

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the December 5, 2012 Meeting**

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**DRAFT**

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Wednesday, December 5, 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 Ray Saliga  
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 (5:30:13)** – Chairperson Horvath called the meeting to order at 5:33 p.m. Roll was called and a quorum was present. Member Brewer was absent.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:30:35)** – Chairperson Horvath entertained citizen comments. David Howlett, Urban and Community Forestry Program Coordinator, announced that the Urban Inventory Funding through the Western Competitive Grant they had applied for had a high ranking, even though it had not yet been awarded. He also delivered an application to the Council and to Mr. Moellendorf. Mr. Howlett stated that they were working on another grant to have UNLV and UNR students create a software application for an inventory database, preferably to use with Smartphones.

**1. ACTION ON APPROVAL OF MINUTES (5:32:27)** – Chairperson Horvath introduced the item. **Member Ozawa moved to approve the minutes of the August 1 and October 3, 2012 meetings. The motion was seconded by Vice Chairperson Shirk. Motion carried 5-0.**

**2. MODIFICATIONS TO THE AGENDA (5:33:50)** – Mr. Moellendorf requested discussing agenda item D prior to agenda item B.

**3. MEETING ITEMS:**

**A. FOR POSSIBLE ACTION REGARDING THE ABSENCE OF ANY COUNCIL MEMBER FROM THIS MEETING. (5:34:50)** – Member Brewer was absent as excused.

**B. FOR DISCUSSION ONLY: REVIEW AND ANALYSIS OF THE 2012 FALL TREE CARE SEMINAR ON THE FOLLOWING POINTS: SPEAKERS' TOPICS, CATERING OVERALL IMPRESSION, OVERALL COST, SUGGESTIONS FOR NEXT YEAR, GATHER PICTURES AND MATERIALS FOR THE TREE CITY USA AWARD. (5:39:40)** – Chairperson Horvath introduced the item. Member Saliga noted that the content could be expanded to a larger audience. Mr. Moellendorf clarified that the seminars have been geared toward tree care professionals, but agreed that some could be interesting to the general public as well. He also expressed disappointment in the low turnout, but understood that many companies had cut back on seminar expenses. Member Saliga suggested making it a Cooperative Extension workshop as well. Discussion ensued regarding weekday versus Saturday seminars. Mr. Moellendorf suggested making the preferred day part of the survey. Vice Chairperson Shirk suggested using the water bill as a promotion vehicle. Mr. Moellendorf noted that the lunch catered by the High School Culinary Program was exceptional and Chairperson Horvath stated that many attendees had preferred the hands-on aspect of the seminar. Mr. Moellendorf suggested having a knot-tying hands-on class in the future. Member Ozawa noted that the comments from the audience were very positive. Chairperson Horvath entertained citizen comments; however, none were forthcoming.

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**C. FOR DISCUSSION ONLY: FUNDRAISING OPPORTUNITIES, NOT JUST FOR INVENTORY PROJECT, BUT ALSO FOR INCREASING THE SHADE TREE COUNCIL'S BUDGET.** (5:53:17) – Chairperson Horvath introduced the item. Vice Chairperson Shirk suggested having seminars for the general public. Planting, pruning and other trimming ideas were discussed. Other ideas such as having a half-day seminar prior to the Arbor Day event and a silent auction were discussed. Another suggestion was to have a corporate sponsor for the Fall Tree Care Seminar. Chairperson Horvath entertained citizen comments; however, none were forthcoming.

**D. FOR DISCUSSION ONLY: WEB PAGE AND ANALYZE PROPOSED OUTLINE FOR NEW WEBSITE.** (4:35:52) – Chairperson Horvath introduced the item. John Wilkinson, Carson City IT Director, introduced himself. Chairperson Horvath summarized the Council's previous activities regarding the website and informed Mr. Wilkinson of an outline they had developed. He also wished to see the current information organized differently, and in a more easy-to-read and user-friendly fashion. Mr. Wilkinson explained that his department would do the work; however, the content and the links would have to be provided by the Council. It was agreed that Chairperson Horvath would provide pictures and other information as needed to Mr. Wilkinson. Member Saliga received confirmation that he could upload photos as needed, and Mr. Wilkinson agreed to provide his staff's contact information. Chairperson Horvath entertained citizen comments; however, none were forthcoming.

**E. FOR DISCUSSION ONLY: DISCUSS THE CURRENT STREET TREE PROGRAM AND SUGGEST WAYS TO IMPROVE THE PROGRAM IN REGARDS TO ANALYZING CURRENT EXPENSES OF THE PROGRAM, INCREASE TREE OPTIONS, AND SUGGEST A TRACKING/REGISTRATION SYSTEM.** (6:02:03) – Chairperson Horvath introduced the item. Mr. Moellendorf noted that this program had been put on hold several years ago when, due to budget cuts, the contractual arborist position had been eliminated. He also described the process of how the arborist would help a homeowner select a tree, the homeowner would purchase the tree, and the City would plant it. Mr. Moellendorf noted that very limited funds are left in that line item, and since the program is no longer available, the funds were used to plant trees in highly visible areas in the City. Mr. Moellendorf believed that the program struggled due to lack of publicity. Member Ozawa suggested soliciting the assistance of the Chamber of Commerce to help "get the word out". Chairperson Horvath entertained citizen comments; however, none were forthcoming.

**F. REPORTS ONLY – NO DISCUSSION AMONG MEMBERS OR WITH STAFF WILL TAKE PLACE ON THESE ITEMS.**

**STATUS REPORTS AND COMMENTS FROM STAFF**

**MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (6:08:30) – Chairperson Horvath introduced the item. Member Ozawa noted that she had donated four trees to the "Orchard Project". Vice Chairperson Shirk reminded the Council that there were only two meetings until Arbor Day, and suggested receiving periodic communication from the Chair, without any responses from the Members, in order not to violate the Open Meeting Law. She also announced that she might not be present at Arbor Day as she had joined the U.S. Navy Reserves and would be gone for six months.

**4. FUTURE AGENDA ITEMS** (6:09:50) – Previously discussed.

**5. CITIZEN COMMENTS** (6:10:21) – Chairperson Horvath entertained public comments; however, none were forthcoming.

**6. ACTION ON ADJOURNMENT** (6:11:02) – Chairperson Horvath entertained a motion for adjournment. **Member Ozawa moved to adjourn. The motion was seconded by Vice Chairperson Shirk. The meeting was adjourned at 6:11 p.m.**

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The Minutes of the December 5, 2012 Carson City Shade Tree Council meeting are so approved this 25<sup>th</sup> day of March 2013.

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KYLE HORVATH, Chair

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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Wednesday, February 6, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Kyle Horvath  
Member Carol Brewer  
Member Terrill Ozawa  
Member Ray Saliga  
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 (5:33:06)** – Chairperson Horvath called the meeting to order at 5:33 p.m. A quorum was present. Vice Chairperson Shirk was absent as excused.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:33:40)** – Chairperson Horvath entertained citizen comments; however, none were forthcoming.

1. **ACTION ON APPROVAL OF MINUTES (5:33:54)** – There were no minutes to approve.

2. **MODIFICATIONS TO THE AGENDA (5:33:56)** – There were no modifications to the agenda.

3. **MEETING ITEMS:**

**A. FOR POSSIBLE ACTION REGARDING THE ABSENCE OF ANY COUNCIL MEMBER FROM THIS MEETING. (5:34:06)** – Vice Chairperson Shirk was absent as excused.

4. **NON-ACTION ITEMS**

**A. UPDATE ON THE SHADE TREE COUNCIL WEBSITE (5:34:33)** – Chairperson Horvath introduced the item. Mr. Moellendorf indicated that the project had been assigned a “job ticket”; however, the City would be revamping its website first, and once that project was completed, a training event would be held on February 17, 2013 to which Chairperson Horvath had been invited. Chairperson Horvath entertained citizen comments; however, none were forthcoming.

**B. UPDATE ON THE TREE INVENTORY GRANT APPLICATION WITH NEVADA DIVISION OF FORESTRY (5:36:10)** – Chairperson Horvath introduced the item. Mr. Moellendorf indicated that although the application was fairly simple, he had requested an application from the City of Elko, which had been successful, for reference. He also noted that he had met with David Howlett and Rod Haulenbeek of the Nevada Division of Forestry, and together they estimated that around 5,000 trees would be inventoried, at a cost of \$18,350. Mr. Moellendorf indicated that the grant would require a 50/50 match from the City, hoping to minimize the cash match by using services such as volunteer hours. He also cautioned that the amount may change depending on whether a software purchase would be required. Mr. Moellendorf wished to submit the application for the “spring round” in order to consult with the Department of Public Works first. He also suggested that volunteer hours be reported as quickly as possible. Chairperson Horvath entertained citizen comments; however, none were forthcoming.

**C. UPDATE ON THE FINAL FINANCIAL REPORT FOR THE 2012 FALL TREE CARE MAINTENANCE WORKSHOP (5:40:32)** – Chairperson Horvath introduced the item. Mr. Moellendorf stated that one

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of the Council's goals had been making the Fall Tree Care Seminar profitable, noting the \$910 revenue and the \$715.18 in expenses, resulting in a small profit. He also explained that not having to pay speakers' expenses had contributed to the profit. It was noted that the lunch invoice had not been received yet. Chairperson Horvath entertained citizen comments; however, none were forthcoming.

**D. DISCUSSION ONLY REGARDING THE BOARD OF SUPERVISORS' "POLICIES AND PROCEDURES FOR BOARDS, COMMITTEES, AND COMMISSIONS."** (5:45:40) – Chairperson Horvath introduced the item. Mr. Moellendorf referred to the Carson City, Nevada Boards, Committees, and Commissions Policies and Procedures, incorporated into the record, and approved by the Board of Supervisors on September 5, 2012. He gave background and an overview of the contents, highlighting several pertinent policies. He discussed policies such as: conflicts of interest, limits on length of time served on a committee, individuals serving on more than one committee, adherence to the Open Meeting Law, lobbying on behalf of a committee, and communication as part of public record. In the form of public comment, Dane Doyle, Carson City resident, introduced himself and noted that he made free walking sticks for "people that need them". Mr. Doyle clarified that "all types of communication" was indicated as public record, and cautioned that the rules went beyond e-mail. Mr. Moellendorf also reminded the Council that when called upon to testify in front of the Board of Supervisors, a member must always convey the Commission's position and not his or her personal opinion, unless specifically asked for a personal opinion. He also elaborated on the process of approving changes to the by-laws, and clarified that chairpersons would now serve for two consecutive terms only. Chairperson Horvath entertained additional citizen comments; however, none were forthcoming.

**E. REPORTS ONLY – NO DISCUSSION AMONG MEMBERS OR WITH STAFF WILL TAKE PLACE ON THESE ITEMS.**

**STATUS REPORTS AND COMMENTS FROM STAFF**

**MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (6:07:36) – Chairperson Horvath noted that Arbor Day was nearing and suggested that members send their suggestions for locations and types of trees to be planted to the Parks and Recreations Department for compilation. Member Saliga suggested combining the event with a middle school activity. Mr. Moellendorf cautioned against discussion at this time, and suggested that Member Saliga forward this idea to him. He also asked the members to e-mail him and Chairperson Horvath ideas for the George Washington Ferris Award. Chairperson Horvath entertained citizen comments; however, none were forthcoming.

**5. FUTURE AGENDA ITEMS** (6:11:07) – Chairperson Horvath introduced the item and noted the following future agenda items.

**PUBLIC RELATIONS EFFORT TO RECRUIT ADDITIONAL MEMBERS TO THE COUNCIL  
TREE INVENTORY GRANT**

**6. CITIZEN COMMENTS** (6:12:30) – Chairperson Horvath entertained public comments. Mr. Doyle explained that he was an avid walker and wished to know how it was determined "to take down a 150-year-old tree" on the "old hospital" property. He also clarified that he had contacted the Carson Tahoe Health CEO's office but had not been successful in obtaining an answer. Mr. Doyle called it a travesty and noted that the fallen tree had this year's growth and green buds on it. Mr. Moellendorf stated that he would like to see the tree in question, and to find out whether this was a private-property removal or whether the City was involved. In response to Mr. Doyle's question, Mr. Moellendorf indicated that the Shade Tree Council had a vacancy and that Mr. Doyle could apply to be on the Council by contacting the City Manager's Office, adding that the Board of Supervisors would conduct an interview and select a member. In response to Chairperson Horvath's question, Mr. Moellendorf clarified that all appointees must now be interviewed by the Board of Supervisors.

**7. ACTION ON ADJOURNMENT** (6:21:01) – Chairperson Horvath entertained a motion for adjournment. **Member**

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**Ozawa moved to adjourn. The motion was seconded by Member Saliga. The meeting was adjourned at 6:22 p.m.**

The Minutes of the February 6, 2013 Carson City Shade Tree Council meeting are so approved this 25<sup>th</sup> day of March, 2013.

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KYLE HORVATH, Chair