

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
October 20, 2021**

4:00 PM

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

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of Minutes from September 15, 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. Moscow Heritage Tree Program Marketing Strategy (ACTION ITEM) – Schott

The ad hoc committee will discuss the marketing strategy for the Moscow Heritage Tree Program.

ACTION: Approve marketing strategy for the Moscow Heritage Tree Program; or take such actions deemed appropriate.

4. Termination of the Moscow Heritage Tree Program Ad Hoc Committee (ACTION ITEM) – Schott

The Tree Commission created an ad hoc committee to develop a heritage tree program and bring the proposed program back to the Tree Commission for consideration. The ad hoc committee was created for this specific purpose. This mission has been accomplished.

ACTION: Approve termination of the Moscow Heritage Tree Program Ad Hoc Committee; or take such actions deemed appropriate.

ANNOUNCEMENTS / DISCUSSION

UPCOMING EVENTS / MEETINGS

Next meeting: TBD

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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Meeting
~Minutes~

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Wednesday
September 15, 2021

4:00 PM

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The meeting was called to order at 4:03 pm.

PRESENT: Pamela Brunsfeld; Mary Jo Hamilton.

STAFF: Donna Howard; David Schott.

REGULAR AGENDA

1. Approval of Minutes from August 21, 2021 (ACTION ITEM) - Hamilton

Minutes presented for approval.

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

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

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

There were none.

3. Moscow Heritage Tree Program Documentation Sample Run (ACTION ITEM) – Schott

The ad hoc committee will do a sample run of existing documentation of the Moscow Heritage Tree Program.

ACTION: Approve any changes to the documentation based on the outcome of the sample run of the Moscow Heritage Tree Program; or take such actions deemed appropriate.

The group went over the test-run application submitted by Hamilton to nominate her Ginkgo tree. Changes discussed to be made to the forms included adding “if known” for tax lot or removing it completely; it was decided to remove that from the forms. Howard had adjusted the form to fit onto one page but hadn’t made any changes to the text; all preferred the one-page format. Brunsfeld noted there should be a space between the words, “acer” and “agrisiom”. Hamilton requested to not use italic fonts, she felt it was harder to read. Schott included a reference to the Street Tree Planting Guide to help promote its existence and usefulness and all agreed that was beneficial. The aerial view could eventually include GPS coordinates or QR codes to help people find the sites. Schott wants this to remain digital to allow frequent updating. Schott wants to reference the City’s Heritage Tree resolution, once approved, for the public’s edification and to give the program an air of officialness. If this group approves of the documents they will be forwarded to the City’s Legal Department for their stamp of approval then to City Council. Schott suggested not yet disbanding the Ad Hoc committee to allow for future discussions on marketing the Heritage Tree Program. He would like to have a

marketing plan in place to share with City Council as well. Hamilton suggested including this program in the City's utility billing. Schott added this could be an item for the annual Tree City USA Growth Award consideration.

Hamilton moved to make changes as discussed then take the documents to the Tree Commission, the City's Legal Department and City Council. Brunsfeld seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

ANNOUNCEMENTS / DISCUSSION

Hamilton asked about the process of getting a resolution for this program; Schott explained he will draft it, then the Legal Department works on it and it eventually goes to City Council to be adopted.

UPCOMING EVENTS / MEETINGS

Next meeting: October 20, 2021; 4:00 P.M.; Mayors Conference Room.

The meeting was adjourned at 4:35 pm.