

MOSCOW TREE COMMISSION



Clark J. Filip
Commission Chair

~Minutes~

David Schott
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

<http://www.ci.moscow.id.us/commissions/Pages/tree.aspx>

**Tuesday
March 6, 2018**

5:00 PM

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

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

PRESENT: David Griffith; Mary Jo Hamilton, Secretary; David Rauk, Vice Chair.

STAFF: Donna Howard, Staff Support; David Schott, Staff Liaison, Assistant Parks and Recreation Director; Gina Taruscio, City Council Liaison.

ABSENT: Amanda Argona; Clark J. Filip, Chair

1. Announcements

David Schott stated that the Mayor appointed and City Council approved Debbie Kadlec to join this commission.

2. Approval of Minutes from February 6, 2018

David Rauk said that in item 7 there was a mistake; the wording, "a class on defensive planting for preventing insect infestation and diseases" needs to be changed to, "a class on tree insect and disease diagnosis."

ACTION: Approve with correction.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Hamilton
SECONDER:	Griffith
AYES:	Griffith, Hamilton, Rauk
ABSENT:	Argona, Filip

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. Report: Printing and Publication of Final Draft of Revised Street Tree Planting Guide - All

The MTC discussed the next steps for printing the guide. Schott will ask Argona to revise the icons for black and white printing; Schott will forward the final draft to the new City Attorney Mia Vowels after she starts; Howard will get the approved document printed in the large size by Target Media. The commission wants to distribute the guide to the public at the Arbor Day event.

ACTION: Schott will forward the revised document, with black and white icons, to the City Attorney for approval and then forward to Howard for printing.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Griffith
SECONDER:	Hamilton
AYES:	Griffith, Hamilton, Rauk
ABSENT:	Argona, Filip

5. Tree Classes for the Parks and Recreation Brochure – Schott

The deadline for submissions to the fall catalog (August 1st through November 30th) is early June. The commissioners brainstormed possible class topics such as tree selection and landscape design, another grafting class, avoiding tree diseases and mitigating insect pests. Rauk will see if UI Extension Educator Iris Mayes is available to teach. Hamilton will check to see if UI Professor Ed Bechinski would be able to teach a class or could suggest someone else. Griffith suggested contacting WSU Associate Dean Lori Carris about finding someone to teach as well. Schott will have this on the agenda for the April meeting. Rauk asked about the plans for the upcoming Tree Expo on May 5, 2018 that will be listed in the April 1 brochure. Hamilton and Filip arranged for guest speakers and vendors to set up displays in the Hamilton Indoor Recreation Center's Multi-Purpose Room. Rauk thanked Schott for coordinating with Nichole Baker from the City's Water Department about speaking. Hamilton said the vendors are willing to donate for the door prizes. As the date draws nearer, Hamilton will solidify the expectations and floor plan for the vendors. Hamilton will make a poster to spread the word about the Expo; she will get it to Howard for printed copies and asked Schott to post it on Facebook. Hamilton will post them at the vendors' locations, will circulate them at the Arbor Day event, Farmers Market booth and Rauk suggested making the Tree Expo the topic for the Farmers Market display board. Schott will also put out a press release. Taruscio suggested submitting it to the Chamber of Commerce's for their online calendar. Hamilton wanted to allow people to sign up at the door; Schott will check and see how that would work. Hamilton asked how the March 3 pruning class went; Filip went and told Rauk that the weather was great and instructor Deb Pehrson did an excellent job as usual. There is another pruning class on March 17th that Hamilton will attend; she will help facilitate the class and transport the tools borrowed from the Parks Shop.

ACTION: Hamilton will work on a poster to promote the Tree Expo; she and Filip will work on the vendor logistics; members will contact potential instructors and bring ideas for classes to the next meeting.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Hamilton
SECONDER:	Griffith
AYES:	Griffith, Hamilton, Rauk
ABSENT:	Argona, Filip

6. 2018 Arbor Day – Rauk and Schott

Schott opened a discussion about the Arbor Day celebration on April 27, 2018. Schott and Rauk will meet with Principal Kendra McMillan of Lena Whitmore on Friday, March 9, 2018 at 9:00 AM about having the tree planting and ceremony there. Schott will work to coordinate the event with Idaho Department of Lands so their representative can attend and present the Tree City award to Moscow. Once the planting site is approved Schott will purchase an appropriate tree. The remaining details will be decided upon at the April meeting.

ACTION: No action, discussion item.

7. Consideration of the Parks and Recreation Master Plan Survey Questions – Schott

The Parks and Recreation Department is in the process of a five year update of their Master Plan. The Tree Commission has been invited to recommend survey questions for gathering citizen feedback for the Master Plan. Schott explained that the Master Plan's survey questions are similar to the City's citizen survey questions, but these can be more detailed and the MTC may submit numerous questions for inclusion. The completed survey will be evaluated by a Parks and Recreation Commission member and included in the 2018 Master Plan. Schott will email a copy of the 2013 Master Plan and asked for potential questions to be emailed to him to compile. Parks and Recreation Director Dwight Curtis has set a deadline of September 30 for the Master Plan update.

ACTION: After reviewing the 2013 Master Plan, email questions to Schott for inclusion in the Parks and Recreation Master Plan survey.

RESULT:	APPROVED BY ACCLAMATION VOTE
MOVER:	Griffith
SECONDER:	Hamilton
AYES:	Griffith, Hamilton, Rauk
ABSENT:	Argona, Filip

8. Open Discussion – All

Rauk asked if the Farmers Market dates had been finalized; Schott was unsure where Filip was in the process. Rauk will check to ensure that the MTC was signed up to be at the market on May 5th since it immediately follows Arbor Day.

Rauk then asked about storage of the Commission's items in City Hall's basement. He will arrange a time for the commissioners to meet and go through the stored items.

Adjourned at 6:01 PM

Next meeting: Tuesday April 3, 2018

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Minutes Approved On

APR 3 2018

Clerk/Deputy Signature