MOSCOW TREE COMMISSION

Deborah Kadlec
Commission Chair

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David Schott
Staff Liaison

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~Minutes~
Special Meeting

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

Thursday **January 10, 2019**	**5:00 PM**	**Mayors Conference Room** **206 E 3rd Street**

The meeting was called to order at 5:00 PM

PRESENT: Daniel Cronan; Clark J. Filip, Vice Chair; Lauren Goss; Mary Jo Hamilton, Secretary; Debbie Kadlec, Chair; David Rauk.
ABSENT: Gina Taruscio, City Council Liaison
STAFF: Donna Howard, Staff Support; David Schott, Parks and Recreation Assistant Director.

1. Announcements and Introductions

Schott routed and asked the MTC members to please look over the contact list, verify their information and make any necessary changes. Schott also asked all in attendance to please sign in on the sheet provided by Bernardo-Wills Architects (BWA).

2. Approval of Minutes from December 4, 2018 (ACTION ITEM) - Kadlec

ACTION: Approve minutes as presented.

Filip moved to approve the minutes as presented and Rauk seconded. Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

3. Public Comment Period

Only for items not listed on the agenda, including responses to previous comments/questions from the public. There were none.

While the group waited for Bernardo-Wills Architects (BWA) to call in, Schott asked if they would in good faith discuss a later agenda item. Filip suggested original Agenda Item Number 9: Consideration of the March 5, 2019 Tree Commission Meeting and Chair Kadlec concurred.

4. Consideration of the March 5, 2019 Tree Commission Meeting (ACTION ITEM)

Schott is planning a meeting with the MTC, the Parks and Recreation Commission and BWA to discuss the conceptual plan with the intent to approve a final design for the Edible Forest Park. Schott requested meeting on Wednesday, March 6, 2019 at the Hamilton Indoor Recreation Center (HIRC) instead of the regularly scheduled March MTC meeting. Filip asked if the March 6 meeting would only be for the purpose of the Edible Forest's design or if there would be additional items; Schott replied he was not yet certain if there would be anything in addition to the design plan. Kadlec added if there were no regular agenda items for the March meeting, the MTC should ensure to plan accordingly and prepare for skipping a regular meeting. Schott added that the MTC could have their regular meeting on March 5 and also the design plan meeting on March 6 if so desired. Rauk said Arbor Day planning will need to be considered but that could be completed in the February and April meetings. Cronan will be out of town but able to participate via Zune.

ACTION: Approve a special meeting on March 6, 2019 and cancel the regularly scheduled meeting of March 5, 2019.

Rauk moved to change the March MTC meeting to a joint meeting, discussing the design plan for the Edible Forest Park with BWA and the Parks and Recreation Commission, on Wednesday, March 6, 2019,

5:15 PM at the HIRC, 1724 East F Street, Moscow. Goss seconded. Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Edible Forest Park "Harvest Park" Go to Meeting with Bernardo Wills Architects - Schott
Bill LaRue, BWA Project Manager, and Paz Ochoa, BWA Landscape Architect, joined the meeting via teleconference and the discussion of the Edible Park's conceptual plan began. BWA's PowerPoint presentation recapped the first public workshop meeting including the site's photos, existing conditions, analysis, opportunities and constraints, key precedents, program elements, application of permaculture/ecological principals (levels 1-3) and team concepts. Online survey results were discussed followed by BWA's presentation of two diagrammatic conceptual plans, Option A and Option B. Design challenges included maintaining an ADA accessible path without handrails while not allowing the path to overtake the park; balancing the aesthetics of the park with maximizing its food production capabilities; coordinating the short and long term timelines; identifying which enhancements should be priorities and which could be long term goals. (Goss left at 5:45 PM.)

Kadlec asked if staging areas were provided for compost and other bulky supplies; Ochoa replied that component, as well as access room for trucks to maintain the pump and an open space for gatherings or festivals, was built into both site plans' parking area designs.

Ochoa shared a list of design elements and requested the MTC indicate if they wanted them included in the initial design:

1. Trees located at the top of the park or bottom of the park: bottom of park.
2. Play areas for children: no traditional play structure, incorporate play areas within design.
3. Dogs allowed in park: dogs must be on leash anywhere in the park; only allowed in transit.
4. Fencing: not needed in the initial design.
5. Greenhouse: not needed in the initial design but leave an open space to allow in the future.
6. Pond/aquaculture: not desired.
7. Cistern: yes, include in design, storm water collection system especially.
8. Steps: yes, terraced planting included in design.
9. Compost/wood chips: yes, for local by-products, not an open/community compost area.
10. One or two tool sheds: one.
11. One or two compost areas: one.

The MTC preferred the preliminary design labeled Option B. (Hamilton left at 7:00 PM.) Ochoa emailed Schott a copy of the PowerPoint presentation for further consideration by the MTC. LaRue and Ochoa terminated the teleconference and the MTC took a break at 7:05 PM; the meeting reconvened at 7:10 PM.

6. Consideration of Spring/Summer Classes for the Parks and Recreation Catalog (ACTION ITEM) - Schott
The submittal deadline for spring/summer classes is early February; the Parks and Recreation catalog will be distributed April 1st and include classes and events occurring until July 31st. Schott will email the MTC members and requested submissions by January 17th in order to meet the brochure's deadline.

ACTION: No action; MTC members requested to submit classes by 1/17/19 to Schott via email.

7. Consideration of 2019 Goals (ACTION ITEM) - Kadlec
The Tree Commission will review and discuss 2019's goals at their next regular meeting.

ACTION: No action; will be on agenda for next regular meeting.

8. Discussion: 2019 Arbor Day – Kadlec/Rauk
Arbor Day is Friday, April 26, 2019. Rauk will start an email regarding details of venue, program and tree selection for the project. Further decisions will be made in February and/or April meetings.

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

9. FY20 Budget Requests (ACTION ITEM) – Schott
Schott will submit the Fiscal Year 2020 budget request in February and asked the MTC members to estimate the commission's financial needs for October 1, 2019 through September 30, 2020. He will email out more information regarding the current FY19 and future FY20 budgets.

ACTION: No action; will be on agenda for next regular meeting.

Open Discussion:

Rauk mentioned his appreciation of the permaculture email sent by Kadlec.

Kadlec asked Schott to talk about the Core Development Team's status and its continuing role in the Edible Forest Project. Now that naming the park is underway and the consultant has been hired, Schott feels the next task for the CDT will be developing the park's management plan. At their next meeting, Schott will ask the CDT to come up with a list of different policies and chapters for the management plan. Those items will be parceled out and assigned to the CDT members to begin contacting stakeholders, researching comparable policies and drafting their part of the plan. The CDT will then combine all of the pieces into a cohesive document. Schott would like the management plan to be completed prior to the Edible Forest Park's groundbreaking; currently the park's construction isn't funded nor is there a date set to begin construction. Schott anticipates groundbreaking no sooner than spring 2020. Prior to developing the management plan there are questions that need to be answered regarding the development strategy. As this concept is nascent there aren't existing management plans to follow. Kadlec asked if communication with stakeholders had begun; Schott has compiled a list of community members with a vested interest in the park but has not contacted them. Instead the City has updates posted on their website to inform the public of the park's development.

Adjourned at 7:41 PM.

Next meeting: February 5, 2019

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Minutes Approved On

FEB 5 2019

Clerk/Deputy Signature