

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 4, 2025

5:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

1. **Welcome Benjamin Coons to the Moscow Tree Commission - All**

ANNOUNCEMENTS

REGULAR AGENDA

1. **Approval of Moscow Tree Commission February 4, 2025 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 a City of Moscow Utility Billing Newsletter Article Related to the Proper Care of Newly Planted Trees (ACTION ITEM) – David Schott**

This past summer, staff received comments on the care of newly planted trees along the public right of way in portions of the City of Moscow. Moscow City Code does not specify care of newly planted trees in the public right of way; only that the adjacent property owner is responsible. To this end, there was an idea to create an educational piece for inclusion the City of Moscow Utility Billing Newsletter regarding newly planted tree care. At the February 4, 2025 meeting, the commission instructed staff to edit the document and bring back for consideration.

PROPOSED ACTIONS: Approve the City of Moscow Utility Billing Newsletter article related to the proper care of newly planted trees; or take other action as deemed appropriate.

4. **Consideration of the 2025 Arbor Day Celebration (ACTION ITEM) – Ellis Eifert / David Rauk**

The Tree Commission will discuss the activity check list of the upcoming Arbor Day celebration on April 25, 2025.

PROPOSED ACTIONS: Approve the Arbor Day celebration activity checklist; or take other action as deemed appropriate.

UPDATES/REPORTS

UPCOMING EVENTS / MEETINGS

- 1. Next Tree Commission Meeting: April 1, 2025**

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 4, 2025

5:00 PM

Mayors Conference Room
206 E 3rd Street

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

PRESENT: Mary Jo Hamilton; David Rauk; Pamela Brunsfeld, Ellis Eifert; Jeanne Leffingwell

STAFF: David Schott

REGULAR AGENDA

1. Approval of Moscow Tree Commission December 3, 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. Jeanne seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

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

None

3. Consideration of a City of Moscow Utility Billing Newsletter Article Related to the Proper Care of Newly Planted Trees (ACTION ITEM) – David Schott

This past summer, staff received comments on the care of newly planted trees along the public right of way in portions of the City of Moscow. Moscow City Code does not specify care of newly planted trees in the public right of way; only that the adjacent property owner is responsible. To this end, there was an idea to create an educational piece for inclusion of the City of Moscow Utility Billing Newsletter regarding newly planted tree care. Staff has drafted the messaging for the newsletter for consideration by the commission.

PROPOSED ACTIONS: Approve the City of Moscow Utility Billing Newsletter article related to the proper care of newly planted trees; or take other action as deemed appropriate.

David R. suggested less text and more graphics. The group also revised some of the information.

Mary Jo moved to accept comments discussed and direct staff to revise the article to bring back to next meeting. David R. seconded.

Roll call vote: Ayes: Unanimous. Motion carried

4. Consideration of the 2025 Arbor Day Celebration (ACTION ITEM) – Ellis Eifert / David Rauk

The Tree Commission will discuss potential venues and themes for the 2025 Arbor Day celebration. Arbor Day falls on the last Friday of April each year, this year being April 25, 2025.

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

David S. listed several suggested properties: Harvest Park with Palouse Prairie Charter School, Milton Arthur Park, Triangle Park, and the West Palouse River Drive Property. The group discussed many possible sites and narrowed it down to Berman Creekside Park as the leading project location.

Mary Jo motioned for David S. to reach out to alternative high school and Berman Creekside as potential for Arbor Day. Pamela seconded.

Roll call vote: Ayes: Unanimous. Motion carried

5. Consideration of the FY2026 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 FY2025 budget and discuss the upcoming FY2026 budget request.

ACTION: Approve the 2026 budget request; or take other such action deemed appropriate.

Pamela motioned to approve the proposed 2026 budget. Mary Jo seconded.

Roll call vote: Ayes: Unanimous. Motion carried

6. Consideration of the 2025 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 2025. The 2024 officers were: Ellis Eifert, Chair; David Rauk, Vice Chair; Mary Jo Hamilton, Secretary.

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

Pamela moved to re-elect the current Chair, Vice Chair, and Secretary. Jeanne Second.

Roll call vote: Ayes: Unanimous. Motion carried

UPDATES/REPORTS

1. Downtown Tree Management Plan Update – David Schott

The plan is currently under review.

UPCOMING EVENTS / MEETINGS

1. Next Tree Commission Meeting: March 4, 2025

ADJOURN The meeting was adjourned at 5:45 PM



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



City of Moscow Public Works & Services

Memo

To: Moscow Tree Commission

From: David Schott, Parks and Facilities Manager

Date: March 4, 2025

Re: City of Moscow Utility Billing Newsletter: How to properly Care for Newly Planted Trees REVISED DRAFT

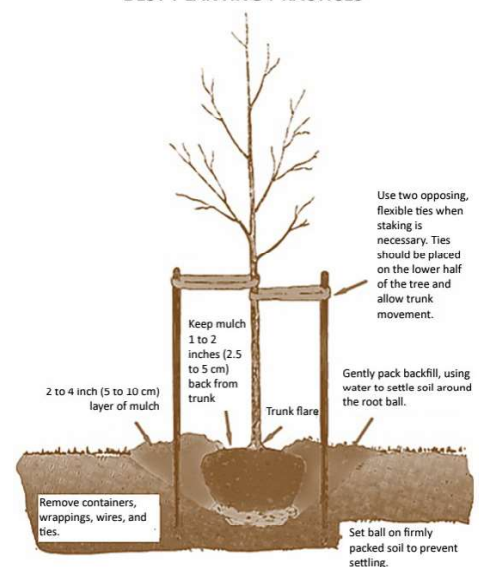
Recently, staff received comments regarding the care of newly planted trees along the public right of way in portions of the City of Moscow. Moscow City Code does not specify care of newly planted trees in the public right of way; only that the adjacent property owner is responsible. To this end, there was an idea to create an educational piece for inclusion the City of Moscow Utility Billing Newsletter regarding care of newly planted trees. Staff has drafted the messaging for the newsletter for consideration by the commission.

Care for Newly Planted Trees

Planting a new tree can have a variety of benefits. However, the mindset should not be to plant a tree but rather grow a tree. To ensure the tree has adequate space to grow, please consider the tree size at maturity. If you are considering planting a tree in the public right of way, please contact the City of Moscow Community Administrator at dschott@ci.moscow.id.us for a free permit to plant; as well as, other great tree planting resources; such as, the 2018 Street Tree Planting Guide. Before planting, be sure to have all underground utilities located prior to digging.

After planting, place two to four inches of mulch (wood chips, bark chips, pine needles, etc.) over the planting site to improve root growth, conserve soil moisture, moderate soil temperature, and reduce competition from weeds.

BEST PLANTING PRACTICES



Girdling young trees with a mower deck and/or a string trimmer can have a catastrophic impact on young trees. Often, the girdling will kill the tree. If you hire a lawn care/landscaping company for maintenance, please have a conversation with them about not girdling trees with mowers and/or string trimmers.

Staking young trees after planting. Root systems develop a stronger foundation if the tree is allowed to sway in the wind. This can be done naturally by not staking. However, stake the tree for protection, such as in exposed, windy areas if needed. If the tree is staked, ensure the tree straps and anchor lines are loose to provide some movement of the trunk. Remove staking after one to two years.

Young trees, newly planted trees, and thin-barked trees are susceptible to sunscald. Sunscald happens when there are elongated, sunken, dried or cracked areas of dead bark, usually on the south or southwest side of a tree. Prevent sunscald by wrapping the trunk with white guards to reflect the sun and keep the bark at a more constant temperature. Wrap newly planted trees for at least two winters and thin-barked species up to five winters or more. Put the wrap on in the fall and remove it in the spring after the last frost.

All trees require supplemental watering for root establishment. Regular watering during the first three years is crucial to your tree's survival, and periodic, deep watering will help ensure its establishment. Apply enough water to penetrate the soil to a depth of 18" to 24". Check the soil moisture by inserting a metal rod, root feeder shaft, or large screwdriver. If the tool easily penetrates the soil and is not muddy when removed, the soil is moist. If the metal rod is hard to push into the soil, the soil is dry.



For more information, please contact the City of Moscow Community Forestry Administrator at dschott@ci.moscow.id.us.

Moscow Tree Commission
Arbor Day - 2025, Friday, April 25
Activity Check List 03.04.25

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: Invite PRC, BCUSA, HPSC, MPC	Contact Taylor Riedner and tentativley 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.															
	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.															
	Contact City Council and schedule the reading of the Arbor Day Proclamation by the Mayor at Council meeting prior to last Friday in April.	April 21, 2025 City Council Meeting	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.	Location is greenhouse Forest Research Nursery, 1025 Plant Science Road, Moscow	David S.															
																		
TREE SEEDLING BAGGING	Confirm those members that can help with bagging																	
	Seedlings include:	<table><tr><td>2025</td><td>Bristlecone Pine</td><td>68</td><td>\$ 3.67</td><td>\$ 249.56</td></tr><tr><td>2025</td><td>Syringa, Lewis</td><td>68</td><td>\$ 3.67</td><td>\$ 249.56</td></tr><tr><td>2025</td><td>Northern Catalpa</td><td>68</td><td>\$ 3.67</td><td>\$ 249.56</td></tr></table>	2025	Bristlecone Pine	68	\$ 3.67	\$ 249.56	2025	Syringa, Lewis	68	\$ 3.67	\$ 249.56	2025	Northern Catalpa	68	\$ 3.67	\$ 249.56	
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2025	Syringa, Lewis	68	\$ 3.67	\$ 249.56														
2025	Northern Catalpa	68	\$ 3.67	\$ 249.56														
	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	Determine date of ceremony	Friday, April 25	David S.	Yes														

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	Determine time of day of ceremony	Tentative: Berman Creekside Park; Paradise Creek Regional High School	TBD	
	Select site for ceremony			
	map of ceremony location here.		Berman Creekside Park	
OFFICIAL CEREMONY – TREE PLANTING	Select specific location for the official tree(s) planting		David S.	
	Determine entertainment/activity for ceremony and those who will participate. Contact group/persons.			
Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?
	Determine what MTC support material/displays should be used at site. Who brings these items to ceremony?	Seedlings. Jay Sterling Morton poster.	David S.	
	Select tree(s) and deliver to planting site, prepare planting site as needed	TBD	Parks	
	Develop program, print copies (Parks and Rec. office to help) and deliver to ceremony.	Find out all pertinent information. Parks and Rec. office can print copies. Make about 35 copies.	David S.	
	Contact Dept. of Lands community forestry representative to see who will present Tree City USA award. (208) 666-8621	Matt Perkins, IDL	David S.	
	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).		David S.	
	Arrange for photographs of event to be taken	Take digital photos, email to commission members afterwards	All	
PUBLIC RELATIONS -- MARKETING	Send out announcement about Arbor Day to all local media outlets (Newspaper, radio, TV)	Press Release	David S.	
MISCELLANEOUS	Write thank you notes to City Council members, Idaho Dept. of Lands rep., etc.		Ellis	
	Parking	Berman Creekside Park and???	David S.	
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