

# MOSCOW TREE COMMISSION



Mark Heinlein  
Harvest Park Subcommittee  
Chair

Harvest Park Subcommittee  
Regular Meeting  
~Agenda~

David Schott  
Staff Liaison  
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<https://www.ci.moscow.id.us/557/Tree-Commission>

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Wednesday  
February 11, 2026

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 November 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 with further directions.

**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 On-Site Propagation at Harvest Park (ACTION ITEM) – Mark Heinlein**

The Harvest Park Subcommittee will discuss temporary on-site propagation and create a species list from materials provided by Mark Heinlein and Debbie Kadlec.

**PROPOSED ACTIONS:** Approve the on-site propagation and species list at Harvest Park; or take other such action deemed appropriate.

**4. Consideration of Application to Adopt Zone 1: I.2. (ACTION ITEM) – Mark Heinlein / David Schott**

Staff have received a Harvest Park Donor and Volunteer Application from the Moscow High School Environmental Club to adopt Zone 1: I.2. The theme and focus for this area, as proposed on the application, is for student education, public education, pollinator support, and food productive.

**PROPOSED ACTIONS:** Approve the Harvest Park Donor and Volunteer Application from the Moscow High School Environmental Club to adopt Zone 1: I.2.; or take other such action deemed appropriate.

**5. Consideration of the FY2027 Harvest Park Subcommittee Budget (ACTION ITEM) – David Schott**

The Harvest Park Subcommittee will review the FY2026 budget and discuss the FY2027 upcoming budget request. FY2027 will begin on October 1, 2026, and end on September 30, 2027.

The FY2026 budget has allocated \$2,000 for vegetation and signage for Harvest Park.

**PROPOSED ACTIONS:** Approve the FY2027 budget request for the Harvest Park Subcommittee; or take other such action deemed appropriate.

**6. Consideration of Interpretive Signage and Website for Harvest Park (ACTION ITEM) – Mark heinlein / David Schott**

The Harvest Park Subcommittee will discuss 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 to recognize volunteers and donors. Examples might include a “giving tree” in a central location or individual call out areas.” Staff will present an outline of key elements of a signage and website strategy to draft a policy.

**PROPOSED ACTIONS:** Approve the signage and website outline and instruct staff to draft a signage and website policy for Harvest Park; or take other such action deemed appropriate.

**7. Consideration of the Harvest Park Subcommittee Officers (ACTION ITEM) – David Schott**

With the new calendar year, the Harvest Park Subcommittee will elect a Chair and Vice Chair for calendar year 2026. Currently, Mark Heinlein serves as the Chair. With the resignation of Zena Hartung, the Vice Chair position within the Harvest Park Subcommittee is vacant.

**PROPOSED ACTIONS:** Approve the Chair and Vice Chair of the Harvest Park Subcommittee; or take other such action deemed appropriate.

## REPORTS / UPDATES

1. 12/13/25 Seed Potting Event – Mark
2. 3/28/26 Volunteer Event Update - Mark
3. Management of Ongoing Projects - All

## 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 2026 are as follows:

1. February 11, 2026, from 3:00 p.m. to 4:00 p.m.
2. May 13, 2026, from 3:00 p.m. to 4:00 p.m.
3. August 12, 2026, from 3:00 p.m. to 4:00 p.m.
4. November 11, 2026, 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.