

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>

Wednesday
May 7, 2025

3:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of the Harvest Park Subcommittee February 12, 2025 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 a Shade Tree Donation (ACTION ITEM) – David Schott

The city has received a request from Jeanne Clothiaux and Michael Haseltine to donate a shade tree to Harvest Park to honor Tina Baldwin and her daughter Kenyon Cornelius, both of whom died recently. The subcommittee will discuss the proposed donation and short list of species to reduce the noise impacts to the future amphitheater/education area within Harvest Park.

PROPOSED ACTIONS: Approve accepting the donation and a short list of shade trees; or take other such action deemed appropriate.

4. Consideration of a Fall Plantings and Preparing the Planting Site (ACTION ITEM) – Mark Heinlein

The city has received a gracious donation of chestnut trees from Zena Hartung. The subcommittee will discuss the location of chestnut trees and the requirements to prepare the planting site.

PROPOSED ACTIONS: Approve the locations and preparation plan for fall plantings; or take other such action deemed appropriate.

5. Report: Orchard Management (ACTION ITEM) – Tim Steury / Mark Heinlein

Tim will share with the subcommittee his knowledge and experiences managing an orchard.

ACTION: Accept report.

6. Discussion: Interpretive Signage and Website for Harvest Park – All

The Harvest Park Subcommittee will begin discussions about the overall strategy for interpretive signage and the city website for Harvest Park with the ultimate goal of creating a policy. The Harvest Park Management Plan states, “Signage and / or plaques need to be developed for education and as a way to recognize volunteers and donors. Examples might include a “giving tree” in a central location or individual call out areas.” Currently, the FY2025 budget has \$2,000 available for signage.

PROPOSED ACTIONS: No action, discussion.

REPORTS / UPDATES

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 2025 are as follows:

1. August 13, 2025, from 3:00 p.m. to 4:00 p.m.
2. November 13, 2025, 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 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>

Wednesday
February 12, 2025

3:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of the Harvest Park Subcommittee November 13, 2024 Minutes (ACTION ITEM) – Mark Heinlein

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

Correction to the minutes: Dave may donate trees to Harvest Park, replace with Dave has donated six trees to Harvest Park.

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.

None.

3. Consideration of March 29, 2025 Volunteer Planting Project (ACTION ITEM) – Mark Heinlein

The subcommittee will discuss the logistics of a volunteer planning event at Harvest Park.

PROPOSED ACTIONS: Approve the volunteer planting event for March 29, 2025 at Harvest Park; or take other such action deemed appropriate.

Mark has around 30 shrubs to plant. Sierra Club, Idaho Native Plant Society and Palouse Clearwater Environmental Institute will be there to help. Some discussion

Tim moved to approve the plantings; Suvia seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. **Motion carried.**

4. Consideration of the FY2026 Harvest Park Subcommittee Budget (ACTION ITEM) – David Schott

The Harvest Park Subcommittee will review the FY2025 budget and discuss the FY2026 upcoming budget request. FY2026 will begin on October 1, 2025 and end on September 30, 2026.

David presented figures for this year's budget: \$1,000 for plantings, \$2,000 for interpretive signage.

Suvia would like further discussion on signage and website development.

Suvia moved to approve the proposed budget; Tim seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. **Motion carried.**

5. Consideration of the 2025 Harvest Park Subcommittee Officers (ACTION ITEM) – Mark Heinlein

Each year the Harvest Park Subcommittee elects a Chair and Vice Chair for each calendar year. The subcommittee will elect officers from the membership. The current Chair is Mark Heinlein. The current Vice Chair is Zena Hartung.

ACTION: Elect the Chair and Vice Chair positions.

Tim moved to re-elect Mark as Chair and Zena as Vice Chair. Suvia seconded.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. **Motion carried.**

REPORTS / UPDATES

Group discussed tree planting options and noise concerns within the park.

They would like to order what they need for the Fall planting at the May plant sale. David gave them the go ahead.

UPCOMING EVENTS / MEETINGS

- 1. May 14, 2025 from 3:00 p.m. to 4:00 p.m.**

ADJOURN