

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 22, 2012 Meeting

Page 1

DRAFT

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Wednesday, February 22, 2012, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Vice Chairperson Kyle Horvath
Member Terrill Ozawa
Member Ginanna Shirk
Member Roy Trenoweth

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Tamar Warren, Recording Secretary

NOTE: A recording of these proceedings, the council's agenda materials, and any written comments or documentation provided to the recording secretary are public record. These materials are on file in the Clerk's Office, and available for review during regular business hours.

CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM – Vice Chairperson Horvath called the meeting to order at 5:30 p.m. Roll was called and a quorum was present. Member Brewer was absent as excused.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS – Vice Chairperson Horvath entertained citizen comments; however, none were forthcoming.

1. **ACTION ON APPROVAL OF MINUTES** – Vice Chairperson Horvath introduced the item. **Member Ozawa moved to approve the minutes of the December 7, 2011 meeting. The motion was seconded by Member Shirk. Motion carried 4-0.**

2. **MODIFICATIONS TO THE AGENDA** – There were no modifications to the agenda.

3. **AGENDA ITEMS:**

A. FOR POSSIBLE ACTION REGARDING THE ABSENCE OF ANY COUNCIL MEMBER FROM THIS MEETING. – Member Brewer was absent as excused.

B. FOR POSSIBLE ACTION: REGARDING THE ELECTION OF THE COUNCIL'S CHAIR AND VICE CHAIR FOR 2012. – Vice Chairperson Horvath introduced the item. **Member Shirk moved to elect Vice Chairperson Horvath for the position of Shade Tree Council Chair. The motion was seconded by member Ozawa. Motion carried 4-0. Member Ozawa moved to elect Member Shirk for the position of Shade Tree Council Vice Chair. The motion was seconded by Member Trenoweth. Motion carried 4-0.**

C. DISCUSSION ONLY OF POTENTIAL APPLICANT(S) FOR THE SHADE TREE COUNCIL REGARDING MEMBERSHIP VACANCY AND POSSIBLE APPOINTMENT TO THE SHADE TREE COUNCIL AS A MEMBER. – There were no potential applicants to the Shade Tree Council.

D. FOR POSSIBLE ACTION BY THE COUNCIL TO RECOMMEND TO THE CARSON CITY BOARD OF SUPERVISORS THE APPLICANT(S) FOR MEMBERSHIP TO THE SHADE TREE COUNCIL. – There were no applicants for recommendation to the Board of Supervisors.

E. FOR POSSIBLE ACTION: REGARDING THE COUNCIL'S LIAISON DUTIES FOR 2012. (5:46:51) – Chairperson Horvath introduced the item and asked the Commission members to select the organizations with which they would like to liaise and submit their selections to him.

F. FOR POSSIBLE ACTION: REGARDING THE 2012 ARBOR DAY CELEBRATION IN CARSON CITY. (5:49:39) – Chairperson Horvath introduced the item and explained that Arbor would be held on April 27, 2012.

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 22, 2012 Meeting

Page 2

DRAFT

Mr. Moellendorf suggested planting a broad-leaf tree, and recommended the newly-expanded Carson River Park as a potential location for the Arbor Day Celebration. **Vice Chairperson Shirk moved to approve Carson River Park as a potential location for the Arbor Day Celebration. The motion was seconded by Member Ozawa. Motion carried 4-0. Member Ozawa moved to approve the allocation of \$300 for the purchase of a broad-leaf tree to plant during the Arbor Day Celebration on April 27, 2012. The motion was seconded by Member Trenoweth. Motion carried 4-0.** Chairperson Horvath solicited nominations for the George Washington Ferris award. Member Ozawa suggested Southwest Gas Corporation, Chairperson Horvath suggested several corporations on Arrowhead Road, and Mr. Moellendorf presented the following Staff recommendations: Tom Henderson of Healthy Trees; Jed Block for planting 15 street trees in addition to maintaining many trees on his personal property; Mike Tanchek, a Carson City attorney who has funded the George Washington Ferris award plaques each year; Susan Stead of the Nevada Division of Forestry, who will be retiring. **Vice Chairperson Shirk moved to award the George Washington Ferris award for 2012 to Susan Stead. The motion was seconded by Member Ozawa. Motion carried 5-0.** Chairperson Horvath suggested preparing a short biography of Ms. Stead. Member Trenoweth offered to gather the information from the State Forester. Vice Chairperson Shirk agreed to invite Smokey the Bear to the event. Mr. Moellendorf stated that Staff would be responsible for sending the invitations to the officials, bringing the "golden shovels", and the photography.

G. FOR POSSIBLE ACTION: REGARDING THE 2012 "DISNEY DONATE A TREE SEEDLING TO SCHOOLS PROGRAM." (6:02:17) – Vice Chairperson Horvath introduced the item and explained that this grant program, which has an April 15, 2011 deadline, offered 50 bare-root saplings to the schools for planting, provided the school registered and provided their non-profit status information. Vice Chairperson Shirk offered to contact the School District as their liaison. **Member Ozawa moved to appoint Vice Chairperson Shirk to coordinate with the Carson City School District the 2012 "Disney Donate a Tree Seedling to Schools Program". The motion was seconded by Member Trenoweth. Motion carried 4-0.**

H. FOR POSSIBLE ACTION: REGARDING A TREE INVENTORY OF CARSON CITY'S URBAN FOREST. (6:06:30) – It was agreed to pursue this agenda item after the budget review.

I. FOR POSSIBLE ACTION: REGARDING THE COUNCIL'S WEB PAGES ON CARSON CITY'S WEB SITE. (6:07:02) – Chairperson Horvath introduced the item and announced that John Wilkinson, Carson City Information Technology Director, will tutor one Commission member on the updating and continued maintenance of the website. Chairperson Horvath volunteered to be the one updating the site. **Member Ozawa moved to appoint Chairperson Horvath as the web page tutee by the Carson City IT department for the web page maintenance program. The motion was seconded by Member Trenoweth. Motion carried 4-0.**

J. FOR POSSIBLE ACTION: REGARDING THE COUNCIL SPONSORING A BOOTH AT COMMUNITY EVENTS SUCH AS THE FARMERS MARKET ON 3RD STREET AND THE GREENHOUSE GARDEN CENTER'S CUSTOMER APPRECIATION DAY. (6:08:41) – Chairperson Horvath introduced the item. Member Ozawa received confirmation that this item was budget dependent. Chairperson Horvath suggested discussing community interaction and education during the upcoming goal-setting session. **Vice Chairperson Shirk moved to remove this item from the agenda. The motion was seconded by Member Ozawa. Motion carried 4-0.**

K. FOR POSSIBLE ACTION: REGARDING THE DONATION OF TREES TO THE COMMUNITY GREENHOUSE PROJECT AND THE VICTIMS OF THE IHOP SHOOTING. (6:11:20) – Chairperson Horvath introduced the item and noted that past Chairperson Kever had been in contact with IHOP but had not heard back from them. It was agreed to keep this item on the agenda and also discuss it during the upcoming goal-setting session. **Member Ozawa moved to place this agenda item on the upcoming goal-setting meeting agenda. The Motion was seconded by Member Trenoweth. Motion carried 4-0.**

4. NON-ACTION ITEMS

ANNOUNCEMENT REGARDING THE "WASHOE COUNTY TREE CANOPY PRESENTATION". (6:13:45) – Chairperson Horvath introduced the item. Mr. Moellendorf referred to an invitation, which was included in

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 22, 2012 Meeting

Page 3

DRAFT

the packets and incorporated into the record, from Roderick Haulenbeek of the Nevada Department of Forestry Urban Forestry Program to attend the Washoe County Urban Tree Canopy Study Presentation on March 5, 2012, 9:30 -11:00 a.m. He also noted that he and Vice Chairperson Shirk would be attending.

STATUS REPORTS AND COMMENTS FROM STAFF – Previously discussed.

MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (6:16:08) – Member Ozawa noted that she had noticed a poster of the movie the Lorax at IHOP, announcing that a percentage of profits would be donated to the planting of trees. She agreed to do further research and report back at the next meeting.

5. FUTURE AGENDA ITEMS (6:17:15) – Chairperson Horvath requested having a budget and goal setting session prior to Arbor Day. Mr. Moellendorf agreed to have his office set it up. Discussion ensued regarding the Arbor Day Celebration duties and requirements.

Planning for the Fall Tree Care Seminar 2012
The Art Tree Project
Tree Initiative
Shade Tree Council budget monitoring

6. CITIZEN COMMENTS (6:24:25) – Vice Chairperson Horvath entertained Citizen Comments; however, none were forthcoming.

7. ACTION ON ADJOURNMENT (6:24:35) – Vice Chairperson Horvath entertained a motion for adjournment. **Member Ozawa moved to adjourn. The motion was seconded by Member Trenoweth. Motion carried 4-0. The meeting was adjourned at 6:25 p.m.**

The Minutes of the February 22, 2012 Carson City Shade Tree Council meeting are so approved this 4th day of April, 2012.

KYLE HORVATH, Chair

CARSON CITY SHADE TREE COUNCIL
Minutes of the March 20, 2012 Meeting

Page 1

DRAFT

A Special meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Wednesday, March 20, 2012, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Kyle Horvath
Vice Chairperson Gianna Shirk
Member Terrill Ozawa
Member Roy Trenoweth

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Tamar Warren, Recording Secretary

NOTE: A recording of these proceedings, the council's agenda materials, and any written comments or documentation provided to the recording secretary are public record. These materials are on file in the Clerk's Office, and available for review during regular business hours.

CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM (5:32:51) – Chairperson Horvath called the meeting to order at 5:32 p.m. Roll was called and a quorum was present. Member Brewer was absent as excused.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:33:14) – Chairperson Horvath entertained citizen comments; however, none were forthcoming.

1. **ACTION ON APPROVAL OF MINUTES (5:33:34)** – There were no minutes to approve.
2. **MODIFICATIONS TO THE AGENDA (5:33:50)** – There were no modifications to the agenda.

(5:34:03) – Chairperson Horvath introduced Ray Saliga, manager of the Greenhouse Project at Carson High School, who had expressed interest in becoming a Shade Tree Council member, and invited him to participate. Mr. Moellendorf explained that Mr. Saliga's candidacy would be discussed in the April meeting as an agendized item.

3. AGENDA ITEMS:

A. FOR POSSIBLE ACTION REGARDING THE SHADE TREE COUNCIL'S GOALS AND OBJECTIVES FOR 2012/13. (5:35:30) – Chairperson Horvath introduced the item. Mr. Moellendorf presented an overview of the goal-setting process, the previous Shade Tree Council goals, the purpose and the membership of the Council per the Carson City Municipal Code, the traditional Council activities list and budget, and several possible goals, all of which are incorporated into the record. Mr. Moellendorf also noted that the goals must be approved by the Board of Supervisors. Member Ozawa wished to educate the public on the proper pruning of trees to prevent diseases. Chairperson Horvath indicated that many of the past goals had been accomplished and gave examples such as the list compiled by Member Brewer identifying the certified arborists in Carson City, and noted that the goal to improve communications with the Board of Supervisors had not been accomplished. He suggested a "rebranding" of the Council, having open conversations with other groups, updating the web site, raising funds and awareness, and engaging the students. Discussion ensued regarding the creation of "a web and print liaison", and providing business cards to Council members to be used during public interactions. The discussion also included the Fall Tree Seminar, the Arbor Day Celebration, fund raising, landscape standards, the Landmark Tree Program, and the Street Tree Program.

(6:31:16) – Chairperson Horvath summarized the discussion by outlining the possible goals listed below:

1. Pursue added grant and fund raising opportunities
2. Improve the quality of the Fall Tree Care Seminar and make it profitable
3. Improve the Arbor Day Celebration by creating more community involvement
4. Assess the current Street Tree Program and recommend improvements
5. Evaluate the Landmark Tree Program and determine whether to continue pursuing it

**CARSON CITY SHADE TREE COUNCIL
Minutes of the March 20, 2012 Meeting**

Page 2

DRAFT

6. Create liaisons within the Council for the following functions, with the knowledge of the chair:

- Communication and website
- Grant writing and fundraising
- Education
- City liaison and public relations

Mr. Moellendorf offered to “wordsmith” these goals by the next Shade Tree Council meeting for final approval. **Member Ozawa moved to approve the finalized goals at the next Council meeting. The motion was seconded by Member Trenoweth. Motion carried 4-0.**

4. NON-ACTION ITEMS

STATUS REPORTS AND COMMENTS FROM STAFF

MEMBERS’ ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

5. CITIZEN COMMENTS (6:33:55) – Chairperson Horvath entertained Citizen Comments; however, none were forthcoming.

6. ACTION ON ADJOURNMENT (6:33:58) – Chairperson Horvath entertained a motion for adjournment. **Member Ozawa moved to adjourn. The motion was seconded by Member Trenoweth. The meeting was adjourned at 6:34 p.m.**

The Minutes of the March 20, 2012 Carson City Shade Tree Council special meeting are so approved this 4th day of April, 2012.

KYLE HORVATH, Chair