

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the November 18, 2004 Meeting**  
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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, November 18, 2004 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

**PRESENT:** Chairperson Jean Bondiett  
Vice Chairperson Carol Roberts  
Carole Brewer  
Lee-Ann Keever  
Terrill Ozawa  
Robert Ruffridge  
Roy Trenoweth

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Vern Krahm, Park Planner  
Kathleen King, Recording Secretary

**NOTE:** A tape recording of these proceedings is on file in the Clerk-Recorder's Office, and is available for review during regular business hours.

**CALL TO ORDER AND ROLL CALL** (1-0007) - Chairperson Bondiett called the meeting to order at 5:30 p.m. Roll was called; a quorum was present.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS** (1-0013) - None.

**1. ACTION ON APPROVAL OF MINUTES - October 28, 2004** (1-0023) - Member Ruffridge moved to approve the minutes. Member Ozawa seconded the motion. Motion carried 7-0.

**2. CHANGES TO THE AGENDA** (1-0030) - None.

**3. AGENDA ITEMS:**

**3-A. REVIEW OF THE NOVEMBER 10, 2004 FALL TREE CARE SEMINAR** (1-0048) - Chairperson Bondiett expressed appreciation to Vice Chairperson Roberts for compiling the seminar evaluation responses. Vice Chairperson Roberts provided an overview of the Results of the Annual Tree Care Seminar Evaluation which was included in the agenda materials. She recommended further delineating the "private citizen" section of the seminar evaluation, and discussion took place with regard to the same. Member Ruffridge suggested allowing for more specificity from the "public employees" as well. Member Trenoweth expressed appreciation for the responses provided regarding future seminar topics and the contact information provided for suggested future speakers. Vice Chairperson Roberts suggested that the Council members each provide a seminar evaluation which could be incorporated into the evaluation responses. She further suggested deciding on a theme for next year's seminar while in the process of evaluating this year's seminar. Member Ruffridge agreed, and commented that now is the time to capture the Council members' ideas and input in preparation for next year's seminar. Member Trenoweth advised of favorable comments on the lunch. Member Ozawa advised of favorable comments on the C-Scape Garden Tour.

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Chairperson Bondiett provided a newspaper article to Mr. Krahn. Member Keever advised that each of the local papers received an identical press release. Chairperson Bondiett expressed concern with regard to the afternoon speakers running short on their presentation time in light of the CEU credits being awarded. She discussed the importance of ensuring that seminar speakers are well-versed in their chosen topic and prepared to speak for the specified length of time. Member Ruffridge suggested insisting that the seminar speakers provide a summary of talking points in advance of the seminar. Mr. Krahn and Member Brewer discussed the possibility of broadcasting live or taping next year's seminar via CAT-10. Mr. Krahn discussed the possibility of inviting certain speakers from out of the area, and suggested that the arrangements would need to be made in the summer. Member Trenoweth advised that speakers from the U.S. Forest Service, Bureau of Land Management, and U.S. Fish and Wildlife Service are provided per diem for expenses associated with speaking at a seminar.

In response to a question, Mr. Krahn advised that an accounting for the seminar would be provided at the next meeting. He acknowledged that Parks and Recreation Department employees are not charged a registration fee to attend the seminar. Chairperson Bondiett reviewed, and discussion took place regarding, the recommendations included in the evaluation results. Member Trenoweth acknowledged that several attendees paid at the door. Member Brewer commented that the food was wonderful, and suggested using Comma Coffee catering services again. Mr. Krahn acknowledged that June Joplin provided an invoice for the catering service. Discussion took place regarding the "Name the Tree" contest, and Chairperson Bondiett advised of a suggestion to use a multiple choice format. Vice Chairperson Roberts commented that it would be nice to base next year's contest on the Mills Park Arboretum trees. Member Ozawa commended Vice Chairperson Roberts on presentation of the contest.

Vice Chairperson Roberts advised that both Ed Bath and Jeff Knight were recommended as speakers in previous years' evaluations. She reiterated the importance of discussing next year's seminar in the near future. She suggested developing stated objectives for the seminar, and including in the evaluation an indication of whether or not they were met. She further suggested including a rating scale for each speaker. Member Ozawa suggested a topic for next year's seminar, "Hedging Your Bets: Why You Should Choose Drought Tolerant Trees." Mr. Krahn suggested identifying a speaker with the expertise to speak on such a topic. Consensus of the Council was to agendize discussion of the Tree Care Seminar in January or February 2005.

**3-B. DISCUSSION ONLY REGARDING UPCOMING MEMBERSHIP VACANCIES ON THE SHADE TREE COUNCIL (1-0669)** - Members Brewer, Ozawa, and Trenoweth each advised of their intention to reapply. Mr. Krahn reviewed the announcement included in the agenda materials. In response to a question, he advised that each applicant will have to be interviewed by the Council. He requested input from the Council members with regard to a special Council meeting in December, and discussion took place with regard to the same. (1-0780) Consensus of the Council was to schedule the special meeting for Thursday, December 9<sup>th</sup>. Member Brewer advised of a conflict, and Chairperson Bondiett suggested that she submit written responses to the standard interview questions. Mr. Krahn advised that the applicant interviews would be agendized, together with action to provide a recommendation to the Board of Supervisors.

**3-C. ACTION REGARDING NEVADA SHADE TREE WEEK (1-0849)** - Vice Chairperson Roberts provided background information on Nevada Shade Tree Week, and advised that it is usually scheduled either the week prior to or the week following Nevada Day. She suggested the reason for the Council never having scheduled an event is due to the heavy involvement of Parks Department staff in Nevada Day preparations. She further suggested requesting Parks Department staff to plant a tree well in

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advance, and then scheduling a ceremony during Nevada Shade Tree Week which would only require the Council members' participation. Discussion took place with regard to the same, and Mr. Krahn suggested hiring a landscape contractor to plant the tree. Chairperson Bondiett suggested agendizing further discussion for the August Council meeting. In response to a question, Vice Chairperson Roberts explained the reason for scheduling Nevada Shade Tree Week in the autumn. She read a press release into the record. No formal action was taken.

**3-D. ACTION REGARDING THE SHADE TREE COUNCIL'S RECOMMENDED TREE SPECIES LIST (1-1020)** - Vice Chairperson Roberts provided an overview of the list included in the agenda materials. Discussion took place regarding the target audience and the purpose of the tree species list in relation to the format. Mr. Moellendorf expressed support for the matrix format, but suggested using "x's" to indicate the locations in which certain trees would be suitable rather than using a rating system. He commented that the rating system is too subjective, and that it may have the unintentional result of creating a monoculture. In response to a question, Vice Chairperson Roberts related Urban Forester Consultant Molly Sinnott's comments with regard to the format.

Chairperson Bondiett suggested ensuring that the tree species approved for the Street Tree Program are included in the list. Discussion took place with regard to indicating suitability for parking lot landscape. Chairperson Bondiett suggested including the trees which are disallowed by City ordinance. Mr. Krahn suggested including the Parks Department standard tree planting detail as an additional recommendation for users of the list. Chairperson Bondiett suggested including the City's web address. Discussion took place with regard to enforcement. Chairperson Bondiett expressed support for formatting the list on one, two-sided page, and discussion followed. Mr. Krahn requested the Council members to be prepared to approve a final draft at the January meeting. Vice Chairperson Roberts discussed the process involved in developing and revising the list. She advised of previous discussions with regard to soliciting public input on the list prior to its publication. Mr. Krahn suggested that University of Nevada Cooperative Extension Educator JoAnne Skelly could review the draft list. Discussion ensued, and consensus of the Council was to publish the list and allow public comment at future Council meetings. No formal action was taken.

**4. NON-ACTION ITEMS:**

**STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-0036)** - In response to a question, Mr. Krahn explained the reason the Boards, Commissions, and Committees Audit Report was included in the agenda materials. (1-1657) Member Brewer requested the Council members to turn in their volunteer hours. She advised of having compiled the hours to date, and that she would include the additional hours. Vice Chairperson Roberts advised that she is awaiting a response to a written inquiry from the Community Council on Youth with regard to their "Youth at the Table Program." Member Ozawa circulated photographs of the Tree Care Seminar, and advised that they would be provided to Mr. Krahn. Mr. Krahn and the Council members commended Member Ozawa on the quality of the photographs.

In response to a question, Mr. Krahn advised that Internal Auditor Steve Wolkomir had resigned. Discussion took place regarding the difficulty of navigating the Boards, Commissions, and Committees Audit Report, and Mr. Krahn provided a brief overview of the same. He advised of Mr. Wolkomir's compliments on the Council's operations. Chairperson Bondiett advised that Mr. Wolkomir was impressed with the Council "earning its own spending money." Mr. Krahn advised that staff will keep the Council apprised of any potential changes.

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Chairperson Bondiett advised of receiving a message earlier in the day, from Forestry Staff Specialist Susan Stead, with regard to a monetary donation for a tree. In response to a question, Mr. Krahn provided background information on the proposed donation. Chairperson Bondiett advised she would provide an updated report at the December 9<sup>th</sup> meeting after speaking directly with Ms. Stead. Mr. Moellendorf discussed the importance of tree survivability in park settings. Chairperson Bondiett commended the Council members on their teamwork during the Tree Care Seminar.

**LIAISON REPORT FROM NEVADA SHADE TREE COUNCIL MEMBERS** (1-1999) - Vice Chairperson Roberts discussed her first Nevada Shade Tree Council meeting. She displayed the *Nevada Big Tree Register*, and advised that anyone can submit a nomination. She provided background information on the *National Register of Famous and Historic Trees*, and advised that the Genoa "hanging tree" will be nominated, together with the "shoe tree." She suggested agendizing discussion with regard to publicizing nominations for both registers.

Vice Chairperson Roberts reviewed an article regarding Mayors for Shade Tree Plantings, and advised that Carson City had not been represented. She discussed the method by which the program had been publicized, and advised that neither the Council nor the Parks and Recreation Department were notified. She provided an overview of the Nevada Division of Forestry annual plan. She advised that a Nevada Division of Forestry grant funding report was distributed at the Council meeting, and that Carson City has received approximately \$71,000 in grant funding since 1992. She reviewed the amounts granted to Clark and Washoe Counties, as well. She advised that grant funding allocated to the Nevada Division of Forestry correlates with the number of Tree Cities in the State. NDF staff is pushing for some of the smaller counties to form Shade Tree Councils. Mr. Krahn suggested inviting Nevada Shade Tree Council members from other counties to attend meetings of this Council.

Vice Chairperson Roberts advised that the Reno Shade Tree Council is interested in interacting with this Council. She further advised that the Reno Shade Tree Council's annual seminar is scheduled in January, and that the Urban Forester had requested permission to use this Council's Fall Tree Care Seminar mailing list. Discussion took place with regard to the same, and with regard to reimbursing the registration fee of any Council member who wishes to attend the Reno Shade Tree Council's seminar. (1-2273) Chairperson Bondiett suggested using Nevada Shade Tree Week and Nevada Day as a forum to encourage rural counties to form Shade Tree Councils.

**STATUS REPORTS AND COMMENTS FROM STAFF** (1-2285) - Mr. Krahn reported on a brief conversation with Open Space Manager Juan Guzman with regard to planting cottonwoods on City properties with riparian characteristics. He advised that this matter may be agendized for discussion and possible action at a future meeting.

Mr. Moellendorf expressed appreciation for the Fall Tree Care Seminar, and commented on the Arboretum Tour on the way to and from the C-Scape Garden. He expressed the opinion that the seminar "is a great service to the City."

**FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS** (1-0745) - Chairperson Bondiett suggested agendizing the Tree City USA Growth Award application for the December 9<sup>th</sup> meeting, and discussion took place with regard to the same. (1-2263) Chairperson Bondiett requested Mr. Krahn to agendize action to reimburse registration fees for any Council member who wishes to attend the Reno Shade Tree Council's annual seminar. (1-2385) Member Trenoweth requested Mr. Krahn to agendize a

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presentation of that portion of the Boards, Commissions, and Committees Audit Report pertaining to the Council. Chairperson Bondiett requested staff to notify the Council members if the Audit Report is agendized for a future meeting of the Board of Supervisors.

**5. ACTION ON ADJOURNMENT (1-2437)** - Member Trenoweth moved to adjourn the meeting at 7:29 p.m. Member Ozawa seconded the motion. Motion carried 7-0.

The Minutes of the November 18, 2004 meeting of the Carson City Shade Tree Council are so approved this 27<sup>th</sup> day of January, 2005.

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JEAN BONDIETT, Chair