

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
March 5, 2024

5:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

ANNOUNCEMENTS

REGULAR AGENDA

1. Approval of Moscow Tree Commission February 6, 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. Presentation: University of Idaho Overview of Tree Campus USA Higher Education Designation – Olivia Wiebe, Sustainability Manager, Office of the President

Overview of the University of Idaho's Tree Campus USA Higher Education designation.

PROPOSED ACTIONS: No action, presentation.

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

The Tree Commission will discuss logistics of the upcoming Arbor Day celebration on April 26, 2024.

PROPOSED ACTIONS: Approve tasks for the upcoming Arbor Day celebration; or take other action as deemed appropriate.

5. Consideration of a 2024 Farmers Market Tabling Dates (ACTION ITEM) – Ellis Eifert / David Schott

The Tree Commission will discuss tabling dates for the 2024 Farmers Market season and develop a brief description of their outreach initiative.

PROPOSED ACTIONS: Approve the dates and theme for the 2024 Farmers Market tabling; or take other action as deemed appropriate.

6. Consideration of a 2024 Tree of a Moscow Mountain Field Class (ACTION ITEM) – Pam Brunsfeld / David Schott

Pam Brunsfeld has been working with the Palouse Land Trust to create a botanical education field class, the Trees of Moscow Mountain. The Tree Commission will discuss adding this field class to the Parks & Recreation Brochure to align with providing education to the public regarding trees.

PROPOSED ACTIONS: Approve the Trees of Moscow Mountain field class; or take other action as deemed appropriate.

7. Consideration Draft Tree Donation Policy (ACTION ITEM) – David Schott

City staff has developed a draft tree donation policy for review by the Tree Commission. The draft policy supersedes previous policies and will give the public the opportunity to donate trees on properties maintained by the City of Moscow.

PROPOSED ACTIONS: Approve the Tree Donation Policy; or take other action as deemed appropriate

REPORTS

UPCOMING EVENTS / MEETINGS

1. Next Tree Commission Meeting: April 2, 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
February 6, 2024

5:00 PM

Mayors Conference Room
206 E 3rd Street

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

PRESENT: Ellis Eifert, Chair; Mary Jo Hamilton, Zena Hartung; Nick Koenig, David Rauk

STAFF: David Schott

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.

Mary Jo moved to approve the minutes as presented. Zena seconded.

Roll call vote: Ayes: Ellis, Mary Jo Unanimous. Abstains: David, Nick Motion carried.

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

University of Idaho is now a certified Tree Campus.

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.

David has recommended the following parks Ghormley, Triangle Park, and Anderson Frontier Park for tree planting this spring. Herons Hideout was recommended by a member as well. There is \$750 in the budget to purchase Arbor Day trees and the group discussed what kind of trees would be best for the area.

David proposed these trees; scarlet oak, crab apple and Ginkgo tree

Mary Jo moved to approve the tree selections. Zena seconded.

Roll call vote: Ayes: Unanimous. Abstains: Motion carried.

REPORTS

1. Harvest Park Subcommittee Annual Report – David Schott

David introduced the members of the committee; Mark Heinlein; Chair, Zena Hartung; Vice Chair, Iris Mayes, Tim Steury, Suvia Judd.

Harvest Park is a 4-acre plot that was created in 2018 as a local edible forest.

David has done several presentations to local groups about the Harvest Park and is willing to continue that.

UPCOMING EVENTS / MEETINGS

1. Next Tree Commission Meeting: March 5, 2024

ADJOURN



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

Moscow Tree Commission
Arbor Day - 2024, Friday, April 26
Activity Check List

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 S.	
	<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	David S.	
	<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 S.	
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 23, 3 p.m. - 4 p.m. Location is greenhouse Forest Research Nursery, 1025 Plant Science Road,	David S.	
				
TREE SEEDLING BAGGING	Confirm those members that can help with bagging			
	Seedlings include: \$532.50	Oak, Bur-Gambel count 50 <i>Quercus marocarpa x gambelli</i> Spruce, Blue count 50 <i>Picea pungens</i> Sumac, Smooth count 50 <i>Rhus glabra</i>		
	Write and make copies of seedling planting/care flyers. Work with Parks and Rec. office to print copies?		Pam B.	
Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?

OFFICIAL CEREMONY – TREE PLANTING	<i>Determine date of ceremony</i>	Friday, April 26	David S.	Yes
	<i>Determine time of day of ceremony</i>		David S. - WP	
	<i>Select site for ceremony</i> map of ceremony location here.		MTC	Yes
OFFICIAL CEREMONY – TREE PLANTING	<i>Select specific location for the official tree(s) planting</i>		David S.	
	<i>Determine entertainment/activity for ceremony and those who will participate. Contact group/persons.</i>		WP	
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.).	David S.	
	<i>Select tree(s) and deliver to planting site, prepare planting site as needed</i>		Parks	
	<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.	David S.	
	<i>Contact Dept. of Lands community forestry representative to see who will present Tree City USA award. (208) 666-8621</i>		David S.	
	<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 S.	
	<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 S.	

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

MOSCOW FARMERS MARKET



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|---|---|
| ☐ Board of Adjustment | ☐ Moscow Arts Commission |
| ☐ Fair & Affordable Housing Commission | ☐ Moscow Pathways Commission |
| ☐ Farmers Market Commission | ☐ Sustainable Environment Commission |
| ☐ Historic Preservation Commission | ☐ Transportation Commission |
| ☐ Human Rights Commission | ☐ Tree Commission |
| ☐ Parks & Recreation Commission | ☐ City Department or Division |
| ☐ Planning & Zoning Commission | |

MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
☐ 4	☐ 1	☐ 6	☐ 3	☐ 7	☐ 5*
☐ 11**	☐ 8	☐ 13	☐ 10*	☐ 14	☐ 12
☐ 18	☐ 15	☐ 20	☐ 17	☐ 21	☐ 19
☐ 25	☐ 22**	☐ 27	☐ 24	☐ 28	☐ 26*
	☐ 29		☐ 31		

*Farmers Market special event

**Farmers Market Commission tabling

Description of outreach effort(s) to be used on the City calendar and social media outreach:

Contact for Outreach Events:

First Name

Last Name

Cellphone Number

Email

City Staff Liaison Signature: _____ **Date:** _____

By signing this form, City Staff Liaison acknowledges they are aware of their Commission's outreach efforts and are responsible for collecting items at the end of Market day if Commission members fail to do so.

For office use only | Request Form received on: _____

Last updated 20240216

MOSCOW FARMERS MARKET



Commission and Department Tabling Guidelines

The Moscow Farmers Market averages 7,500+ adults and 1,300+ children visitors per Market day, with many of these individuals residing within Latah and Whitman County. In an effort to promote collaboration, the Community Events Division welcomes City of Moscow Commissions & Departments to host a table at the Moscow Farmers Market to conduct public outreach and bring awareness to citizens about special projects and initiatives.

Staff liaisons are to select up to five dates that Commission members and/or City staff are available for tabling at the Market; a minimum of two dates will be assigned. **Selection of dates does not guarantee assignment.** Liaisons will be notified of the final tabling schedule by early- to mid-April.

All City Commissions must adhere to the following:

- Conduct tabling hours between **9 am and 12 pm** within the confines of the tabling space next to the **bus shelter in Friendship Square**.
- Be responsible for the transportation of their tabling materials.
- Submit date requests no later than April 1 each year for priority consideration.
- Include a brief description (photos & graphics welcome!) on outreach initiative for inclusion in press releases, social media, and monthly e-newsletter (see examples on following pages).

The following items will always be provided and set-up by Community Events Staff for Commissions:

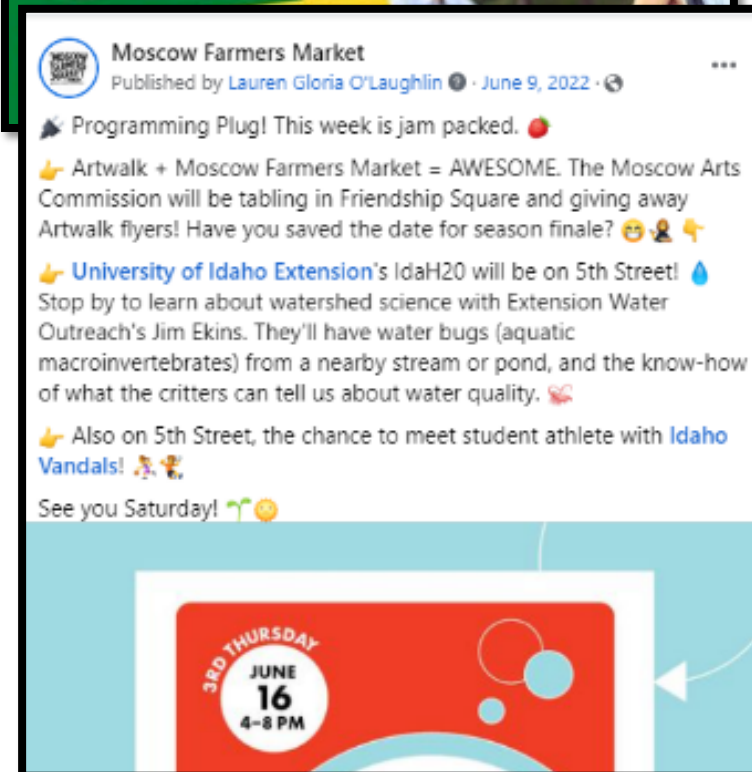
- One, six (6) foot table
- City of Moscow tablecloth
- Shade umbrella with weighted stand (a pop-up tent with tent weights is supplied during inclement weather)
- Two chairs

Commissions that are unable to table on their assigned day must inform their City staff liaisons. Staff liaisons are to contact the Community Events Division regarding such cancelations and to reschedule if possible. Office hours during the Moscow Farmers Market season are Tues. through Fri., 8 am to 5 pm.

MOSCOW FARMERS MARKET



Commission and Department Tabling Guidelines



MOSCOW FARMERS MARKET



Commission and Department Tabling Guidelines



	Department:	Public Works & Services
	Policy Name:	Tree Donation Program - Revision
	Policy Author:	David Schott, Parks and Facilities Manager
	Approved by:	Moscow Tree Commission
	Date Approved:	DRAFT
	File Location:	

I. Purpose:

The purpose of the Tree Donation Program is to provide the opportunity for the donation of trees. The Tree Donation Program allows individuals, groups, and organizations to donate trees to the City of Moscow to be installed on city parks and properties.

Trees are a great way to increase the beauty of our city; provide a living tribute to someone's memory; celebrate a birthday, anniversary, graduation of another significant event; and provide countless benefits to the entire community. With the generous nature of our community, many trees have been donated to the City of Moscow for installation in city parks and properties over the years. The goal of this Tree Donation Program is to continue this tradition.

A donation in the amount of one thousand dollars (\$1,000) per tree includes the purchase, delivery, plaque, and planting of the tree by parks staff or a City hired tree contractor licensed to do tree work within the city of Moscow for a fee.

II. Authorization:

The Moscow Tree Commission shall be responsible for approval of the 2024 Tree Donation Program. The administrative policy as described herein supersedes any previous tree donation programs with the City of Moscow.

III. Application and Process:

An individual, group, or organization contacts Parks and completes a Parks Donation Form (Exhibit A). The City then reviews the application for tree species, availability at local nurseries, and location. The City will work with the potential donor to find an agreeable location that satisfies both the cities requirements as well as the donors wishes. This may require a site visit with City staff. The Parks and Facilities Manager or designee shall approve or deny the Tree Donation Program application within fifteen (15) business days. Once a site is agreed upon, the donor provides payment for the donation in the amount of one thousand dollars (\$1,000) per tree for the purchase, delivery, plaque, and planting of the tree(s).

IV. Installation:

Tree(s) donated to the City of Moscow will be planted by Parks staff or a City hired contractor licensed to do tree work within the City of Moscow for a fee. Trees purchased and planted will be accordance to the City of Moscow Arboricultural Specifications and Standards Guide, which can be found on the City of Moscow website. Tree locations must be serviced by irrigation or a watering plan must be established prior to City approval. Planting will occur in the spring or early fall to take advantage of these optimal planting seasons.

V. Tree Donation Recognition

A donor recognition tree located at the Hamilton Indoor Recreation Center will recognize the donation through a personalized inscription on a leaf of the tree. Inscriptions shall be pre-approved by the City of Moscow prior to fabrication and installation. Plates or plaques on site at the base of the tree or attached to the tree are not allowed due to maintenance.

VI. Warranty Period

The City of Moscow will warranty the tree for a period of two (2) years from the date of installation. The City of Moscow cannot be responsible for vandalism or damage. However, the tree donation fee includes a one-time replacement if the tree dies, is vandalized, or significantly damaged.

VII. Review Period:

The Tree Donation Program will be reviewed every five (5) years by the Moscow Tree Commission.

Exhibit A

Parks Donation Form: Bench, Tree or Other Items

The City of Moscow accepts donations from the public for benches, trees and other parks amenities. Donation costs are subject to change. **The type of donation, location and availability of items shall be mutually agreed upon between City staff and the donor BEFORE receiving payment.**

Donor Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Item Description	Number of items	Cost per item	Park or City Facility Location	Amount to be paid
Parks Bench		\$2,200/1 bench		
Downtown Bench		XXXXXXXXXXXX		
Tree		\$1,000.00/1 tree		
Specify other:				

For benches and trees, a plaque is included in the cost. Please print what you would like for the plaque inscription. For tree donations, please list requested tree species. Feel free to continue on the other side of form if more space is needed:

The City of Moscow's Federal Tax Identification number is 82-6000227. Your donation may qualify for a tax deduction in accordance with Federal and/or State laws. Please consult with your tax advisor to determine whether your donation is tax deductible.

Receipt:

The amount of _____ was received on (date) _____ by cash or check (circle payment method). **If payment will be by credit card, staff will call the donor during regular business hours.**

Received by (employee's printed name): _____

Received by (employees' signature): _____

STAFF: Please complete the entire form, photocopy it and give the donor the copy. Do not process payment in CivicRec; include the cash or check in with your regular daily deposit, paperclipped to this form.

DRAFT