

MOSCOW TREE COMMISSION



Ellis Eifert
Commission Chair

Heritage Tree Ad Hoc Committee
Meeting
~Agenda~

David Schott
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

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

Wednesday
June 16, 2021

4:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of Minutes from May 5, 2021 (ACTION ITEM) - Hamilton

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 Ad Hoc Committee regarding matters NOT on the agenda or currently pending before the Committee. Please state your name and city of residence for the record and limit your remarks to three (3) minutes.

3. Review of Moscow Heritage Tree Program Documentation (ACTION ITEM) – Schott

The ad hoc committee will review documentation of Moscow Heritage Tree Program.

ACTION: Approve the documentation of the Moscow Heritage Tree Program; or take such actions deemed appropriate.

ANNOUNCEMENTS / DISCUSSION

UPCOMING EVENTS / MEETINGS

Next meeting: July 14, 2021; 4:00 P.M.; Mayors Conference Room

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.

MOSCOW TREE COMMISSION



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Commission Chair

Heritage Tree Ad Hoc Committee Meeting ~DRAFT Minutes~

David Schott
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Wednesday
May 5, 2021

3:00 PM

Mayors Conference Room
206 E 3rd Street

The meeting was called to order at 3:00 p.m.

PRESENT: Pamela Brunsfeld; Zena Hartung; MaryJo Hamilton.

STAFF: Donna Howard; David Schott.

REGULAR AGENDA

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

Members of the public may speak to the Ad Hoc Committee regarding matters NOT on the agenda or currently pending before the Committee. There were none.

2. Introduction and History of the Heritage Tree Program – All

The ad hoc committee to the Moscow Tree Commission was formed to provide the specific tasks of developing a recommendation for a Heritage Tree Program to the Moscow Tree Commission. This agenda item will bring the ad hoc committee up to date on previous attempts to start a Heritage Tree Program.

ACTION: No action, discussion.

Schott went over the history of this program; he estimated it was started in 1999. He found flyers from 1999, 2000, 2006. In 2016 Hamilton asked about resurrecting it. At that time, the previous City Attorney didn't approve going forward with this program. Schott asked the current City Attorney and she is willing to allow it, as long as certain conditions are met.

3. Develop a Framework of the Heritage Tree Program (ACTION ITEM) – Schott

The ad hoc committee will develop a framework recorded as an outline for the many aspects of the proposed Heritage Tree Program.

ACTION: Approve the framework of the Heritage Tree Program; or take such actions deemed appropriate.

The group discussed how to disseminate information about the program via social media instead of mailing letters, which would be cost prohibitive. Other ideas would be designing a poster and placing it in public areas and including it in the Parks and Recreation online program brochure. Hamilton added that including a story in the Daily News could increase awareness as well as provide recognition to the homeowners and their trees chosen to be in the pioneering phase. All agreed the program should be open ended, accepting nominations for future trees to be added. They then examined other cities' similar programs with the intention of adopting their best practices. In 2016 Hamilton designed nomination forms and a pamphlet; Howard will locate copies of those and the group will update as needed. Requirements for the program were sketched out as follows:

- How to update the list if trees are damaged and removed;
- If the house is sold, the new homeowners' information needs to be updated;
- Establish a date to review the list annually;
- Citizens will nominate trees and their respective homeowners for the program.

Hamilton envisions ultimately having this available on a phone app. Users could snap a QR code instead of referring to a paper brochure. Until then, the MTC could create a brochure, people could pick it up at the Hamilton Indoor Recreation Center (HIRC) or City Hall. Schott talked about the Arbor Day Foundation's Tree City USA requirements and said the Heritage Tree Program could be used for the City's Growth Award. Hamilton will revisit her list of people who were considered for the program in 2016 and reconnect with them. Schott will have this on the list for Fiscal Year 2023 to include as a funded item. Once the Ad Hoc Committee finalizes their ideas, and the MTC approves them, Schott will present it to City Council for their approval.

4. Develop Recurring Meeting Date and Time for the Heritage Tree Program Ad Hoc Committee (ACTION ITEM) – Schott

The ad hoc committee will determine a recurring date and time to meet.

ACTION: Approve the recurring date and time for the Heritage Tree Program Ad Hoc Committee; or take such actions deemed appropriate.

The group decided to meet the third Wednesday of every month, at 4 p.m., in the Mayors Conference Room in City Hall.

ANNOUNCEMENTS / DISCUSSION

UPCOMING EVENTS / MEETINGS

Next meeting: June 16, 2021, 4 pm.

ADJOURNED AT 4:07 pm