

MOSCOW TREE COMMISSION



Ellis Eifert
Commission Chair

Regular Meeting
~Agenda~
REVISED

David Schott
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

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

Tuesday
February 7, 2023

5:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

ANNOUNCEMENTS

1. **Welcome Nick Koenig to the Moscow Tree Commission.**

REGULAR AGENDA

1. **Approval of Moscow Tree Commission January 3, 2023 Minutes (ACTION ITEM) – Ellis Eifert**

Presentation of minutes for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

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.

4. **Review of the Tree Commission Goals (ACTION ITEM) – David Schott**

In 2019, the Tree Commission established goals through 2024. The Commission will review, discuss, and revise, if needed, these goals on an annual basis.

PROPOSED ACTIONS: Approve the Moscow Tree Commission goals; or take such actions deemed appropriate.

5. **Consideration of the FY2024 Annual Tree Commission Budget (ACTION ITEM) – David Schott**

Each year the Tree Commission discusses and approves their annual budget for inclusion in the City budget request. The Tree Commission will review the FY2023 budget and discuss the FY2024 budget request.

PROPOSED ACTIONS: Approve the 2024 budget request; or take other such action deemed appropriate.

6. **Consideration of the 2023 Arbor Day Celebration (ACTION ITEM) – Ellis Eifert / David Rauk**

The Tree Commission will discuss potential venues and themes for the 2023 Arbor Day celebration. Arbor Day falls on the last Friday of April each year, this year being April 28, 2023.

PROPOSED ACTIONS: Discuss and approve the Arbor Day celebration venue and theme; or take other action as deemed appropriate.

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

Submittals for tree classes and workshops are due in early March for the spring / summer Parks and Recreation Brochure. This brochure will cover May through August of 2023.

PROPOSED ACTIONS: Discuss and approve classes and workshops for inclusion in the upcoming Parks and Recreation Brochure; or take other such action deemed appropriate.

8. Consideration of the Inland North Waste's Earth Day Celebration (ACTION ITEM) – David Schott

The organizers of the Inland North Waste's Earth Day Celebration have reached out to the Tree Commission inquiring about interest in participating in the event. The celebration is at East City Park on April 22, 2023 and includes a 10' by 10' table space.

PROPOSED ACTIONS: Approve Moscow Tree Commission participation in the 2023 Inland North Waste's Earth Day Celebration and determine staffing; or take other such action deemed appropriate.

9. Consideration of the March 7, 2023 Tree Commission Meeting (ACTION ITEM) – David Schott

The Tree Commission will discuss the March 7, 2023 regular Tree Commission meeting. The staff liaison will be unable to attend due to a work-related conflict. The Tree Commission will discuss cancelling the meeting or selecting an alternate date for the meeting.

PROPOSED ACTIONS: Approve the Tree Commission's next meeting; or take other such action deemed appropriate.

REPORTS

UPCOMING EVENTS / MEETINGS

Next Moscow Tree Commission meeting: TBD

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

MOSCOW TREE COMMISSION



Ellis Eifert
Commission Chair

Regular Meeting
~Minutes~

David Schott
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

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

Tuesday
January 3, 2023

5:00 PM

Mayors Conference Room
206 E 3rd Street

The meeting was called to order at 5:03pm

PRESENT: Ellis Eifert; Chair, David Rauk; Vice Chair, Pamela Brunsfeld; Secretary, Jeanne Leffingwell
STAFF: David Schott, Melissa Fisher

REGULAR AGENDA

1. Approval of Moscow Tree Commission November 1, 2022 Minutes (ACTION ITEM) – Ellis Eifert

Presentation of minutes for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

Leffingwell moved to approve the minutes as presented. Brunsfeld seconded. Rolls call vote:
Ayes: Eifert, Brunsfeld, Leffingwell. Nays: None. Abstain: Rauk. Motion carried.

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

There were none.

3. Consideration of the 2023 Tree Commission Officers (ACTION ITEM) – Ellis Eifert

Each year the Tree Commission elects a Chair, Vice Chair, and Secretary for each calendar year. The Tree Commission will elect members of the Tree Commission for these positions for 2022.

ACTION: Elect the Chair, Vice Chair, and Secretary positions.

Rauks moved to nominate Eifert as Chair. Leffingwell seconded. Roll call vote: Ayes:
Unanimous. Motion carried.

Brunsfeld moved to nominate Rauk as Vice Chair. Leffingwell seconded. Roll call vote. Ayes:
Unanimous. Motion carried.

Rauk nominates Brunsfeld as Secretary. Leffingwell seconded. Roll call vote. Ayes: Unanimous.
Motion carried.

4. Review of the Tree Commission Goals (ACTION ITEM) – David Schott

In 2019, the Tree Commission established goals through 2024. The Commission will review, discuss, and revise, if needed, these goals on an annual basis.

Schott reviewed MTC Goals and Objectives 2019-2024 attached to the packet. The growth award was discussed. Schott advised he would like to continue goal A3 in the future. Goal A4

and A5 was achieved through Arbor Day and the Moscow Farmers Market. The idea of inviting tree contractors to the public works pruning session was discussed as a way to further educate and improve arboricultural skills. Commission discussed wanting to create an updated tree inventory and the potential future hiring of a City Arborist to assist in that matter. Commission decided more time was needed to review goals.

ACTION: Approve the Moscow Tree Commission goals; or take such actions deemed appropriate.

Ellis would like to table discussion until February meeting for further discussion in detail.

5. Consideration of the FY2024 Annual Tree Commission Budget (ACTION ITEM) – David Schott

Each year the Tree Commission discusses and approves their annual budget for inclusion in the City budget request. The Tree Commission will review the FY2023 budget and discuss the FY2024 budget request.

ACTION: Approve the 2024 budget request; or take other such action deemed appropriate. MTC agreed to discuss the budget at the next MTC meeting.

Ellis would like to table discussion until February meeting so Commission members can have more time to review budget.

REPORTS

1. Moscow Tree Commission Tree Cookie Ornament Workshop, December 3, 2022

Leffingwell advised the event was fun with a great turnout of approximately 18-20 kids, along with several adults. They created Christmas cards and wooden tree cookie ornaments. Leffingwell stated it was suggested to her for next year's event to only make the tree cookies. She also feels this would make the event more manageable. Leffingwell would also like to glue seeds onto the tree cookies for added decoration and to host an event at the Winter Market next year to encourage more people to attend.

UPCOMING EVENTS / MEETINGS

Next Moscow Tree Commission meeting is February 7, 2023.

ADJOURN

The meeting was adjourned at 5:43pm

**MOSCOW TREE COMMISSION
GOALS & OBJECTIVES
2019 - 2024**

Approved: January, 8, 2019

Reviewed and Approved: February 2, 2021

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.
- A6. Provide outreach and collaborate with local tree contractors to provide continuing education to ensure proper tree care practices within the City of Moscow.

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. 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.



City of Moscow Parks and Recreation

Memo

To: Jen Pfiffner, Deputy City Supervisor – Culture, Recreation & Employee Services

From: David Schott, Parks and Facilities Manager

Date: February 2, 2022

Re: Moscow Tree Commission FY23 Requested Budget

On behalf of the Moscow Tree Commission, please consider the follow budget request for FY23 in the total amount of \$2,270, GL Account Number: 120-165-670-31

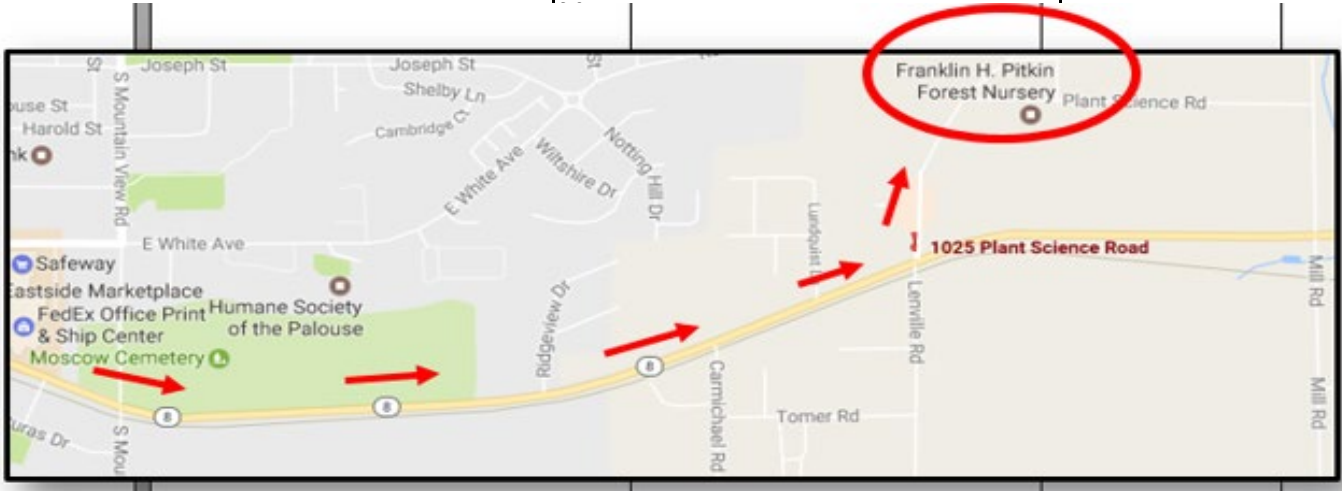
- Arbor Day tree purchase (\$750)
- Arbor Day seedlings (\$500)
- Arbor Day dues (\$20)
- Arbor Day refreshments (\$100)
- Downtown streetscape tree education and outreach materials (\$350)
- Heritage Tree Program promotional banner (\$350)
- Education, Outreach and Workshop Opportunities (\$200)

Total: \$2,270

Thank you in advance for your consideration of this budget request and please do not hesitate to contact my office with further questions or clarifications.

Moscow Tree Commission
Arbor Day - 2023, Friday, April 28
Activity Check List Version 1

Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?
MAYOR AND PROCLAMATION	<i>Get on Mayor's calendar asap for his/her attendance at the Arbor Day event.</i>	Contact Laurie Hopkins (city clerk) (208.883.7015) and tentatively schedule last Friday in April, usually between 10:00 a.m. and 3:00 p.m. for mayor to participate in Arbor Day event.	David Rauk	No
	<i>Once determined, contact Laurie Hopkins with final time and location for event</i>	Call Laurie with the exact start and end time for the ceremony and the exact location. Email Laurie a map of site, if needed. lhopkins@ci.moscow.id.us		
	<i>Contact City Council and schedule the reading of the Arbor Day Proclamation by the Mayor at Council meeting prior to last Friday in April.</i>		David Schott	No

Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?
TREE SEEDLING BAGGING	Contact Research Nursery (Lauren King, 208.885.3888, laurenking@uidaho.edu) about using facility and their bags, and confirm date and time of bagging. 	Tuesday, April 25, 3 p.m. - 4 p.m. Location is greenhouse Forest Research Nursery, 1025 Plant Science Road,	David Rauk	Yes
TREE SEEDLING BAGGING	Confirm those members that can help with bagging			
	Seedlings include:	Black Cherry count 50 <i>Prunus serotina</i> . Incense Cedar count 50 <i>Calocedrus decurrens</i> . Bigtooth maple count 50 <i>Acer grandidentatum</i>	MTC	Yes
	Write and make copies of seedling planting/care flyers. Work with Parks and Rec. office to print copies?			

Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?
OFFICIAL CEREMONY – TREE PLANTING	Determine date of ceremony	Friday, April 28		
	Determine time of day of ceremony			
	Select site for ceremony 			
OFFICIAL CEREMONY – TREE PLANTING	Select specific location for the official tree(s) planting		David S.	No
	Determine entertainment/activity for ceremony and those who will participate. Contact group/persons.			

Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?
	<i>Determine what MTC support material/displays should be used at site. Who brings these items to ceremony?</i>	Seedlings. Jay Sterling Morton poster. Other ideas? The poster is stored in basement of City Hall. Key to door can be borrowed from main window, 1st floor (Water Dept.).		
	<i>Select tree(s) and deliver to planting site, prepare planting site as needed</i>		David Schott	No
	<i>Develop program, print copies (Parks and Rec. office to help) and deliver to ceremony</i>	Find out all pertinent information. Parks and Rec. office can print copies. Make about 35 copies.		
	<i>Contact Dept. of Lands community forestry representative to see who will present Tree City USA award. (208) 666-8621</i>		David Schott	No
	<i>Arrange who will deliver shovels, (don't forget Luke Schenemun shovel -Arbor Day Spade), chairs/tables, PA system, podium and Arbor Day proclamation (for Mayor to read).</i>		David Schott	No
	<i>Arrange for photographs of event to be taken</i>	Take digital photos, email to commission members afterwards		
PUBLIC RELATIONS -- MARKETING	<i>Send out announcement about Arbor Day to all local media outlets (Newspaper, radio, TV)</i>	Information to be sent to Daily News, Lewiston Tribune, UI Argonaut, KLEW - Channel 3 - Lewiston, Radio stations	David Schott	No
MISCELLANEOUS	<i>Write thank you notes to City Council members, Idaho Dept. of Lands rep., etc.</i>			