

MOSCOW TREE COMMISSION



Debbie Kadlec
Chair

~Agenda~

David Schott
Staff Liaison

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

Tuesday, March 5, 2019

5:00 PM

**Mayor's Conference Room
206 E. 3rd St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of Minutes (ACTION ITEM)

Staff is providing the draft minutes from the February 5, 2019 meeting for review and approval.

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

2. Public Comment Period

Only for items not listed on the agenda, including responses to previous comments/questions from the public.

3. 2019 Arbor Day Preparation (ACTION ITEM) – Kadlec/Rauk

Arbor Day is Friday, April 26, 2019. Set venue, program, site, and tree selection for the project.

PROPOSED ACTION: Set venue, program, tree selection, and location for the Arbor Day celebration, or take other such actions deemed appropriate.

4. Consideration of 2019 Goals (ACTION ITEM) - Kadlec

The Tree Commission will review and discuss goals for 2019.

PROPOSED ACTION: Approve goals for 2019 for the Tree Commission or take other such actions deemed appropriate.

5. Fall Classes for the Parks and Recreation Catalog - Schott

The submittal deadline for fall classes is in early June. The Parks and Recreation catalog will cover August 1st through November 30th. The Commission will discuss class ideas, contacts, and brief descriptions.

6. Edible Forest Park Status Report - Schott

The City of Moscow has been working on the conceptual plan for the edible forest park.

7. Open Discussion

ANNOUNCEMENTS

UPCOMING EVENTS / MEETINGS

1. Next meeting: April 2, 2019

ADJOURN

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MOSCOW TREE COMMISSION



Deborah Kadlec
Chair

~Minutes~

David Schott
Staff Liaison

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

Tuesday, February 5, 2019 5:00 PM 206 E. 3rd St. Mayor's Conference Room

The meeting was called to order at 5:11 PM.

PRESENT: Clark J. Filip, Vice Chair; Daniel Cronan; Lauren Goss; David Rauk.

ABSENT: Debbie Kadlec, Chair; Mary Jo Hamilton.

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

OTHER: Mark Heinlein, Parks & Recreation Commissioner.

ANNOUNCEMENTS

REGULAR AGENDA

1. Approval of Minutes (ACTION ITEM) - Filip

ACTION: Approve minutes as presented.

Filip motioned to approve the January 10, 2019 meeting minutes as presented and Rauk seconded.
Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

2. Public Comment Period

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

3. 2019 Arbor Day Preparation (ACTION ITEM) – Kadlec/Rauk

The MPC considered details for the 2019 Arbor Day on Friday, April 26. After discussing a few locations two prospective locales for the tree planting were Indian Hills Park and an empty tree well on 7th Street. Filip volunteered to see if the child care center in Alturas Park could attend an event at Indian Hills Park. Parks and Recreation commissioner Heinlein volunteered to contact his employer, Gritman Medical Center, to determine their interest in attending an event at 7th Street. Once an audience is secured and the location confirmed, Schott will choose an appropriate tree species for the planting site. The giveaway seedlings will be bagged in the week before the event, most likely on Wednesday afternoon. Goss mentioned that she is unavailable on Tuesday mornings to help bag the seedlings and unavailable on Friday/Arbor Day to help at the MTC's event due to school and work obligations.

ACTION: No action; details to be finalized at a future meeting.

4. Officially Naming Edible Forest Park to "Harvest Park" (ACTION ITEM) – Schott

After a 30-day public input period, the MTC reviewed the submitted names and recommended at their November 6, 2018 meeting the name Harvest Park for the new Edible Forest Park. The 60-day public comment period ended February 1, 2019. Schott only received one comment from the public and it was

favorable; he asked the MTC if they would recommend that the Edible Forest officially be named Harvest Park.

ACTION: Recommend Harvest Park for the official name of the edible forest park.

Cronan motioned to recommend the name Harvest Park to the Parks and Recreation Commission for the official name of the Edible Forest Park. Goss seconded. Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Consideration of 2019 Goals (ACTION ITEM) - Filip

Filip opened the goals discussion. Rauk recommended waiting to finalize them at a future meeting when Chair Kadlec is in attendance. Schott reminded those present that the goals don't have to be just for this year, they can be long term and asked everyone to bring ideas to the next regular meeting. Rauk suggested looking at past years' MTC goals. Cronan asked for clarification on the Tree City USA and Growth Award, suggesting that the goals should mirror their requirements. Rauk explained both are sponsored by the Arbor Day Foundation and said that there are multiple categories needing fulfillment to receive the award such as tree planting, community involvement, etc. Rauk agreed that the goals usually reflected the award's requirements. Schott offered to collect the suggestions in order to organize and refine them for a future decision and asked for them via email.

ACTION: No action; approve 2019's goals at a future meeting.

6. FY20 Budget Requests (ACTION ITEM) – Schott

Each year the City of Moscow develops and approves an annual budget; Schott asked for a projection of the MTC's 2020 operating expenses to include in the mid-February budget request. The City's fiscal year begins October 1 and ends September 30. The MTC commissioners reviewed the line items in the current/FY 2019 \$2,000 budget:

- Arbor Day tree purchase (\$250)
- Arbor Day seedlings (\$500)
- Heritage Tree Program brochure development (\$250)
- Arbor Day dues (\$20)
- Revised Street Tree Planting Guide brochure development and publication (\$500)
- Education ISA Tree Care Brochures (\$250)
- Downtown Tree Information development and brochures (\$230)

The MTC discussed and anticipated needing \$2,820 in FY 2020 for:

- Arbor day tree (\$300)
- Arbor Day Seedlings (\$500)
- Arbor Day dues (\$20)
- Revised street tree planting guide brochure development and publication (\$1,000)
- DT tree info development and brochures (\$250)
- Harvest Park promo materials (\$750)

ACTION: Approve the FY20 Tree Commission budget request.

Filip motioned to approve the FY 2020 budget request and Goss seconded. Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

7. Consideration of February 26, 2019 Tree Commission Meeting (ACTION ITEM) - Schott

In January the MTC changed the March meeting date from the 5th to the 6th; due to scheduling issues, Schott requested changing the date to Tuesday, February 26, 2019. The purpose of this meeting would be to discuss the Edible Forest's conceptual plan with the Parks and Recreation Commission with a goal of recommending it to City Council for consideration. After contemplating the joint meeting and the need to

complete Arbor Day planning, it was proposed to meet on 2/26/19 at 5:30 PM in the Multipurpose Room of the Hamilton Indoor Recreation Center as requested; an MTC only meeting will commence immediately after the joint meeting is completed. Cronan is out of town in February but offered to attend via video conference. Rauk will email the task list for Arbor Day planning.

ACTION: Approve meeting date change to February 26, 2019.

Rauk motioned that the next MTC meeting will begin at 5:30 PM on Tuesday, February 26th in conjunction with the Parks and Recreation Commission; the regular MTC meeting will follow. Filip seconded. Acclamation vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

8. Discussion: Fall Classes for the Parks and Recreation Catalog - Schott

The brochure's submittal deadline is early June for fall classes, offered August 1st through November 30th. Schott previously received course suggestions from Rauk and Kadlec and requested any other ideas be emailed to him for consideration. Schott reminded the MTC commissioners that Recreation Supervisor Greg Morrison was available to coordinate class details such as times and locations but instructor contact information was always appreciated.

OPEN DISCUSSION

There was none.

ADJOURN

The meeting adjourned at 6:07 PM.

NEXT MEETING: FEBRUARY 26, 2019

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