

CARSON CITY SHADE TREE COUNCIL

Minutes of the March 27, 2003 Meeting

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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, March 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.

CALL TO ORDER AND ROLL CALL (1-0008) - 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 (1-0012) - None.

1. ACTION ON APPROVAL OF MINUTES - February 27, 2003 (1-0023) - Vice Chairperson Brewer moved to approve the minutes. Member Trenoweth seconded the motion. Motion carried 6-0.

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

3. AGENDA ITEMS:

3-A. INTERVIEW APPLICANTS FOR VACANCIES ON THE SHADE TREE COUNCIL (1-0033) - Mr. Krahn provided background information on the Human Resources Department procedure for advertising vacancies. He advised that the application period for the vacancy created by Paul Stuke's resignation closed on Tuesday, March 25th; Lee Ann Keever was the only candidate to apply.

Ms. Keever responded to questions regarding her current occupation; previous work experience; her interest in serving as a Council member; potential contributions to the Council; her familiarity with the Council, its sponsored functions and seminars; grant writing experience; tree-related issues she would like to see addressed or resolved in Carson City; and potential conflicts with attending monthly Council meetings or evening or weekend functions. In response to a further question, Ms. Keever discussed grants she has assisted in writing and her work with the Boy Scouts.

Chairperson Bondiett noted there were no other applicants to interview, and invited Ms. Keever to stay for the duration of the meeting. Chairperson Bondiett explained the Council's procedure to recommend an applicant to the Board of Supervisors, which makes the final decision on the appointment. Ms. Keever thanked the Council and left the meeting room.

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3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS AN APPOINTMENT TO THE SHADE TREE COUNCIL (1-0182) - The Council members and Mr. Krahn discussed Ms. Keever's qualifications and experience. **Member Hartman moved to recommend to the Board of Supervisors the appointment of Lee Ann Keever to the Shade Tree Council. Member Trenoweth seconded the motion. Motion carried 6-0.** Mr. Krahn acknowledged he would forward the Council's recommendation to Human Resources Department staff who will prepare a Request for Board Action for the April 17, 2003 Board of Supervisors meeting.

3-C. ACTION ON RECIPIENT OF THE 2003 GEORGE WASHINGTON FERRIS AWARD (1-0226) - Chairperson Bondiett read into the record award criteria prepared by Michael Tancheck, copies of which were distributed to the Council members and staff. Member Hartman nominated Dan and Jude Greytak for their contributions to the community's urban forest. He responded to questions regarding Mr. and Mrs. Greytak's specific contributions, including Mr. Greytak's work with the Boy Scouts to plant trees at the Carson River, Mr. Greytak's service as a founding member of the Shade Tree Council, and Mrs. Greytak's work with school children at Fremont Elementary and Eagle Valley Middle Schools to plant trees and gardens. Member Trenoweth discussed Mr. Greytak's employment with the Nevada Division of Forestry and his work with Americorps. Member Young nominated Clark Russell for the landscaping at the Pinion Plaza. Mr. Krahn nominated G.R.O.W. for its contribution to ensure landscaping on the freeway bypass, and the ALS Foundation which contributed a memorial grove to the Mills Park Arboretum and has committed to continue planting trees in the Arboretum. Chairperson Bondiett nominated Parks and Recreation Department Operations Director Scott Fahrenbruch for his service to the Council and for the time and effort he has invested in Carson City Parks.

Discussion took place regarding the nominees and the possibility of awarding a second plaque. Member Hartman advised of a conversation with Mike Tancheck, who indicated he had no nominations in mind. He responded to questions regarding Mr. Tancheck's development of the award and his annual donation of the award plaque. Additional discussion took place regarding the nominees, and **Vice Chairperson Brewer moved to award a plaque to the ALS Foundation. Member Trenoweth seconded the motion.** In response to a comment, **Vice Chairperson Brewer amended her motion to award two plaques, one to Dan and Jude Greytak and one to the ALS Foundation. Member Trenoweth continued his second.** Chairperson Bondiett suggested having Mr. Tancheck award the plaque he purchases to Dan and Jude Greytak and having the Council purchase the second plaque for the ALS Foundation. Chairperson Bondiett called for a vote on the pending motion; **motion carried 6-0.** Discussion took place regarding the procedure for ordering the plaques.

3-D. ACTION REGARDING THE COUNCIL'S SUBMITTAL OF A NEVADA DIVISION OF FORESTRY GRANT TO PLANT TREES AT THE MILLS PARK ARBORETUM (1-0633) - Member Hartman referred to the budget included in the agenda materials, and provided background information on its development. He advised that the grant award would be on a reimbursement basis and discussion took place regarding items which are not covered by grant funding. Mr. Krahn acknowledged that the Request for Board Action and accompanying materials were submitted for the Board of Supervisors' April 3, 2003 meeting. He advised that Parks and Recreation Department staff will be present at the meeting, and Chairperson Bondiett advised she would be present as well. Chairperson Bondiett commended Mr. Hartman on development of the grant application and budget. She reviewed conditions of the grant, including in-kind match requirements. Member Hartman discussed circumstances surrounding involvement of the Boy Scouts. Mr. Krahn acknowledged that Parks Department staff has reviewed and

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approved the budget. Member Hartman briefly reviewed the budget. **Member Trenoweth moved to submit the urban and community forestry grant application to the Nevada Division of Forestry to plant 15 trees at the Mills Park Arboretum. Member Young seconded the motion. Motion carried 6-0.** Mr. Krahn discussed the process for determining planting locations. Member Hartman advised that the owner of Genoa Trees has offered a reduced price if he doesn't have to order the trees. The Council members thanked Member Hartman for his time and efforts. Member Hartman advised that he would need a letter signed by the Chairperson to enclose with the grant application.

3-E. ACTION REGARDING AUTHORIZATION BY THE SHADE TREE COUNCIL TO SIGN A LETTER IN SUPPORT OF A GRANT APPLICATION TO THE NEVADA DIVISION OF FORESTRY TO PLANT TREES AT THE EAGLE VALLEY GOLF COURSE (1-0925) - Chairperson Bondiett advised she was representing the Eagle Valley Golf Course on this item, and passed the gavel to Vice Chairperson Brewer. Chairperson Bondiett provided background information on development of the tree program at the Eagle Valley Golf Course, discussed funding sources, and reviewed the purpose for the NDF grant. She requested a letter of support from the Council and advised of having received one from the Bureau of Land Management. She distributed a draft letter to the Council members and staff and read the same into the record. **Member Young moved to send the draft letter. Member Trenoweth seconded the motion. Motion carried 5-0-1; Chairperson Bondiett abstaining.** Vice Chairperson Brewer signed the draft letter and returned the gavel to Chairperson Bondiett, who advised she would report back to the Council regarding the status of the grant.

3-F. ACTION REGARDING THE 2003 ARBOR DAY CELEBRATION (1-1095) - Chairperson Bondiett advised she would prepare flyers and work with Mr. Krahn to get them printed and distributed to the Council members. She advised that the Eagle Valley Golf Course will serve hors d'oeuvres following the ceremony. The Council will be purchasing one tree, the golf course another and, together with a third tree, the planting will be done near the clubhouse. Mr. Krahn, Mr. Fahrenbruch, and Urban Forester Consultant Molly Sinnott met with the general manager and course superintendent to discuss details of the ceremony. Soil samples have been analyzed and Ms. Sinnott recently called from Genoa Nursery where she was selecting the trees.

Vice Chairperson Brewer advised that Ron Trunk, of Citizens for Affordable Homes, could distribute 100 flyers with the regular materials distributed by the organization. She further advised that proclamations have been requested from the Mayor and the Governor. Mr. Krahn advised that Mayor Masayko has scheduled the celebration, and the Mayor's Proclamation was prepared by the City Manager's Office. The Governor's Proclamation is in the process of being prepared. The portable PA system will be available and, in response to a question, Mr. Krahn advised he would check with the Governor's staff to determine whether a representative will be attending the ceremony. Chairperson Bondiett advised she would contact Susan Stead regarding the Tree City USA proclamation. She noted the Council meeting scheduled one day prior to Arbor Day at which last minute details can be addressed. Mr. Krahn acknowledged he would order a Council shirt and name tag for LeeAnn Keever. Member Young acknowledged she would take care of the press releases. No formal action was taken.

3-G. ACTION REGARDING ESTABLISHING A POLICY FOR PURCHASING AND PLANTING MEMORIAL TREES WITH SHADE TREE COUNCIL FUNDS (1-1308) - Chairperson Bondiett provided background information on this item. Mr. Krahn referred to the draft policy included in the agenda materials, and provided an overview of the same. Extensive discussion took place regarding

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the provisions of the policy, and Mr. Krahn agreed to revise the draft accordingly and present it to the Council for action at the next meeting.

4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-1199) -

Chairperson Bondiett advised she would be on vacation from April 14-21, 2003. Vice Chairperson Brewer advised she would be on vacation from March 28-April 21, 2003. (1-1960) Member Trenoweth advised of having recently watched Carson River Advisory Committee and Open Space Advisory Committee meetings on television. Neither committee had agendized any item relating to the Council.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2000) - Mr. Krahn advised that the application period for the Street Tree Program spring planting closes March 31st. He will provide a status report at the next meeting. He discussed the landscaping project at the new cemetery office, which includes a donation of funding from Bill Burnaugh to purchase trees.

FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-2115) - Chairperson Bondiett requested Mr. Krahn to agendize a presentation by Administrative Assistant Sandy Tschumperlin regarding procedures and requirements associated with Tree City USA.

INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (1-2158) - Chairperson Bondiett requested the Council members to provide their volunteer hours to Vice Chairperson Brewer.

ACTION ON ADJOURNMENT (1-2161) - Member Young moved to adjourn the meeting at 7:12 p.m. Member Hartman seconded the motion. Motion carried 6-0.

The Minutes of the March 27, 2003 meeting of the Carson City Shade Tree Council are so approved this 24th day of April, 2003.

JEAN BONDIETT, Chair