

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
April 2, 2024

5:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

ANNOUNCEMENTS

REGULAR AGENDA

1. Approval of Moscow Tree Commission March 5, 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 hear an update on the tasks for the upcoming Arbor Day celebration on April 26, 2024.

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

4. Consideration of the May 4, 2024 Farmers Market (ACTION ITEM) – Ellis Eifert

The Tree Commission will discuss staffing and logistics for the May 4, 2024 Farmers Market focusing on distributing Arbor Day seedlings.

PROPOSED ACTIONS: Approve the staffing and logistics for the May 4, 2024 Farmers Market; or take other action as deemed appropriate.

REPORTS

UPCOMING EVENTS / MEETINGS

1. Next Tree Commission Meeting: May 7, 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
March 5, 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; Jeanne Leffingwell, Mary Jo Hamilton; Nick Koenig; Zena Hartung; Pamela Brunsfeld; David Rauk; Gina Taruscio, City Council Liaison

STAFF: David Schott

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.

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

Roll call vote: Ayes: Unanimous. Motion carried.

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

None.

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.

Requirements of tree campus

- Have a Campus Tree Advisory Committee.
- Create and utilize a Campus Tree Care Plan.
- Follow a Campus Tree Program with Dedicated Annual Expenditures.
- Celebrate an Arbor Day Observance annually.

- Complete a Service Learning Project.

Last year they teamed with PCEI (Palouse Clearwater Environmental Institute) and planted over 800 native trees. Also partnered with Kelli Cooper at the City of Moscow with the Nature Challenge. They partnered with resident services and residents for Plant the Palouse. Their Arbor day observance featured a City nature challenge.

The group also collects data on staff expenditures related to tree maintenance, tree planting and initial care, tree care management etc. They also preform tree counts on planted, pruned or removed.

Olivia says they are involved in preserving the local, native habitat. They are a Bee Campus USA which will help local pollinators thrive.

They are working with Coeur d Alene tribe on developing a garden on campus that will feature native plants and their cultural significance.

*See attached for full 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.

David says there is \$750 budgeted already plus \$1,000 from the Mayor's Walking Challenge.

He is recommending Ginkgo and crabapples be planted.

They will get 150 seedlings to giveaway.

Jeanne moved to approve the preliminary Arbor day events as presented. Mary Jo seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

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.

Tree seedling giveaways in May and in the fall.

Mary Jo moved to approve the May 4th and September 28th dates. Jeanne seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

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.

David moved to approve the Moscow Mountain Field Class. Jeanne seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

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

David is proposing \$1,000 per each donated tree. He says the tree cost is roughly \$300 and installation from a contractor is around \$600 for a total of \$900. The additional cost will cover the plate, inscription, and shipping.

David is suggesting a giving tree for tree donation recognition. Each donation will get a leaf that will be placed on the tree in the entryway of the HIRC.

David moved to approve the tree donation policy. Jeanne seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

REPORTS

UPCOMING EVENTS / MEETINGS

1. Next Tree Commission Meeting: April 2, 2024

ADJOURN

The meeting was adjourned at 6:00 PM



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

Moscow Tree Commission
Arbor Day - 2024, Friday, April 26
Activity Check List 03.25.24

Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?
MAYOR AND PROCLAMATION	Get on Mayor's calendar asap for his/her attendance at the Arbor Day event: DONE . <i>Invite PRC, BCUSA, HPSC, MPC</i>	Contact Taylor Riedner 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.	X
	Once determined, contact Laurie Hopkins with final time and location for event	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.	X
	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>Needs draft</i>		David S.	X
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.	X
				
TREE SEEDLING BAGGING	Confirm those members that can help with bagging	David S., Pam, David R.		
	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?	<i>Need printing</i>	Pam B.	X
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>	West Park Elementary, three kindergarden classes	12:15 Ceremony; 1:00 Kids/Planting	X
	<i>Select site for ceremony</i> map of ceremony location here.		Ghormley Park, Adjacent to Field 2 in the southeast corner of the park.	X
OFFICIAL CEREMONY – TREE PLANTING	<i>Select specific location for the official tree(s) planting</i>	Pre locates cleared, refresh locates	David S.	X
	<i>Determine entertainment/activity for ceremony and those who will participate. Contact group/persons.</i>		West Park Elementary, Kindergarden students, three classes art presentation and tree planting	X
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>	Presidential Gold Ginkgo (3)(50'x40'), Crabapple: Royal Raindrop (3)(20-15)	Parks	
	<i>Develop program, print copies (Parks and Rec. office to help) and deliver to ceremony. Need titles and bios for speakers</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>	Matt Perkins, IDL	David S.	X
	<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	<i>Write thank you notes to City Council members, Idaho Dept. of Lands rep., etc.</i>		Ellis	
	<i>Parking, contact UI Parking Services</i>	Submitted Events Request Form to UI for fall back parking in lots 64B and 64A. 03.07.24 - Approved 03.07.24	David S.	X