

# 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>

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**Tuesday**  
**April 7, 2026**

**5:00 PM**

**Mayors Conference Room**  
**206 E 3rd Street**

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## WELCOME AND ATTENDANCE

### ANNOUNCEMENTS

1. **Ben Coons Resignation**

### REGULAR AGENDA

1. **Approval of Moscow Tree Commission March 3, 2026, Minutes (ACTION ITEM) – Ellis Eifert**

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 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. **Report: Arbor Day Celebration (ACTION ITEM) – David Schott**

Staff will present the plan for Arbor Day and the partnership with the University of Idaho. Arbor Day will be held at the Guy Wicks Fields Student Pollinator Garden from 11:00 am to 12:30 pm with the ceremony beginning at 11:30. The Arbor Day seedling bagging will be on April 16, 2026, at Pitkin Nursery beginning at 3:30.

**PROPOSED ACTIONS:** Approve the Arbor Day report; or take other action deemed appropriate.

### UPDATES/REPORTS

### UPCOMING EVENTS / MEETINGS

1. **Arbor Day Seedling Bagging: April 16 at 3:30 at the Pitkin Nursery**
2. **Next Tree Commission Meeting: May 5, 2026**

### 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



Ellis Eifert  
Commission Chair

**Regular Meeting**  
~Minutes~

David Schott  
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

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**Tuesday**  
**March 3, 2026**

**5:00 PM**

**Mayors Conference Room**  
**206 E 3rd Street**

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

**PRESENT:** Ellis Eifert (Chair); David Rauk (Vice Chair); Mary Jo Hamilton; Pam Brunfield; Mark Heinlein

**STAFF:** David Schott (Staff Liaison)

**WELCOME AND ATTENDANCE**

**REGULAR AGENDA**

**1. Approval of Moscow Tree Commission January 6th, 2026 Minutes (ACTION ITEM) – Ellis Eifert**

Presentation of minutes for approval.

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

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

Roll call vote: Ayes: Unanimous. Abstain: Motion carried.

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

None.

Mark moves to approve the draft as presented; Pam seconded.

Roll call vote: Ayes: Unanimous. Abstain: Motion carried.

**3. Consideration of the 2026 Tree Commission Farmers Market Tabling Request (ACTION ITEM) – David Schott**

The Tree Commission will discuss upcoming Farmers Market tabling dates. In 2025, the commission opted for May 3 and September 27 to promote Arbor Day and public outreach focused on fall is a great time to plant trees, respectively. Tree seedlings were distributed at both events. In addition, the commission will also discuss an alternate date and general theme for each Farmers Market.

**PROPOSED ACTIONS:** Approve dates and theme for the upcoming Farmers Market season; or take other action deemed appropriate.

Group decided on May 2<sup>nd</sup> and September 19<sup>th</sup> as alternative dates they will propose. They plan to discuss tree planting benefits in the fall and trees that are great pollinators at the table.

Will also include information on the Heritage Tree Program, since they haven't received much interest in that program recently.

Jeanne moves to approve the dates and topics for the Farmers Market; Mark seconded.

Roll call vote: Ayes: Unanimous. Abstain: Motion carried.

## **UPDATES/REPORTS**

### **1. Arbor Day Update – All**

This year the City will be partnering with the University of Idaho for the event and it will be held at the University of Idaho Pollinator Garden.

Arbor Day Proclamation will be made April 6<sup>th</sup>.

Tree seedling bagging is planned for April 16<sup>th</sup>.

### **2. Tree Contractor Proper Pruning – David Schott**

David sent out the updated pruning techniques.

The City will be moving the licensing process online next season.

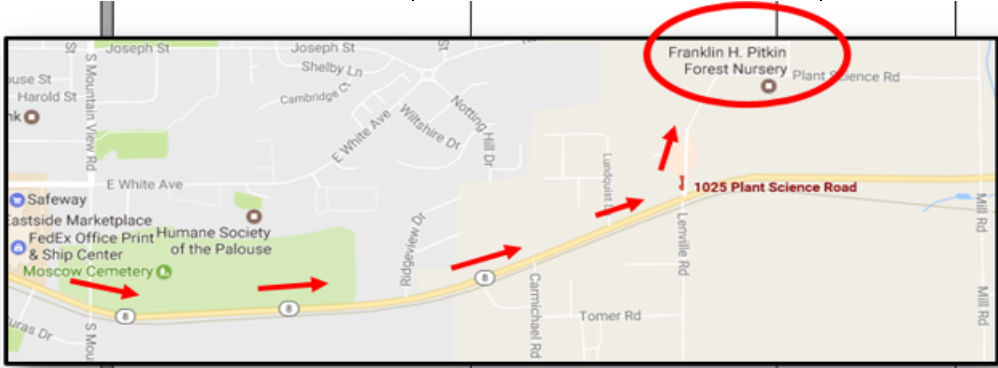
## **UPCOMING EVENTS / MEETINGS**


- 1. Next Tree Commission Meeting: April 7, 2026**
- 2. Arbor Day Seedling Bagging: April 16 at 3:30 at the Pitkin Nursery**

**ADJOURN** The meeting was adjourned at 5:30 PM



**Moscow Tree Commission  
Arbor Day - 2026, Friday, April 24  
Activity Check List**

Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?								
<b>MAYOR AND PROCLAMATION</b>	<i>Get on Mayor's calendar asap for his/her attendance at the Arbor Day event: Invite PRC (done), BCUSA, HPSC</i>	Contact Laurie Hopkins 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.	E 2/24								
	<i>Once determined, contact Laurie Hopkins with final time and location for event</i>	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.									
	<i>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>	April 6, 2026 City Council Meeting	David S.	Done								
Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?								
<b>TREE SEEDLING BAGGING</b>	<i>Contact Research Nursery (208.885.3888) about using facility and their bags, and confirm date and time of bagging.</i>	<b>04/16 3:30 to 4:30</b> Location is greenhouse Forest Research Nursery, 1025 Plant Science Road, Moscow	David S.	Yes								
												
<b>TREE SEEDLING BAGGING</b>	<i>Confirm those members that can help with bagging</i>	David Schott, David Rauk, Pam, Mark		Yes								
	<i>Seedlings include:</i>	<table border="1" style="width: 100%;"> <tr> <td>Spring 2026</td> <td>Oceanspray</td> </tr> <tr> <td>Spring 2026</td> <td>Serviceberry</td> </tr> <tr> <td>Spring 2026</td> <td>Red Oak</td> </tr> <tr> <td>Spring 2026</td> <td>Catalpa</td> </tr> </table>	Spring 2026	Oceanspray	Spring 2026	Serviceberry	Spring 2026	Red Oak	Spring 2026	Catalpa		
Spring 2026	Oceanspray											
Spring 2026	Serviceberry											
Spring 2026	Red Oak											
Spring 2026	Catalpa											
	<i>Write and make copies of seedling planting/care flyers. Work with Parks and Rec. office to print copies?</i>		Pam B.									
Activity	Task	Plan - Update	Commission member(s) or staff assigned	Completed ?								
<b>OFFICIAL CEREMONY – TREE PLANTING</b>	<i>Determine date of ceremony</i>	<b>Friday, April 24</b>	David S.	Done								

	<i>Determine time of day of ceremony</i>	11:00 - 12:30; ceremony at 11:30	David S.	Done
		UI Student Pollinator Garden: Lot 62 off Stadium Drive 		Done
<b>OFFICIAL CEREMONY – TREE PLANTING</b>	<i>Select specific location for the official tree(s) planting: locates</i>	UI Student Pollinator Garden	David S.	UI
	<i>Determine entertainment/activity for ceremony and those who will participate. Contact group/persons.</i>	City (Mayor), IDL, MTC, BCUSA, HPSC, UI, Society for Conservation Biology, Student Chapter of the American Society of Landscape Architects, Dean of CNR, Sustainability Director		
<b>Activity</b>	<b>Task</b>	<b>Plan - Update</b>	<b>Commission member(s) or staff assigned</b>	<b>Completed ?</b>
	<i>Determine what MTC support material/displays should be used at site. Who brings these items to ceremony?</i>	Seedlings. Jay Sterling Morton poster.	David S.	
	<i>Select tree(s) and deliver to planting site, prepare planting site as needed</i>	Cascara provided by COM parks, UI students prep site	David S	Done
	<i>Develop program, print copies (Parks and Rec. office to help) and deliver to ceremony.</i>		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.	E 2/24 and 4/2
	<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>	Parks: generator, extension cord, podium, sound system	David S.	
	<i>Arrange for photographs of event to be taken</i>	Take digital photos, email to commission members afterwards	All	
<b>PUBLIC RELATIONS -- MARKETING</b>	<i>Send out announcement about Arbor Day to all local media outlets (Newspaper, radio, TV)</i>	Press Release	David S. / Corey O.	
<b>MISCELLANEOUS</b>	<i>Write thank you notes to City Council members, Idaho Dept. of Lands rep., etc.</i>		Ellis	
	<i>Shelter reservation</i>	N/A	David S.	