

# MOSCOW TREE COMMISSION



Mark Heinlein  
Harvest Park Subcommittee  
Chair

Harvest Park Subcommittee  
Regular Meeting  
~Agenda~

David Schott  
Staff Liaison  
208.883.7098

tree@ci.moscow.id.us

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

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Wednesday  
March 20, 2024

3:00 PM

Mayors Conference Room  
206 E 3rd Street

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## WELCOME AND ATTENDANCE

## REGULAR AGENDA

**1. Approval of the Harvest Park Subcommittee January 10, 2024 Minutes (ACTION ITEM) – Mark Heinlein**

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 Subcommittee regarding matters NOT on the agenda or currently pending before the Subcommittee. Please state your name and city of residence for the record and limit your remarks to three (3) minutes.

**3. Consideration of Phase 1 Capital Improvements to Harvest Park (ACTION ITEM) – David Schott**

Staff will present a sixty-five (65) percent site plan design for phase 1 improvements to Harvest Park. The City has \$56,275 for phase 1 improvements to begin development of the front of the park.

**PROPOSED ACTIONS:** Approve the sixty-five (65) percent design site plan phase 1 improvements for Harvest Park; or take other such action deemed appropriate.

**4. Consideration of a Fall Screening Planting Plan (ACTION ITEM) – Mark Heinlein / David Schott**

Previously, the Harvest Park Subcommittee discussed an upcoming tree planting project to provide noise and visual screening along the western edge of Harvest Park. The species selected for the project were western juniper and ponderosa pine. The subcommittee will consider the planting plan for a fall planting project.

**PROPOSED ACTIONS:** Approve the fall planting plan to provide screening along the western edge of Harvest Park; or take other such action deemed appropriate.

## REPORTS / UPDATES

**1. March 30, 2024 Volunteer Planting Project – Mark Heinlein**

2. **Girl Scout Honeycrisp Apple Tree Planting Project – Mark Heinlein**
3. **Chestnut Tree Planting Project – Mark Heinlein / Zena Hartung**
4. **Potential Booster Station Pollinator Public Art – David Schott**

#### **UPCOMING EVENTS / MEETINGS**

Harvest Park Subcommittee meetings are held in the Mayors Conference Room of City Hall located at 206 E 3rd Street. Regular meetings in 2024 are as follows:

May 8, 2024 from 3:00 p.m. to 4:00 p.m.  
July 10, 2024 from 3:00 p.m. to 4:00 p.m.  
September 11, 2024 from 3:00 p.m. to 4:00 p.m.  
November 13, 2024 from 3:00 p.m. to 4:00 p.m.

#### **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](mailto: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



Mark Heinlein  
Harvest Park Subcommittee  
Chair

Harvest Park Subcommittee  
Regular Meeting  
~Minutes~

David Schott  
Staff Liaison  
208.883.7098

tree@ci.moscow.id.us

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

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Wednesday  
January 10, 2024

3:00 PM

Mayors Conference Room  
206 E 3rd Street

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**The meeting was called to order at 3:01PM**

PRESENT: Mark Heinlein; Chair, Zena Hartung; Vice Chair, Iris Mayes, Tim Steury

STAFF: David Schott

**1. Approval of the Harvest Park Subcommittee July 12, 2023 Minutes (ACTION ITEM) – Mark Heinlein**

Presentation of minutes for approval.

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

Iris moved to approve the minutes as presented. Tim seconded.

Roll call vote: Ayes: unanimous. Motion carried.

**2. Public Comment and Response to Previous Comments (limited to 15 minutes)**

None.

**3. Consideration of the 2023 Harvest Park Subcommittee Annual Report to the Tree Commission (ACTION ITEM) – Mark Heinlein / David Schott**

The Harvest Park Subcommittee will discuss the draft 2023 Annual Report to the Moscow Tree Commission at their February 6, 2024 regular meeting.

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

David gave a presentation of the annual report of the park, see attached.

There was outreach to Garden Club, Palouse Prairie Charter School, Rotary and Lions Club.

There is also collaboration with the local Bee City program.

David will update everyone's titles and icons as well.

Tim moved to approve the presentation as presented. Zena seconded.

Roll call vote: Ayes: unanimous. Motion carried

**4. Consideration of a Spring 2024 Tree Planting (ACTION ITEM) – Mark Heinlein / David Schott**

The Girls Scouts, Troop 2005 reached out to the City of Moscow to inquire about adopting a planting room at Harvest Park. Because infrastructure that will define the planting rooms is not in place, staff offered alternatives. One, the girl scout troop could wait until the planting rooms are established; or two, plant a fruit tree (honey crisp apple tree) in the periphery in the spring of 2024. The girl scouts opted for spring planting.

**PROPOSED ACTIONS:** Approve the spring 2024 Girl Scout, Troop 2005 fruit tree planting in the spring; or take other such action deemed appropriate.

Moscow Garden Club has provided funding for an expansive spring planting in 2024.

There was discussion on location for the Girl Scout tree.

Zena moved to approve the Girl Scout tree planting request. Iris seconded.

Roll call vote: Ayes: unanimous. Motion carried.

**5. Consideration of 2024 Harvest Park Projects (ACTION ITEM) – Mark Heinlein**  
The subcommittee will discuss potential projects at Harvest Park in the upcoming year.

**PROPOSED ACTIONS:** Approve 2024 Harvest Park Projects; or take other such action deemed appropriate.

Garden Club has donated \$600 this year for spring planting at the park. March 30<sup>th</sup> will be the spring planting day.

David says there is around \$56,000 in the budget for money to begin phase 1 capital improvements to the park. There is also money allocated in the parks operating budget for cover crops in Spring and Fall.

There was discussion on what trees to plant. It was suggested to plant “wind screen” trees since the area discussed is quite windy.

This is talks about a possible irrigation workshop as well.

Harvest Park will contribute wildflower seeds for the Pollinator Summit in March.

There was a discussion regarding a potential lost apple guild to be included in the park.

Iris moved to approve the 2024 Harvest Park Projects. Tim seconded.

Roll call vote: Ayes: unanimous. Motion carried.

**6. Consideration of FY2025 Harvest Park Project Budget Request (ACTION ITEM) – David Schott**

Staff has begun the FY2025 budget process. FY2025 begins on October 1, 2024 and

ends on September 30, 2025. The Harvest Park Subcommittee will discuss non-capital improvement funding for projects in FY2025 for inclusion in the FY2025 budget request.

**PROPOSED ACTIONS:** Approve FY2025 funding for Harvest Park projects; or take other such action deemed appropriate.

They are requesting \$2,000 for informational signage and \$3,000 for plant materials.

Iris moved to approve the of FY2025 Harvest Park Project Budget Request. Tim seconded.

Roll call vote: Ayes: unanimous. Motion carried.

**7. Consideration of the Harvest Park Subcommittee Officers (ACTION ITEM) – Mark Heinlein**

The Harvest Park Subcommittee will elect a Chair and Vice Chair from membership of the Harvest Park Subcommittee. Currently, Mark Heinlein is the Chair and Zena Hartung is the Vice Chair.

**PROPOSED ACTIONS:** 1. Approve the Chair of the Harvest Park Subcommittee. 2. Approve the Vice Chair of the Harvest Park Subcommittee.

Tim moved to continue with Mark Heinlein as the Chair and Zena Hartung as the Vice Chair. Iris seconded.

Roll call vote: Ayes: unanimous. Motion carried

**REPORTS**

None.

**UPCOMING EVENTS / MEETINGS**

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May 8, 2024 from 3:00 p.m. to 4:00 p.m.

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September 11, 2024 from 3:00 p.m. to 4:00 p.m.

November 13, 2024 from 3:00 p.m. to 4:00 p.m.

**ADJOURN**



**The meeting was adjourned 4:17pm.**

DRAFT



# HARVEST PARK SUBCOMMITTEE ANNUAL REPORT DRAFT

February 6, 2024 – Moscow Tree Commission

# Meet the Harvest Park Subcommittee



Mark Heinlein, Chair



Zena Hartung, Vice Chair

Need pictures:

Iris Mayes  
Tim Steury  
Suvia Judd

# 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.



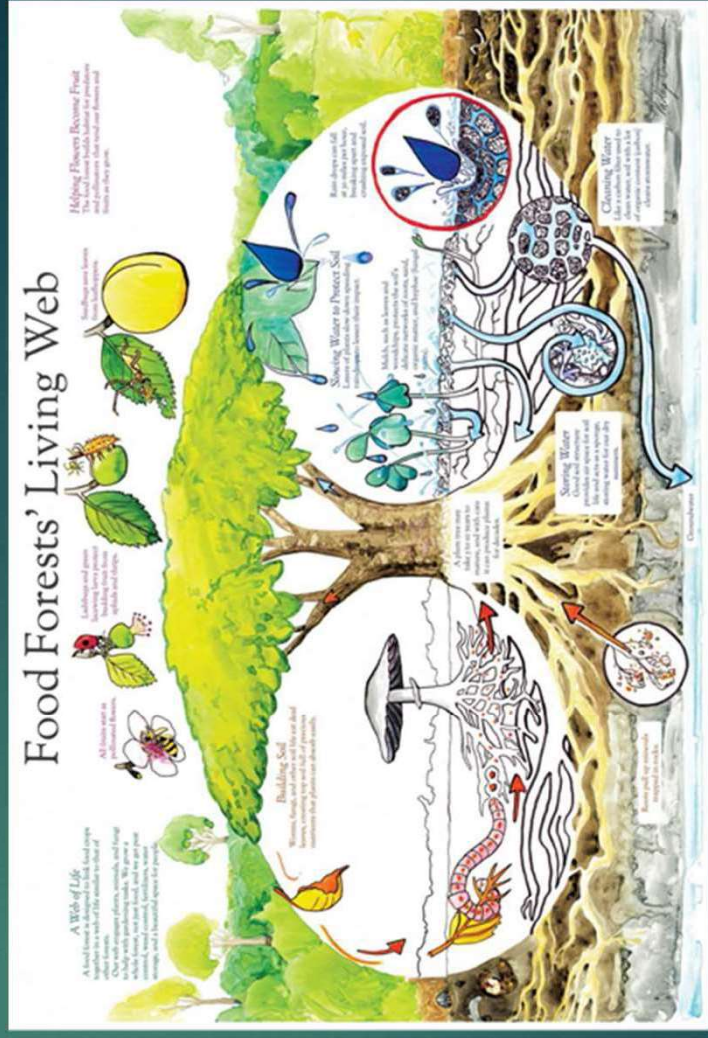
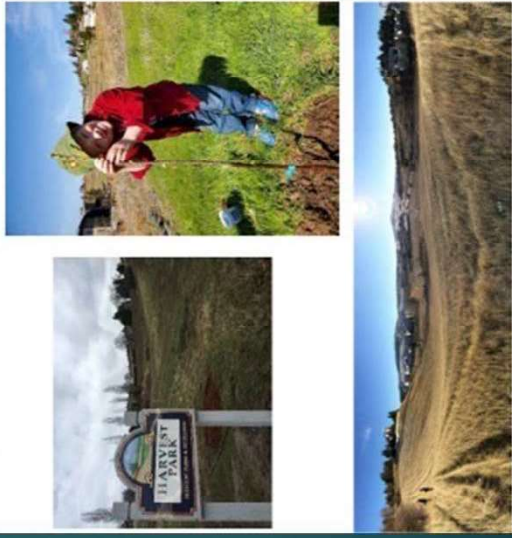
# Vision

- 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

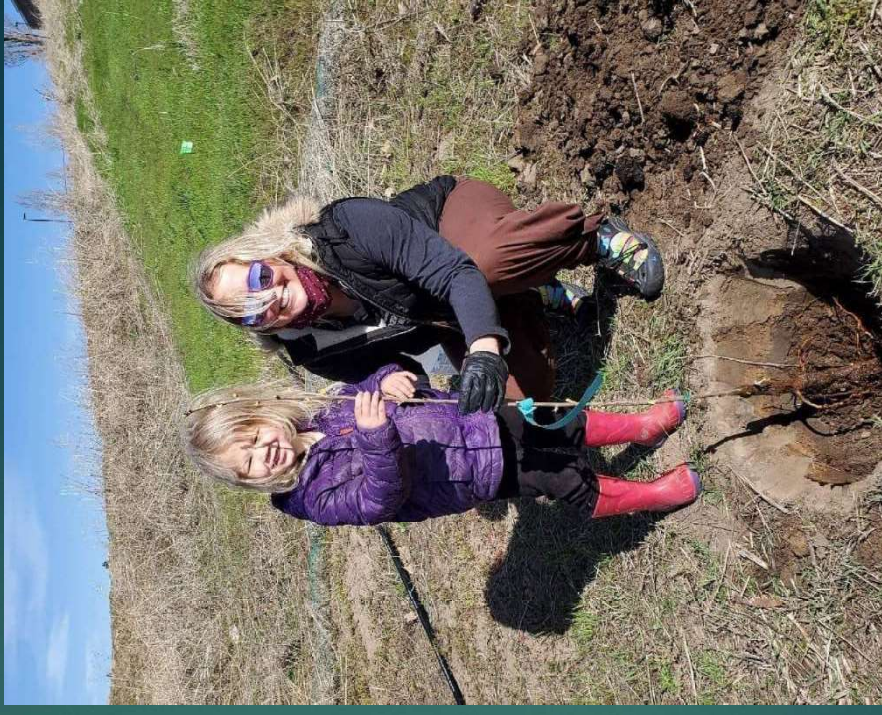
- The Tree Commission and Parks and Recreation Commission reviewed and recommended approval to City Council in May of 2022.
- City Council approved the Harvest Parks Management Plan through Resolution 2022-18 in June of 2022.



(credit: [www.woodz.co/journal/designing-food-forest/](http://www.woodz.co/journal/designing-food-forest/))

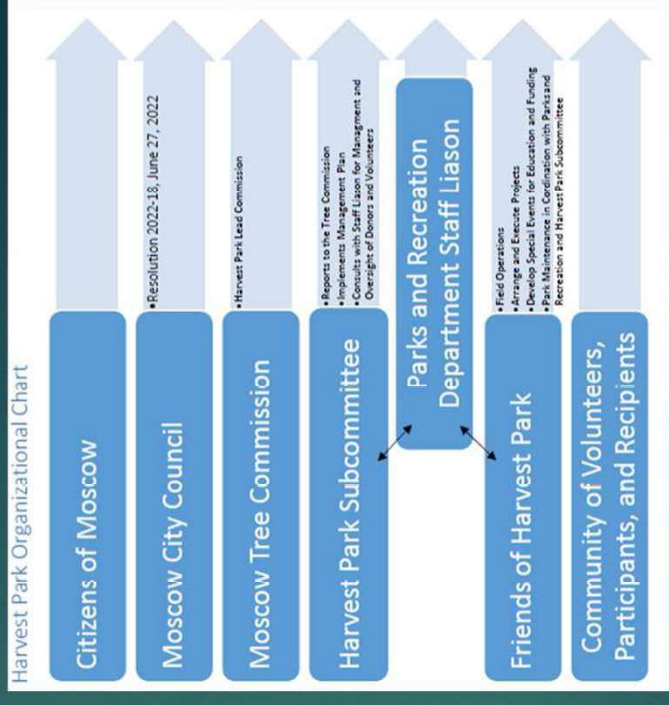
# Harvest Park Management Plan Overview

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



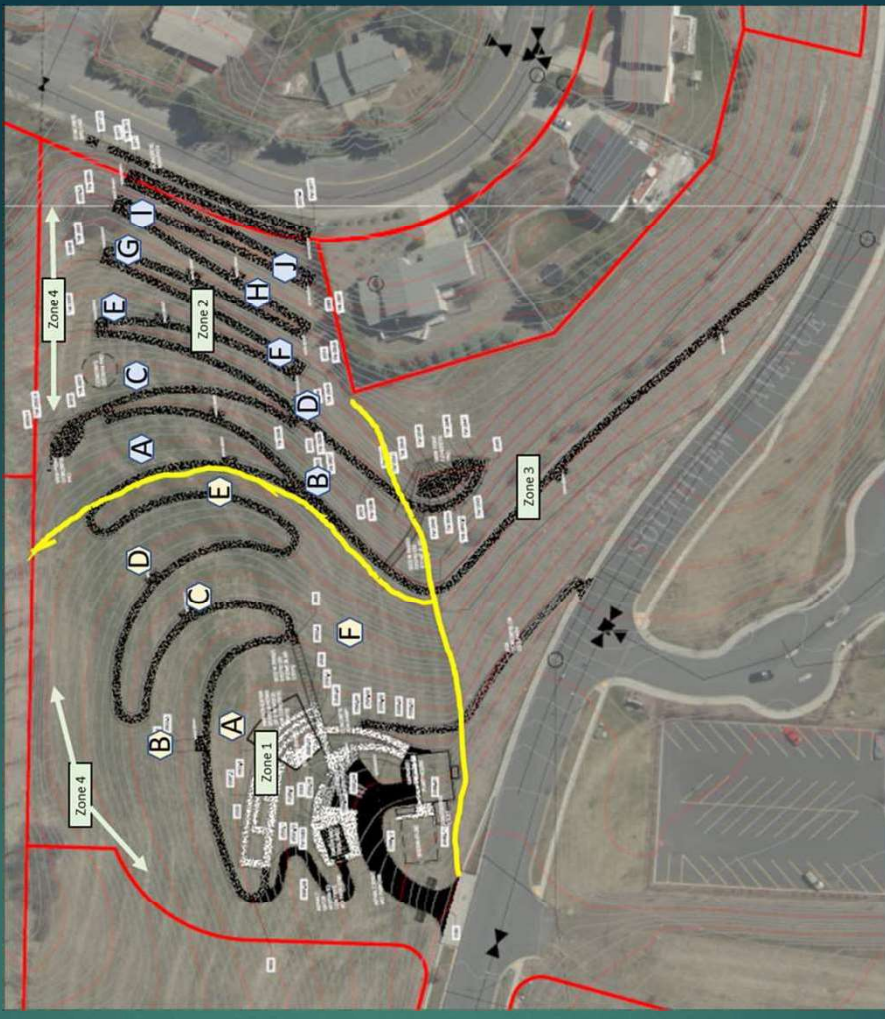
# Harvest Park Management Plan Overview

- 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](mailto:dickert@ci.moscow.id.us) • Call (208) 883-7098 for assistance.

# 2023 Highlights

- 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](mailto: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.

