

MOSCOW TREE COMMISSION



Mark Heinlein
Harvest Park Subcommittee
Chair

Harvest Park Subcommittee
Regular Meeting
~Agenda~

David Schott
Staff Liaison
208.883.7098

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<https://www.ci.moscow.id.us/557/Tree-Commission>

Wednesday
May 13, 2026

3:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of the Harvest Park Subcommittee February 11, 2026, 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 Species List at Harvest Park (ACTION ITEM) – Mark Heinlein

The Harvest Park Subcommittee approved the creation of a temporary on-site propagation bed at their February 11, 2026, meeting but opted to table the creation of a species list for the propagation bed. The subcommittee will discuss the proposed species list below:

Harvest Park Propagation Bed Species List: PROPOSED

Dasiphora fruticosa
Elaeagnus commutata N
Gleditsia tricanthos N
Purshia tridentata N
Pyracantha coccinea
Robinia neomexicana N
Salvia yagii
Sheperdia argentea N
Sorbus aucuparia
Syringa vulgaris
Celtis reticulata
Redstem ceanothus N

Palouse natives

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

4. **Discussion: Harvest Park Booster Station Plantings (ACTION ITEM) – Mark Heinlein**
The subcommittee will discuss plantings around the existing booster station.

PROPOSED ACTIONS: No action, discussion.

REPORTS / UPDATES

1. **3/28/26 Volunteer Event Report - Mark**
2. **Management of Ongoing Projects – All**
 - a. **Sign Policy SOP Outline – Approved February 11, 2026, with Amendments**

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. **August 12, 2026, from 3:00 p.m. to 4:00 p.m.**
2. **November 11, 2026, from 3:00 p.m. to 4:00 p.m.**

ADJOURN

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MOSCOW TREE COMMISSION



Mark Heinlein
Harvest Park Subcommittee
Chair

Harvest Park Subcommittee
Regular Meeting
~Minutes~

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

Wednesday
February 11, 2026

3:00 PM

Mayors Conference Room
206 E 3rd Street

WELCOME AND ATTENDANCE

PRESENT: Mark Heinlein, Suvia Judd, Tim Steury, Pam Brunsfeld
STAFF: David Schott

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.

Tim moved to approve the minutes as presented. Pam seconded.

Roll call vote: Ayes: Tim, Pam, and Mark. Abstain: Suvia. Motion carried.

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 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.

The subcommittee discussed the benefits of onsite propagation. The temporary area will be located near the parking area and be approximately 5' by 10'. It is anticipated volunteers will oversee the propagation bed. The subcommittee approved the creation of a propagation bed but deferred the species list until the next meeting.

Tim moved to approve the creation of a temporary propagation bed. Suvia seconded.
Roll call vote: Ayes: Unanimous. Motion carried.

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.

The subcommittee discussed the merits of the application of the Moscow High School Environmental Club to adopt a planter bed located in Zone 1, I.2. at Harvest Park. Mark will assist in coordinating their efforts and Pam will support with her expertise as needed.

Suvia moved to approve the Harvest Park Donor and Volunteer Application from the Moscow High School Environmental Club to adopt Zone 1: I.2. Tim seconded.
Roll call vote: Ayes: Unanimous. Motion carried.

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.

The subcommittee discussed the current FY2026 budget as reference for the FY2027 budget request. The subcommittee indicated they would like to see parks provide wood chips as available throughout the season. The group also discussed the idea of purchasing organic compost to strategically place to improve soil health. It is anticipated volunteers will spread wood chips and organic compost. The purchase of compost will increase the budget request by \$500 for a total budget request of \$2,500.

Suvia moved to approve the FY2027 budget request of \$2,500. Tim seconded.
Roll call vote: Ayes: Unanimous. Motion carried.

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.

The subcommittee reviewed the draft signage outline provided by staff as a precursor to a signage policy. Overall, the subcommittee was in favor of the draft outline but requested the following elements be added.

- 1.) Identify plants by scientific name.
- 2.) Provide guild names and why plants are together in a guild to mutually benefit each other.
- 3.) History of the food forest and illustrate concepts of a food forest.

Staff will update the draft signage outline and bring it back to the subcommittee as a standing item under “Reports/Updates.”

Tim moved to approve the signage and website outline as amended. Suvia seconded.
Roll call vote: Ayes: Unanimous. Motion carried.

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.

The subcommittee discussed the Chair and vacant Vice Chair positions.

Suvia moved to elect Mark Heinlein as Chair and Pam Brusfeld as Vice Chair. Tim seconded.
Roll call vote: Ayes: Unanimous. Motion carried.

REPORTS / UPDATES

1. **12/13/25 Seed Potting Event – Mark**
Mark provided an update of the potting event at East City Park. There were six MHS Environmental Club students and one master gardener. Approximately 50 pots were completed.
2. **3/28/26 Volunteer Event Update – Mark**
The volunteer event will have plants planted from Mark’s at home propagation area to benefit the dog leg pollinator area and ponderosa pine trees.
3. **Management of Ongoing Projects – All**
The chestnuts planted in the fall will need water to be provided by the existing irrigation. Parks will take the lead on extending irrigation lines.

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ADJOURN

	Department:	Public Works & Services
	SOP Name:	Harvest Park Signage
	SOP Author:	David Schott, Parks and Facility Manager
	Approved by:	Harvest Park Subcommittee
	Date Approved:	Internal Use Only: Approved February 11, 2026

1. Purpose

The purpose of this standard operating procedure (SOP) is to provide guidance on an overall signage strategy at Harvest Park. Once approved by the Harvest Park Subcommittee, this policy will be incorporated as an attachment to the 2022 Harvest Park Management Plan adopted June 27, 2022, through Resolution 2022-18 by Moscow City Council:

<https://www.ci.moscow.id.us/DocumentCenter/View/23945/Harvest-Park-Management-Plan>

This policy will provide an overall signage strategy (on-site and digital) for the park as well as planting areas within the park.

Harvest Park is intended to cultivate a community dedicated to building equitable food systems for all people while being stewards of the land using best management practices and appropriate design with many different influences. Harvest Park can be viewed as a series of management zones with varied management based on accessibility and location. These management zones are intended to be broken down into plant guilds (planting rooms). Each management zone and plant guild (planting room) are envisioned to be adopted for maintenance by volunteers. Donations in time (volunteering) and funding are essential in developing and maintaining each management zone and plant guild (planting room) as Harvest Park develops. Signage will 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.

2. Scope

This SOP applies to Harvest Park and online: <https://www.ci.moscow.id.us/691/Harvest-Park-Moscows-Edible-Forest>

3. Comparables

- National Park Service: <https://www.nps.gov/subjects/hfc/upload/Wayside-Guide-First-Edition.pdf>
 - Ask questions to engage the reader
- U of I Arboretum and Botanical Garden:
 - <https://www.uidaho.edu/recreation/arboretum>
 - <https://content-hub.uidaho.edu/api/public/content/ac1a96a971ef48de8f74d0b053096560?v=9de10cb3>
 - <https://content-hub.uidaho.edu/api/public/content/55a9c707cc9544aeae6130e72d200a6a?v=fe10221b>

4. Overall Park Signage

- Standard park sign: status; complete, temporary location
- Educational:
 - Vision
 - What is Harvest Park, idea behind it
 - History of food forests and the general concept
 - How to be involved, instructions for volunteer/donate (planting rooms and adoption process)
 - Rules (harvest limits, dogs), pesticide use, pollinators
- Directional / park organization / orientation
- Friends of Harvest Park “to do” board, what is ripe (on-site and/or online)

5. Planting Room Signage

- Recognize donor/volunteers for each planting room (on-site and/or digital)
- Plaque for each plant (educational), use scientific name
- Provide guild names and how plants can mutually benefit each other in a symbiotic relationship
- Centralized location: donor wall, giving tree, brick feature

6. Non Planting Room Volunteerism and Donor Recognition

- Memorial tree, benches, park furnishings