

MOSCOW TREE COMMISSION



Ellis Eifert
Commission Chair

Regular Meeting
~Agenda~

David Schott
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

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

Tuesday
February 6, 2024

5:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

ANNOUNCEMENTS

REGULAR AGENDA

1. Approval of Moscow Tree Commission January 2, 2024 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 15 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.

3. Consideration of the 2024 Arbor Day Celebration (ACTION ITEM) – Ellis Eifert / David Rauk

The Tree Commission will discuss potential venues and themes for the 2024 Arbor Day celebration. Arbor Day falls on the last Friday of April each year, this year being April 26, 2024.

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

REPORTS

1. Harvest Park Subcommittee Annual Report – David Schott

UPCOMING EVENTS / MEETINGS

1. Next Tree Commission Meeting: March 5, 2024

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 2, 2024

5:00 PM

Mayors Conference Room
206 E 3rd Street

The meeting was called to order at 5:08 PM.

PRESENT: Ellis Eifert, Chair; Jeanne Leffingwell, Mary Jo Hamilton, Zena Hartung; Pamela Brunsfeld

STAFF: David Schott

REGULAR AGENDA

1. Approval of Moscow Tree Commission December 5, 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.

Hamilton moved to approve the minutes as presented. Leffingwell seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

Recommended to use Leonard's last name Garrison.

Also, there were 65 participants at the tree ornament workshop.

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

None.

3. Consideration of the 2024 Tree Commission Goals (ACTION ITEM) – Ellis Eifert / David Schott

The Tree Commission will review 2024 draft goals.

PROPOSED ACTIONS: Approve the 2024 Tree Commission goals; or take other such action deemed appropriate.

The group discussed the draft goals below:

Moscow Tree Commission	
2024 Approved Goals	
Tree City USA Overarching Standards	
	1 Maintaining a tree board or department
	2 Having a community tree ordinance
	3 Spending at least \$2 per capita on urban forestry
	4 Celebrating Arbor Day
Tree City USA Growth Awards Categories	
A: Building the Team	
B: Measuring Trees & Forests	
C: Planning the Work	
D: Performing the Work	
E: The Community Framework	
Goal Number	Goal
1	Attend two Farmers Markets
2	Tree City USA and Growth Award
3	Cultivate relationship building with other entities to promote Moscow's Tree Canopy
4	Formalize a Tree Donation Program
5	Draft a Downtown Tree Management Plan
6	Tree Planting Goal: 400 Trees
	Consideration of Nils Peterson's Offer (Increase Pitkin Nursery Order: Fall Farmers Market Utility Billing Newsletter in Fall for Tree Planting)
7	Create a Tree Ambassador Program
8	Present Annual Report to City Council
9	Tree Species Selection Class
10	Work with School to Plant Trees

Zena moved to approve the goals as presented. Pamela seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

4. Consideration of the FY2025 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 FY2024 budget and discuss the upcoming FY2025 budget request.

ACTION: Approve the 2025 budget request; or take other such action deemed appropriate.

Arbor day tree purchase and Arbor day seedlings prices have gone up significantly. They still plan to buy 2 Arbor day trees and spring and fall seedling giveaways as well education outreach

Pamela moved to approve the budget as presented. Mary Jo seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

5. Consideration of the 2024 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 within the Tree Commission for these positions for 2024. Current 2023 officers are: Ellis Eifert, Chair; David Rauk, Vice Chair; Pamela Brunsfeld, Secretary.

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

Pamela moved to nominate Ellis as chair. Mary Jo seconded.

Pamela moved to nominate David as vice chair. Mary Jo seconded.

Jeanne moved to nominate Mary Jo as secretary. Zena seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

REPORTS

UPCOMING EVENTS / MEETINGS

1. Next Tree Commission Meeting: February 6, 2024

ADJOURN

The meeting was adjourned at 5:50pm.



Ellis Eifert, Chair (or stamped by Deputy City Clerk)

Moscow Tree Commission
Arbor Day - 2024, Friday, April 26
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.		
	<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>			
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,		
				
TREE SEEDLING BAGGING	Confirm those members that can help with bagging			
	Seedlings include:	Oak, Bur-Gambel count 35 <i>Quercus marocarpa x gambelli</i> Spruce, Blue count 35 <i>Picea pungens</i> Sumac, Smooth count 35 <i>Rhus glabra</i>		
	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	<i>Determine date of ceremony</i>	Friday, April 26		
	<i>Determine time of day of ceremony</i>			
	<i>Select site for ceremony</i> map of ceremony location here.			
OFFICIAL CEREMONY – TREE PLANTING	<i>Select specific location for the official tree(s) planting</i>			
	<i>Determine entertainment/activity for ceremony and those who will participate. Contact group/persons.</i>			
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>			
	<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>			
	<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>			
	<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		

MISCELLANEOUS	Write thank you notes to City Council members, Idaho Dept. of Lands rep., etc.			



HARVEST PARK SUBCOMMITTEE ANNUAL REPORT

February 6, 2024 – Moscow Tree Commission

Meet the Harvest Park Subcommittee



Mark Heinlein, Chair

Parks and Recreation Commission
Harvest Park Subcommittee
Bee City USA Subcommittee



N. Zena Hartung, Vice Chair

Harvest Park Subcommittee
Tree Commission
Low Impact/Permaculture Practitioner

Meet the Harvest Park Subcommittee



Tim Steury

Orchardist, Steury Orchards
Harvest Park Subcommittee
Lost Apple Project
Friends of Phillips Farm Board of Directors



Iris Mayes

UI Extension Educator, Small Farms and Horticulture



Suvia Judd

Permaculture designer, retired farmer
Past fruit tree nursery owner
Rural Roots board president
Pollinator Working Group/Pollinator Summit

Introduction

- Harvest Park was acquired to be developed as an 'edible forest' with food-bearing trees, shrubs, and other flora.
- The history dates back to 2008 when the City acquired the 1.73 Indian Hills 8th property as part of the parkland dedication requirements for the Indian Hills 8th Addition subdivision.



- The 1.73 acre Indian Hills 8th property was traded for the now 4.09 acre Harvest Park in a parkland exchange and dedication agreement between the City and Indian Hills Trading Company in 2018. This is the location of Harvest Park we see today.



Introduction

- The 4.09 acre site was historically an active agricultural wheat field.
- The City of Moscow initially received interest in the concept of an edible food forest through the Moscow Tree Commission.



Purpose

- The purpose of Harvest Park is to provide the community with a strong public food forest with a strong emphasis on public education and outreach about the benefits and pride in growing food.



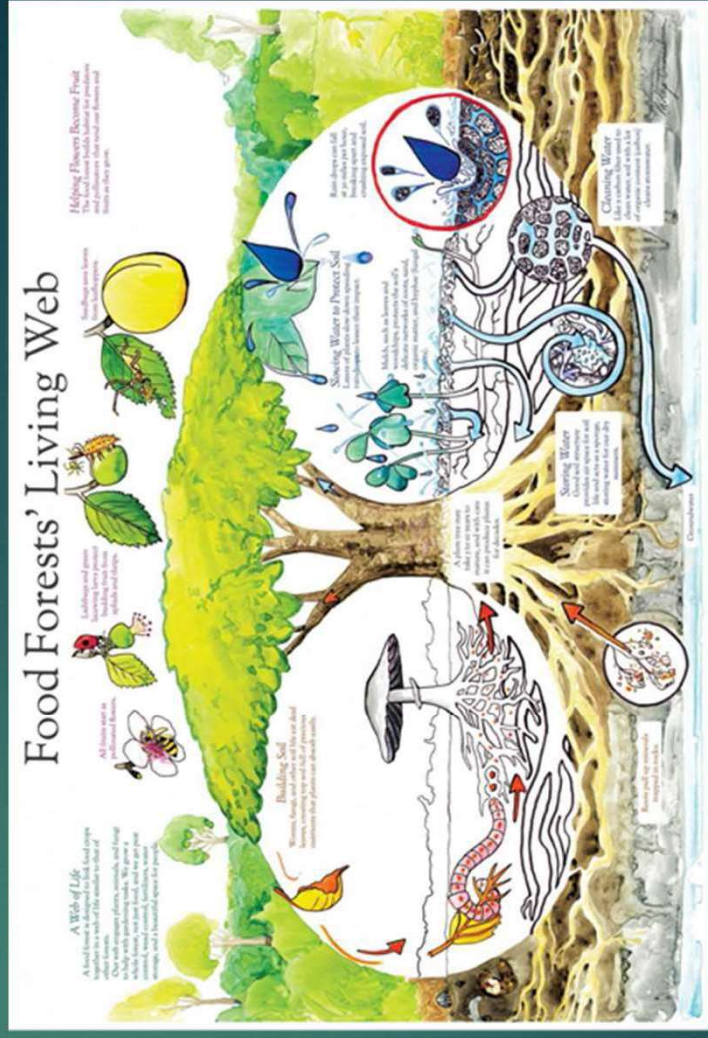
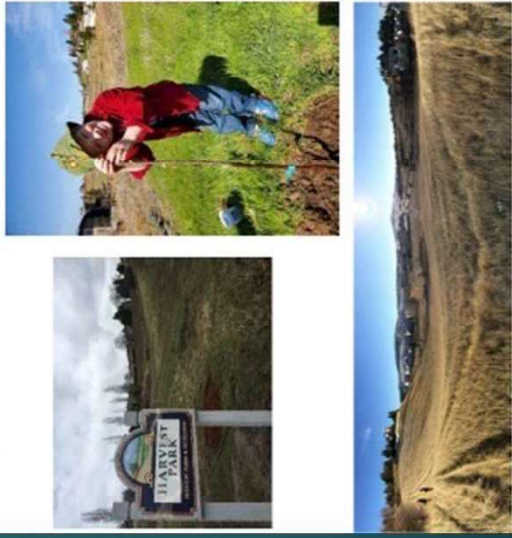
Vision

- Harvest Park is a long term, dynamic landscape. This unique space is intended to provide educational opportunities and an example to our community of stewardship of a public food forest. This unique space will create a sense of place and community pride for the City of Moscow for generations to come.



Harvest Park Management Plan

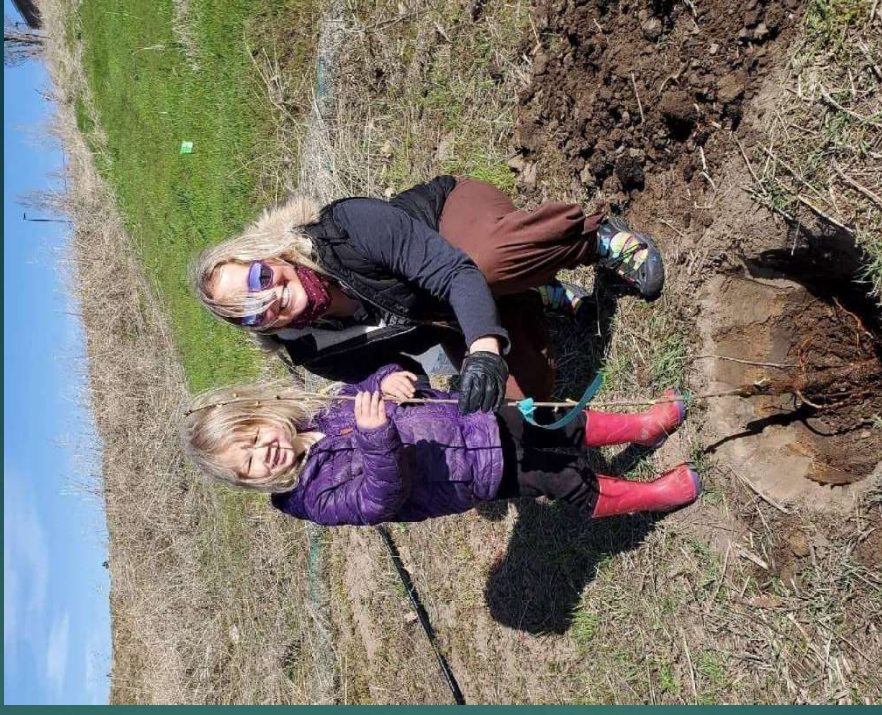
- The Tree Commission and Parks and Recreation Commission reviewed and recommended approval to City Council in May of 2022.
- City Council approved the Harvest Parks Management Plan through Resolution 2022-18 in June of 2022.



(credit: www.woodz.co/journal/designing food forest/)

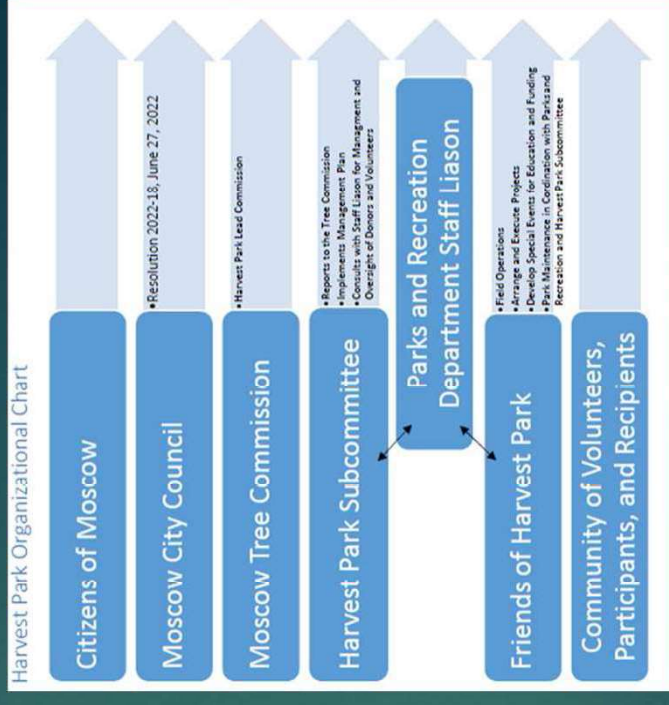
Harvest Park Management Plan Overview

- Guiding Principles
 - Equity and stewardship
 - Education
 - Community outreach
 - Development of a management plan
 - Maintenance



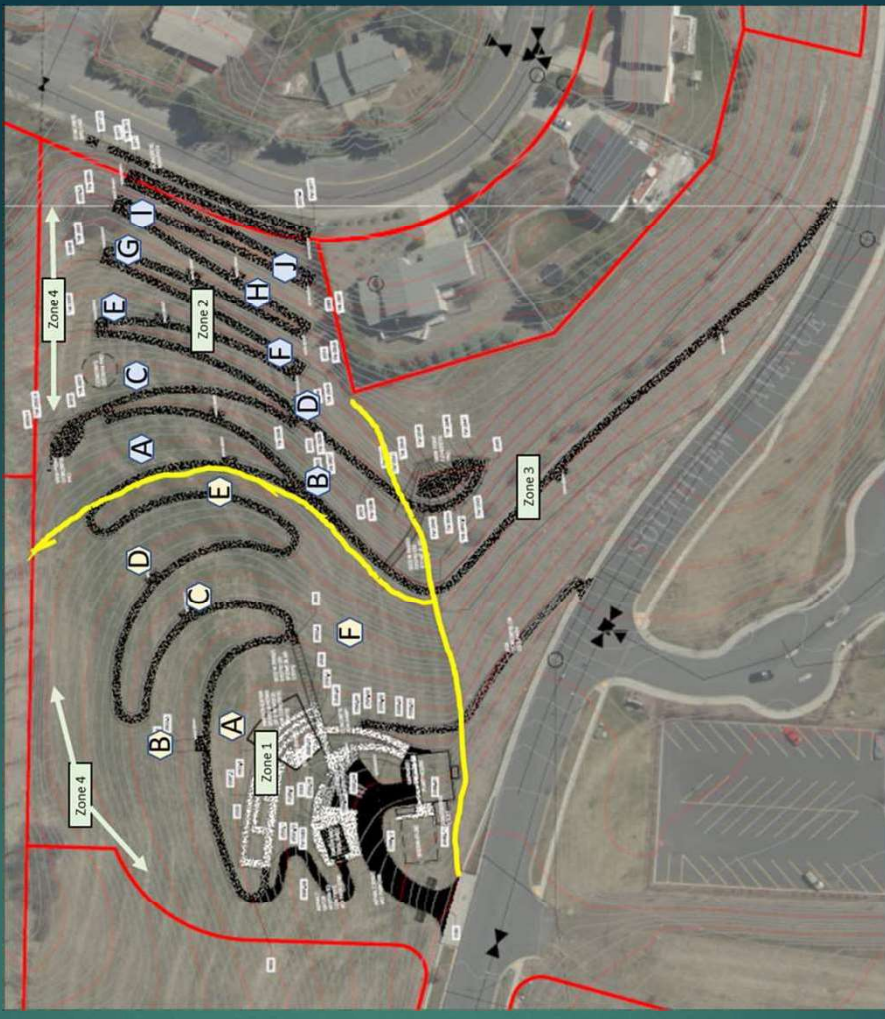
Harvest Park Management Plan Overview

- Management and On-Site Oversight
 - The intent is to minimize the burden to parks staff to maintain the park.
 - City staff proposed the creation of the Harvest Park Subcommittee for the management and operations of the park.
 - Coordination and oversight of volunteers through the creation of Friends of Harvest Park.
 - The Moscow Tree Commission is the lead commission for the Harvest Park Subcommittee.



Harvest Park Management Plan Overview

- Planting Room and Adoption Process.
 - Four management zones.
 - Zone 1: Bowl.
 - Zone 2: Hillside.
 - Zone 3: Dogleg.
 - Zone 4: Periphery.
 - Planting rooms:
 - Adopted by members or a group within our community.



Harvest Park Management Plan Overview

- Harvest Park Donor and Volunteer Application.
- Harvest Park Donor/Volunteer Agreement



Harvest Park Donor and Volunteer Application

Donor Information (Individual or Group)

Name: _____

Address: _____

Phone: (Day) _____

(Even) _____

Email Address: _____

Amount of Donation: _____

Zone / Area: _____

Proposed Planting Room Nickname: _____

Theme / Focus: _____

Goal: _____

Description of Planting Plan (Please include site plan if available): _____

Does the Proposed Theme and Planting Plan Fit with the Vision for Harvest Park: Yes / No: Please Explain: _____

Please Describe any Other Relevant Information Regarding your Application: _____

OFFICE USE ONLY:
Received by: _____ Date: _____
Harvest Park Subcommittee (Approved) or (Denied): _____ Date: _____

Submit Application Form to:
City of Moscow Parks and Facilities Manager
PO Box 9203 • Moscow, ID 83843 • Or email to: dickert@ci.moscow.id.us • Call (208) 883-7098 for assistance.

2023 Highlights

- Promoting Bee City USA at Harvest Park
- Dogleg adopted by Mark Heinlein for the purpose of pollinator habitat
- May 21, 2022 dogleg pollinator plantings with 50 volunteers.
- September 23, 2023 dogleg Pollinator Planting with 35 volunteers.



2023 Highlights

- Soil testing
 - Slightly acidic
 - Micro treatments rather than macro treatments
- Cover crop
 - Spring and Fall
- Site visit in October
- Moscow Central Lions Club, September 26, 2023



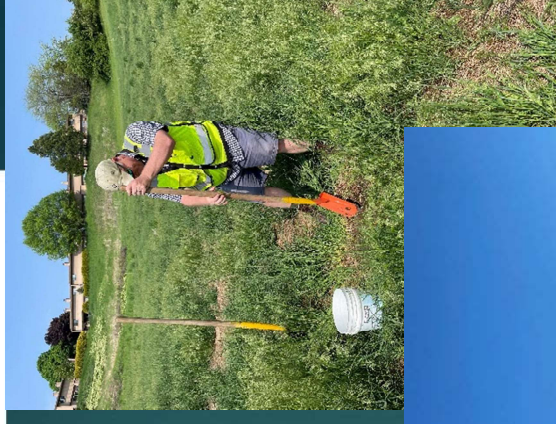
Analytical Sciences Laboratory

University of Idaho

Holm Research Center
875 Perimeter Dr. MS 2203
Moscow, Idaho 83844-2203

Phone: (208) 885-7081 FAX: (208) 885-8937
email: asl@uidaho.edu <http://www.agls.uidaho.edu/asl/>

Certificate of Analysis



Questions and Comments

PROPOSED ACTIONS:
Approve the 2023 Annual
Report to the Moscow Tree
Commission; or take other
such action deemed
appropriate.

