemed appropriate.

REPORTS

Harvest Park Update – Schott

ANNOUNCEMENTS / DISCUSSION

The University of Idaho would like a member of the MTC to join their Tree Campus Higher Education Program. UI is considering membership in the Tree Campus Higher Education program, an Arbor Day Foundation Program similar to Tree City USA. Discuss their request for volunteers from the community to be part of the program.

UPCOMING EVENTS / MEETINGS

Next meeting: March 2, 2021

ADJOURN

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.

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Regular Meeting
~ **DRAFT Minutes** ~

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Tuesday
January 5, 2021

5:00 PM

Mayors Conference Room
206 E 3rd Street

The meeting was called to order at 5:02 PM

PRESENT: Pamela Brunsfeld, Secretary (Virtual); Ellis Eifert, Chair; Mary Jo Hamilton, Vice Chair (Virtual); Jeanne Leffingwell (Virtual); David Rauk (Virtual).
OTHERS: Anne Zabala, City Council Liaison (Virtual).
STAFF: Donna Howard (Virtual); David Schott, Assistant Director, Parks and Recreation.

ANNOUNCEMENTS

Schott welcomed Anne Zabala, the 2021 City Council Liaison to the MTC.

REGULAR AGENDA

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

The minutes were presented for approval.

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

Hamilton moved, Brunsfeld seconded to approve the minutes as presented. Acclamation Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

2. Public Comment and Response to Previous Comments (limited to 10 minutes)

Members of the public may speak to the Commission regarding matters not on the agenda or currently pending before the Commission.

None offered.

3. 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.

The 2019 Goals:

Category A: Promote Education and Public Relations

- A1. Develop a map and data set of large, unique, and/or historic trees in Moscow (For example: Heritage Tree Program).
- A2. Write and submit one or two articles each year about community forestry or arboriculture to the Moscow Pullman Daily News and/or the Lewiston Tribune.
- A3. Offer workshops to the public on urban tree care.
- A4. Sponsor annual and special community events to promote the community forestry program.
 1. Organize and sponsor the Annual Arbor Day celebration.

2. Continue to participate in at least two Farmer's Markets (booth) and other venues
 3. Continue to organize an annual spring tree give away and/or a community planting project.
- A5. Commissioners participate in team building activities and continuing education.
- Category B: Create Partnerships**
- B1. Develop a tree message or newsletter for inclusion in City's utility bill.
- Category C: Enhance Planning and Management**
- C1. Develop a long-range plan to increase and diversify Moscow's urban forest eco system.
- C2. Continue to provide annual report to City Council detailing completed and anticipated MTC activities.
- C3. Continue to implement programs to qualify and achieve status of Tree City USA and Growth Award each year.
- C4. Act as lead commission on development of Harvest Park.
- Category D: Increase Tree Planting and Maintenance Efforts**
- D1. Develop tree contractor continuing education requirements to ensure proper tree care practices are being used.
- D2. Study and recommend solutions for upgrading the health and condition of downtown trees.
- Category E: Mitigate the Effects of Climate Change on the Environment**
- E1. Evaluate the carbon sequestering capability of Moscow's community forest and develop an education program to increase its capacity.
- E2. Aid in reducing the City's carbon footprint through tree activities.
- a. Education outreach activities.

Brunsfeld asked about item A1, the Heritage Tree Program, and offered to help with its development; logistics discussed included trees on private property and trees on the University of Idaho campus. Leffingwell volunteered to help with item A2 by contributing to local papers. Hamilton added Harvest Park's development would be good publicity. Rauk wants to address item D1 by working with local tree care contractors to enhance their skill set on all of their arboricultural skills but especially pruning, planting and removals. After talking about the City's code requirements outlined in Title 5, Chapter 8: Community Forestry, Leffingwell mentioned she wasn't aware of the list of Licensed Contractors with Certified Tree Workers on the City's Website. Schott wants to educate the public to always use a Licensed Contractor with Certified Workers and appreciates that it will be mentioned in the MTC Utility Billing insert. Hamilton asked how to quantify Category E and a discussion ensued. Schott was tasked with revising the goals as discussed and bringing the list back to the commissioners at the next meeting.

NO ACTION: To be decided at a future meeting.

4. **Consideration of the FY2022 Annual Tree Commission Budget (ACTION ITEM) – Schott**
The Tree Commission reviewed the FY2021 budget and discussed the FY2022 budget request.
ACTION: Approve the FY 2022 budget request or take other such action deemed appropriate.

Fiscal Year 2021 budget:

- Arbor Day tree purchase (\$750)
- Arbor Day seedlings (\$500)
- Arbor Day Dues (\$20)
- Harvest Park promotional materials (\$250)
- Education, outreach and workshop opportunities (\$250)
- Farmers Market display banners (\$250)
- ANSI A300 Pruning Standard books (\$550)
- Total approved for FY 21: \$2,570.00

Proposed Fiscal Year 2022 budget:

Arbor Day tree purchase (\$750)
Arbor Day seedlings (\$500)
Arbor Day Dues (\$20)
Harvest Park promotional materials (\$250)
Education, outreach and workshop opportunities (\$250)
Downtown Tree Replacement plan educational materials (\$250)
Heritage Tree Program promotional materials (\$250)

Total to be requested for FY 22: \$2,270.00

Leffingwell moved, Hamilton seconded to approve the FY 2022 budget request as presented.
Acclamation Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

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

The Commissioners considered what to submit for tree classes and workshops for the Parks and Recreation Brochure that will offer classes and programs from April 1 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.

Schott asked for program ideas in case the COVID situation is resolved; classes will be cancelled if necessary. Leffingwell asked about previous classes; Rauk explained about the pruning workshops as well as classes on landscaping, tree diseases and insects the MTC has organized in the past. Cronan asked if any classes had been offered for children and was told no. Hamilton, Brunsfeld and Leffingwell liked the idea of a class geared toward a younger crowd as well as incorporating art into the class topic. Hamilton will see if PCEI could assist with a tree-focused nature walk and any children's classes. Schott asked the commissioners to bring ideas and specifics to the next meeting.

NO ACTION: To be decided at a future meeting.

6. Discussion: Pruning Education – Rauk / Schott

The Tree Commission discussed drafting a do's and don'ts of pruning for inclusion in the City's April utility newsletter.

ACTION: No action, discussion item.

Rauk wants to educate the public as well as tree workers on healthy ways to maintain the City's tree forest. Homeowners will benefit by learning how to hire a reputable tree contractor. Ultimately, he would like to see the City require the tree workers obtain an Arborist's license as well as mandate continuing education. Rauk shared a preliminary document and asked for the commissioners to edit and respond with their suggested changes. He was asked to explain some of the worst practices highlighted in the rough draft, such as lion tailing and tree topping. These practices weaken trees, making them prone to wind damage, pests and can create a nuisance tree. Topping is prohibited on public trees (those located in the right-of-way) per City Code. The final brochure class ideas will need to be submitted by March 19th for inclusion in the April mailing.

7. 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.

Schott explained that another City Commission he works with, the Pathways Commission, purchased two display banners and he felt the MTC could utilize them as well. He asked for volunteers to help design the displays. Once they are designed and then approved by City Administration they will be purchased this summer.

Open Discussion:

Leffingwell asked about recent occurrences of tree damage due to local beaver activity. Schott explained that the City's Public Works Department was in charge of monitoring and mitigating those situations.

Brunsfeld asked if there was a new Commissioner being appointed to fill the MTC's current vacancy. Schott is working with City Officials on this and a replacement will soon be appointed.

The meeting was adjourned at 6:07

Next meeting: February 2, 2021

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