

CARSON CITY SHADE TREE COUNCIL
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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, February 27, 2003 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Jean Bondiett
Vice Chairperson Carole Brewer
Shirley Faiella
Craig Hartman
Roy Trenoweth
Isabel Young

STAFF: Vern Krahn, Parks 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 and inspection during regular business hours.

A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF A QUORUM (1-0007) - Chairperson Bondiett called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Member Stuke was absent.

B. ACTION ON APPROVAL OF MINUTES - January 23, 2003 (1-0014) - Discussion took place regarding the details of item F-6, and Chairperson Bondiett clarified that the guide for planting the right tree in the right place is one in the same with the Tree Selection Guide. **Vice Chairperson Brewer moved to approve the minutes with a clarification that the Tree Selection Guide will cover planting the right tree in the right place. Member Trenoweth seconded the motion. Motion carried 5-0.** [Member Young arrived at 5:34 p.m.]

C. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0088) - None.

D. MODIFICATION OF THE AGENDA (1-0090) - Chairperson Bondiett modified the agenda to address item F-3 following item F-1.

E. DISCLOSURES (1-0120) - None.

F. PUBLIC MEETING:

F-1. DISCUSSION AND ACTION REGARDING NEW MEETING PROCEDURES TO ASSIST CITY STAFF AND EXPEDITE THE SHADE TREE COUNCIL'S MEETINGS (1-0137) - Mr. Krahn provided background information on this item, and an overview of the February 20, 2003 memo included in the agenda materials. Chairperson Bondiett requested a copy of *Robert's Rules of Order*. Member Trenoweth requested a copy of the Nevada Open Meeting Law Handbook. Discussion took place regarding reasons for scheduling Council meetings at City Hall rather than the Community Center Sierra Room. No formal action was taken.

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F-2. DISCUSSION AND ACTION REGARDING THE LOCATION AND TIME FOR THE 2003 ARBOR DAY CELEBRATION (1-0630) - Mr. Krahn reviewed the discussion which took place at the January 23, 2003 meeting, and advised of having discussed with Parks and Recreation Operations Director Scott Fahrenbruch the possibility of holding the Celebration at the Eagle Valley Golf Course. Mr. Fahrenbruch was supportive of the proposal and of the offer for golf course staff to plant the tree. Chairperson Bondiett advised of the plan to purchase a tree for the Golf Course Tree Program and plant it at the same time as the Arbor Day tree. She responded to questions regarding the proposed planting locations, and acknowledged that if the Council purchases the Arbor Day tree, the golf course will purchase a second tree, and golf course staff will plant the trees. Mr. Krahn advised of Mr. Fahrenbruch's condition that Urban Forester Consultant Molly Sinnott supervise selection and planting of the Arbor Day tree. City staff will deliver the tree to the golf course. Chairperson Bondiett requested that Ms. Sinnott analyze a tree recently donated to the golf course, and discussed the preference to have the Arbor Day tree and the second tree to be purchased by the golf course of the same species as the recently donated tree. Chairperson Bondiett advised that bleachers could be set up on the black top facing east to avoid the setting sun, and of the possibility that the golf course will serve hors d'oeuvres in the clubhouse. **Vice Chairperson Brewer moved to hold the 2003 Arbor Day Celebration at the Eagle Valley Golf Course. Member Hartman seconded the motion. Motion carried 6-0.**

Mr. Krahn discussed Transportation Manager John Flansberg's suggestion to hold next year's Arbor Day Celebration at Mills Park in order to involve more children. Following additional discussion, **Member Hartman moved to schedule the Arbor Day Celebration for 5:30 p.m. on Friday, April 25, 2003. Vice Chairperson Brewer seconded the motion. Motion carried 6-0.** Chairperson Bondiett requested Mr. Krahn to reagenda discussion and action regarding the 2003 Arbor Day Celebration for the next meeting. She requested the Council members to consider George Washington Ferris Award recipients, publicity ideas, etc.

F-3. ACTION REGARDING A MEMORIAL TREE PLANTING CEREMONY IN MILLS PARK AT THE COMMUNITY CENTER IN HONOR OF SUPERVISOR JON PLANK (1-0303) - Mr. Krahn advised of a conversation with Rita Plank, who expressed appreciation for the Council's proposal. Mrs. Plank advised that Supervisor Plank was very passionate about both Mills Park and the Community Center and, during the conversation which also included Mr. Fahrenbruch, consensus was to plant the memorial tree in the north planter of the Community Center. Mrs. Plank expressed a preference for a maple tree, and Vice Chairperson Brewer suggested a Japanese maple. Mr. Krahn responded to questions regarding the composition and dimensions of the planter. He discussed the comments relayed by Mrs. Plank regarding Supervisor Plank's positive opinion of the memorial tree planting ceremonies held in honor of Member Hartman's father and Mary Lee Foster. Mr. Krahn acknowledged that the ceremony will be "something quieter" and not connected with the Arbor Day Celebration. He advised of Mrs. Plank's suggestion to schedule the memorial tree planting in conjunction with a Parks and Recreation Commission meeting, and discussion took place with regard to the same. Mr. Krahn responded to questions regarding a proposal by the Parks and Recreation Commission to name the new community gymnasium after Supervisor Plank. He acknowledged he would request a recommendation from Urban Forester Consultant Molly Sinnott with regard to planting a Japanese maple in the north planter. Discussion took place with regard to scheduling the ceremony and the time table for completion of the Community Center renovation.

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Member Hartman moved that the Shade Tree Council purchase a memorial tree in honor of Jon Plank, schedule the ceremony in conjunction with the June 17, 2003 Parks and Recreation Commission meeting, and allow staff to work out the details on the type of tree and the time for the ceremony. Member Faiella seconded the motion. Motion carried 6-0. Discussion took place regarding the possibility of naming the Arboretum in memory of Supervisor Plank.

F-4. REVIEW AND ACTION REGARDING THE SHADE TREE COUNCIL'S 2002 FINANCIAL REPORT/ENDING BALANCE, INCLUDING INCOME AND EXPENSES FOR THE 2002 FALL TREE CARE SEMINAR (1-0895) - Mr. Krahn provided background information on this item. He reviewed and responded to questions regarding the February 20, 2003 memo and the Account Activity Listings prepared by Administrative Assistant Sandy Tschumperlin and included in the agenda materials. Discussion took place with regard to the same, and Chairperson Bondiett thanked Mr. Krahn and asked him to convey the Council's thanks to Ms. Tschumperlin. Chairperson Bondiett acknowledged that the detail provided was very helpful and requested it on an annual basis in January or February of each year.

F-5. REVIEW AND ACTION ON STATUS OF PAST COUNCIL'S GRANT FUNDING AND REMAINING FUND BALANCE (1-1076) - Mr. Krahn referred again to the February 20, 2002 memo included in the agenda materials, and advised that the grant funding listed therein had been spent. A brief discussion took place with regard to the same.

F-6. ACTION REGARDING THE DEVELOPMENT OF FUTURE PLANNING GOALS AND PROJECTS FOR THE SHADE TREE COUNCIL (1-1125) - Mr. Krahn advised of discussions with Mr. Fahrenbruch and Ms. Sinnott regarding the Tree Selection Guide. Mr. Fahrenbruch has a copy of the Guide which was reviewed by Ms. Sinnott, who wrote in suggested revisions. Chairperson Bondiett recalled the Council requesting that former Streets Department Intern Andrew Young photograph appropriate specimens while he was developing the City's tree inventory. Mr. Krahn advised that he would check into this. He further advised that Certified Arborist Vern Markussen has been assigned by Mr. Flansberg to complete the tree inventory. Mr. Krahn will check with Mr. Markussen with regard to the possibility of photographing trees as he completes the inventory. Mr. Krahn responded to questions regarding available funding. Member Hartman advised of a discussion with a representative of the City of Reno Urban Forestry Commission's Fifth Annual Tree Care Seminar, who agreed to provide photographs to the Council.

Mr. Krahn discussed the possibility of designating a working group to begin work on the Council's goals. He wrote the projects and goals on the board as the Council discussed them. Chairperson Bondiett read an e-mail from Sally Zola into the record advising that her father had passed away and inquiring into the memorial grove at the Mills Park Arboretum. Discussion took place with regard to establishing a policy for purchasing and planting trees for former Council members.

(1-1550) Chairperson Bondiett distributed announcements for the 2003 Urban and Community Forestry Grant Writing Workshop to the Council members and staff. In response to a question, she advised there is no registration fee required. Mr. Krahn requested the Council members to notify him of their intent to attend the workshop in order that a Notice of Possible Quorum can be posted, if necessary. [Member Faiella left the meeting at 6:49 p.m.; a quorum was still present.] Chairperson Bondiett reviewed the details of the workshop announcement. Discussion took place regarding the grant proposal deadline, previous

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grants awarded the Council, and grant funding to pursue through the Nevada Division of Forestry. Chairperson Bondiatt and Members Hartman and Young agreed to work on developing a grant proposal for the Nevada Division of Forestry.

Additional discussion took place regarding Council goals, and **Member Hartman moved that the main goal is to seek grants through NDF or other sources to fund more trees in the Arboretum. Member Trenoweth seconded the motion.** Motion carried 5-0. Vice Chairperson Brewer moved that the rest of the goals be designated as ongoing Council projects, as follows: continue working on the Tree Selection Guide; producing a Tree Care Seminar; an Arbor Day Celebration; pursuing grant funding for trees; increasing publicity for the Shade Tree Council's projects and events; a memorial tree ceremony for Jon Plank; and continuing to work on the Street Tree Program. Member Hartman seconded the motion. Motion carried 5-0.

F-7. DISCUSSION AND ACTION REGARDING SELECTION OF SHADE TREE COUNCIL MEMBERS TO ACT AS COUNCIL LIAISONS TO VARIOUS CITY ADVISORY BOARDS AND COMMISSIONS (1-1525) - In response to a question, Member Faiella advised she would review the various advisory boards and commissions and telephone Chairperson Bondiatt. Member Faiella agreed to serve as the Council's school liaison and expressed a willingness to learn more about grant writing.

(1-2550) Mr. Krahn provided background information on this item and cautioned the Council members against attending advisory committee meetings and speaking on behalf of the Council without having authority to do so. He acknowledged that the Council members can provide public comment as citizens, and that he will take care of getting the Council members' names on the agenda distribution lists of the various advisory committees in which they are interested. Member Trenoweth acknowledged his willingness to serve as the liaison to the Parks and Recreation Commission, the Open Space Advisory Committee, and the Carson River Advisory Committee. In response to a question, Mr. Krahn advised he would contact CAT-10 to request a broadcast schedule. Chairperson Bondiatt advised that the broadcast schedule is published in the TV guide of the Sunday edition of the *Nevada Appeal*. Chairperson Bondiatt offered to serve as the liaison to the Downtown Design Review hearings, in addition to the Regional Planning Commission. The recording secretary provided background information on the Downtown Design Review hearings. Vice Chairperson Brewer acknowledged her willingness to serve as liaison to the Historic Resources Commission. Member Hartman acknowledged his willingness to serve as liaison to the Regional Transportation Commission and as an alternate liaison to the Parks and Recreation Commission. Mr. Krahn advised that Member Stuke had previously agreed to serve as co-liaison to the Historic Resources Commission. Vice Chairperson Brewer expressed an interest in serving as the liaison to the Redevelopment Authority Citizens Committee. Mr. Krahn suggested a motion that the Council accept the liaison assignments, as presented in the agenda materials, with the addition of Chairperson Bondiatt receiving agenda materials for the Downtown Design Review hearings and Vice Chairperson Brewer receiving agenda materials for the Redevelopment Authority Citizens Committee. **Member Trenoweth so moved. Member Hartman seconded the motion. Motion carried 5-0.**

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F-8. DISCUSSION AND ACTION TO REIMBURSE CRAIG HARTMAN FOR ATTENDING THE CITY OF RENO TREE CARE SEMINAR IN JANUARY 2003 (1-2870) - Mr. Krahn provided background information on this item, and Member Hartman provided reimbursement documentation to Mr. Krahn. **Member Young moved to reimburse Member Hartman in the amount of \$75 for attending the City of Reno Tree Care Seminar in January 2003. Member Trenoweth seconded the motion. Motion carried 5-0.**

G. INTERNAL COMMUNICATIONS

H. REPORTS: VERN L. KRAHN, PARK PLANNER (1-2945) - Mr. Krahn distributed to the Council members and staff a letter of congratulations from John Rosenow, of The National Arbor Day Foundation, which designated Carson City as a 2002 Tree City USA. Mr. Krahn advised that the Street Tree Program application deadline is March 31, 2003. He will provide an update at the March Council meeting on the status of applications received. Member Trenoweth offered to check on the possibility of distributing Street Tree Program brochures at the Legislature. (1-3060) Mr. Krahn advised that the Parks and Recreation Department is working to standardize all agendas coordinated by its staff.

I. REPORTS: CHAIRPERSON / COUNCIL MEMBERS (1-3049) - Chairperson Bondiett requested the Council members to turn in their volunteer hours to Vice Chairperson Brewer. (1-3091) Member Hartman advised that the National Tree Trust (“NTT”) is beginning a new program to donate large saplings to nurseries which will grow and maintain them for planting by non-profit groups once they are sufficiently matured. The NTT is mailing him new criteria for 2004 and Member Hartman agreed to provide copies to Chairperson Bondiett. In response to a question, Member Hartman agreed to ask Susan Stead about improving the location listings in the historic and big tree registers. Chairperson Bondiett thanked Mr. Krahn for the updated membership lists included in the agenda materials. Member Young discussed the importance of using double sided copies when submitting a grant proposal for funding to purchase trees. Vice Chairperson Brewer advised of having distributed Street Tree Program brochures in conjunction with materials distributed on behalf of Citizens for Affordable Homes. She further advised that she can distribute other materials for the Council provided the materials are available within the first ten days of the month.

J. ADJOURNMENT (1-3188) - Member Young moved to adjourn the meeting at 7:50 p.m. Member Trenoweth seconded the motion. Motion carried 5-0.

The Minutes of the February 27, 2003 meeting of the Carson City Shade Tree Council are so approved this 27th day of March, 2003.

JEAN BONDIETT, Chair