

CARSON CITY SHADE TREE COUNCIL
Minutes of the October 18, 2007 Meeting
Page 1

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, October 18, 2007 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Carol Roberts
Vice Chairperson Lee-Ann Keever
Carole Brewer
Rex Harold
Gianna Shirk
Roy Trenoweth

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Kathleen King, Recording Secretary

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

CALL TO ORDER AND DETERMINATION OF A QUORUM (1-0014) - Chairperson Roberts called the meeting to order at 5:33 p.m. Roll was called; a quorum was present. Member Ozawa was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0020) - None.

1. ACTION ON APPROVAL OF MINUTES - September 27, 2007 (1-0023) - Member Brewer moved to approve the minutes. Member Harold seconded the motion. Motion carried 6-0.

2. MODIFICATIONS TO THE AGENDA (1-0031; 1-0957) - At Member Trenoweth's suggestion, Chairperson Roberts modified the agenda to combine items 3-E and 3-J.

3. AGENDA ITEMS:

3-A. DISCUSSION AND POSSIBLE ACTION ON THE "CERTIFICATE OF RECOGNITION" PROGRAM (1-0035) - Chairperson Roberts introduced and provided background information on this item. Member Brewer advised of having received very few nominations, and suggested not moving forward with the program. Discussion took place with regard to the number of nominations submitted, the possibility of a cash award, deferring the program for a six-month period, possible reasons for the apparent lack of interest, and the method by which the program was publicized. Chairperson Roberts suggested deferring the program in order to more adequately publicize it. Following discussion, she further suggested publicizing deferment of the program, and Vice Chairperson Keever agreed to do so. **Member Brewer moved to defer further discussion of this item to the January meeting. Member Shirk seconded the motion.** Following discussion, Chairperson Roberts called for a vote on the pending motion; **motion carried 6-0.**

CARSON CITY SHADE TREE COUNCIL

Minutes of the October 18, 2007 Meeting

Page 2

3-B. DISCUSSION AND POSSIBLE ACTION CONCERNING STATUS OF THE “TREADWAY” AWARD (1-0129) - Chairperson Roberts introduced this item. Member Brewer advised that “the wall of the church” is on the roots of the trees, and suggested deferring conferral of the Treadway Award until next year. Chairperson Roberts advised that the Treadway Award was not designated as an annual award, but a meritorious award. She further advised that relocation of the trees at the Presbyterian Church was encouraged by the City, the Historic Resources Commission, and other agency representatives and individuals involved in review of the church’s renovation project. She noted the criteria associated with the George Washington Ferris Award; that award nominees are considered only after a sufficient period of time has elapsed to determine the success of their effort / project. She suggested including similar criteria for the Treadway Award. Mr. Moellendorf responded to questions regarding background information on the circumstances surrounding the Presbyterian Church’s efforts to relocate the tree. In response to a comment, he advised that healthy survival of a relocated tree is generally evident after the first growing season. Discussion took place regarding the relocated tree and the trees on which the wall of the church is resting. **Member Shirk moved to not confer the Treadway Award at this time. Member Harold seconded the motion.**

Chairperson Roberts discussed the importance of a sufficient amount of time to determine the health of transplanted trees or trees preserved as part of a construction project. She requested a volunteer to develop criteria for the Treadway Award. Member Brewer noted that both Members Trenoweth and Harold have the expertise to develop the criteria. Discussion took place regarding award criteria, the purpose of the Treadway Award, background information on the Presbyterian Church nomination, and the pending motion. Mr. Moellendorf suggested taking action on the pending motion and agendaing, for the next council meeting, development of criteria for the Treadway Award. Chairperson Roberts called for a vote on the pending motion; **motion carried 6-0**. Member Harold offered to develop proposed criteria for the Treadway Award to be presented and discussed at the next council meeting.

3-C. DISCUSSION AND POSSIBLE ACTION CONCERNING WHAT TO DO WITH THE FUNDS ACCRUED BY THE CARSON CITY SHADE TREE COUNCIL (1-0393) - Chairperson Roberts introduced this item. Mr. Moellendorf discussed a soccer program being proposed for development in the area of Park Terrace Park. He suggested it may not be a good idea to plant trees in the park which may be subjected to future development of a soccer field. Chairperson Roberts noted the council’s intention to plant the trees as the beginning of a grove. Mr. Moellendorf responded to questions regarding the method by which a soccer field would be configured at the park.

Member Brewer inquired of Mr. Moellendorf as to a City parks location at which the council could establish the beginnings of a grove. Discussion followed, and Mr. Moellendorf provided the following list of suggestions: Sonoma Park, Mills Park, and Ronald D. Wilson Memorial Park. He acknowledged that irrigation will be available at Ronald D. Wilson Memorial Park. In response to a further question, he advised there is no time factor associated with spending the available funding. Vice Chairperson Kever expressed a preference to plant trees at Ronald D. Wilson Memorial Park. In response to a question, Mr. Moellendorf advised that John Mankins Park is completed with landscape and amenities. Member Brewer expressed a preference to plant trees in a low socio-economic area of town. Additional discussion took place with regard to possible locations. In response to a question, Mr. Moellendorf explained the public process associated with the soccer field proposal. **Member Brewer moved to plant the council grove at Ronald D. Wilson Memorial Park. Vice Chairperson Kever seconded the motion. Motion carried 4-1-1, Member Harold abstaining.**

CARSON CITY SHADE TREE COUNCIL

Minutes of the October 18, 2007 Meeting

Page 3

3-D. DISCUSSION AND POSSIBLE ACTION REGARDING THE 2007 FALL TREE CARE SEMINAR (1-0630) - Chairperson Roberts introduced this item and advised of having met with Senior Streets Technician Vern Markussen and Arborist Tom Henderson, and of having talked with John Crandall earlier in the day. She circulated a tentative seminar agenda, and advised that, with the exception of approximately one hour, the seminar will be held outside “under the trees.” Sufficient notice will be provided to dress appropriately for the weather. Chairperson Roberts acknowledged the seminar will be held on Wednesday, November 14th, and reviewed the tentative seminar agenda. She advised she will be out of town on November 14th. Mr. Moellendorf acknowledged he would welcome the seminar participants and emcee the indoors portion of the seminar.

Member Brewer advised of having spoken to a Grandma Hattie’s representative earlier in the day, who confirmed the \$16 fee for the continental breakfast and soup / sandwich lunch. Vice Chairperson Kever volunteered to purchase extra muffins, if necessary, for the period between breakfast and lunch. Chairperson Roberts acknowledged the continental breakfast should be set up and ready to be served by 7:30 a.m. She advised that lunch is scheduled for 12:00 p.m. in the Community Center gymnasium.

Chairperson Roberts circulated a previous year’s seminar brochure, and advised that she would be delivering a finalized version to Parks and Recreation Department staff for mailing within the next couple days. Member Trenoweth acknowledged he had secured the seminar site, and that he would manage the site on the day of the seminar. Chairperson Roberts further advised she would also provide the seminar evaluation form. She advised Member Trenoweth of information to be distributed to the seminar participants. She noted that Member Ozawa had developed the crossword puzzle. In response to a question, Chairperson Roberts advised she would provide the brochure mailing list to Member Shirk. Chairperson Roberts expressed a preference for at least one council member to accompany each of the groups during the outdoors portion of the seminar. She advised that although she will be out of town during the seminar, she will keep in touch with the council members. Member Shirk suggested adding a tree planting to the seminar agenda. No formal action was taken.

3-E. DISCUSSION AND POSSIBLE ACTION CONCERNING RECOMMENDATION TO THE BOARD OF SUPERVISORS TO APPLY FOR A TREE CITY USA GROWTH AWARD; and 3-J. ACTION TO RECOMMEND THAT THE BOARD OF SUPERVISORS GIVE PERMISSION TO THE SHADE TREE COUNCIL TO APPLY FOR THE TREE CITY USA AWARD SPONSORED BY THE NATIONAL ARBOR DAY FOUNDATION (1-0943) - Chairperson Roberts introduced this item and discussed a District Attorney’s Office recommendation that anything done on behalf of the City should first be presented to the Board of Supervisors. She suggested that the Tree City USA Growth Award application materials should be completed and ready for submittal at the time the item is presented to the Board of Supervisors. Mr. Moellendorf suggested a consent agenda item could be agendized requesting Board of Supervisors permission to apply for the Tree City USA Growth Award and the Tree City USA Award. Member Shirk advised that she and Member Ozawa have been and will continue to research award application criteria. Discussion took place regarding the Tree City USA Award application materials. Mr. Moellendorf offered to prepare the Board of Supervisors agenda reports once he receives the information from Members Shirk and Ozawa. Member Trenoweth suggested combining and taking simultaneous action on items 3-E and 3-J. Chairperson Roberts entertained a motion. **Member Shirk moved to recommend to the Board of Supervisors approval of the Shade Tree Council applying for a Tree City USA Award and a Tree City USA Growth Award. Member Harold seconded the motion. Motion carried 6-0.**

CARSON CITY SHADE TREE COUNCIL

Minutes of the October 18, 2007 Meeting

Page 4

3-F. DISCUSSION AND POSSIBLE ACTION REGARDING SUBMISSION OF A GRANT APPLICATION FOR LEGISLATIVE FUNDS TO BE ALLOCATED TO NDF FOR STATEWIDE USE (1-1063) - Chairperson Roberts introduced and provided background information on this item. Mr. Moellendorf acknowledged that the Board of Supervisors would have to approve submission of the grant application. Chairperson Roberts requested input of the council members with regard to their interest in applying for the grant. In response to a question, she volunteered to write the grant and advised she would do so from Atlanta. Following discussion, Vice Chairperson Keever suggested inviting Nevada Division of Forestry Conservation Staff Specialist Susan Stead to a future council meeting to provide additional detail regarding the grant. Chairperson Roberts suggested reagendaing this item for the November council meeting and making a decision at that time. No formal action was taken.

3-G. DISCUSSION AND POSSIBLE ACTION CONCERNING DEVELOPMENT OF A TREE SELECTION GUIDE (1-1199) - Chairperson Roberts introduced this item and advised it had been deferred from the September meeting. She advised of having forwarded to Parks Department Management Assistant Sharon Wood the listing created based on the landscape development standards for which she had created web links. She further advised of Ms. Wood's offer to work with the council. Member Shirk displayed a City of Reno tree selection guide. Member Brewer suggested that the list and links already created by Chairperson Roberts would serve as a sufficient tree selection guide. Chairperson Roberts advised that a disclaimer would have to be included that the photographs available through the web links would serve only as examples of the listed trees. [Member Harold left the meeting at 6:39 p.m.; a quorum was still present.] Chairperson Roberts noted that the NDF grant funding, which was the subject of item 3-F, could also be pursued to develop a tree selection guide. Member Shirk referred to the material she had previously circulated, and suggested there are plenty of resources available without the council pursuing development of a tree selection guide. Chairperson Roberts discussed "tree walking guides" available for parks in the City of Reno, and suggested a similar project for the capitol grounds and other Carson City parks. Member Shirk moved to eliminate the tree selection guide project as a council goal. Motion died for lack of a second. Following discussion, Chairperson Roberts offered to agendaize, for council review, the tree walking guide for the City of Reno's Idlewild Park. She entertained a motion. **Member Shirk moved to eliminate the tree selection guide as a council goal at this time. Member Trenoweth seconded the motion. Motion carried 4-1.**

3-H. DISCUSSION AND POSSIBLE ACTION CONCERNING SUBMISSION OF A NOMINATION FOR AN ARBOR DAY AWARD (1-1346) - Chairperson Roberts introduced this item and reviewed the pertinent agenda materials. She advised that the deadline for this year's award nominations had passed. She reiterated the preference to research existing national awards programs rather than creating local council awards "because they're easier." Following a brief discussion, she suggested agendaing this item for the May 2008 council meeting, and the council members concurred. No formal action was taken.

3-I. DISCUSSION AND POSSIBLE ACTION REGARDING A BROCHURE CREATED TO INFORM PROFESSIONALS AND POSSIBLY THE GENERAL PUBLIC OF INFORMATION RELATING TO TREES OF CARSON CITY AND THE NEWLY ADOPTED LANDSCAPE DEVELOPMENT STANDARDS (1-1390) - Chairperson Roberts introduced and provided background information on this item. In response to a question, Member Shirk offered to add information to the draft brochure regarding the adopted landscape development standards. She requested to have this item reagendaed for the November council meeting. No formal action was taken.

CARSON CITY SHADE TREE COUNCIL
Minutes of the October 18, 2007 Meeting
Page 5

3-K. DISCUSSION OF ITEMS REQUIRED TO COMPLETE THE TREE CITY USA AWARD (1-1453) - Chairperson Roberts introduced this item, and discussion took place with regard to the requirement to submit council members' volunteer hours. Member Brewer suggested each council member keep track of their own volunteer hours for the entire year and give them to her to tally at the end of the year. Chairperson Roberts requested the council members to submit newspaper articles to include with the Tree City USA application materials. In response to a question, Mr. Moellendorf offered to check into the whereabouts of the Tree City USA sign previously located at the City's northern gateway.

3-L. DISCUSSION AND POSSIBLE ACTION CONCERNING POTENTIAL COUNCIL MEMBERSHIP VACANCIES (1-1515) - Chairperson Roberts introduced this item. Discussion took place with regard to the council members whose terms expire in December 2007, and the application period advertised by the City Manager's staff. Mr. Moellendorf acknowledged that applicant interviews and a recommendation to the Board of Supervisors would need to be agendized for the November council meeting. Chairperson Roberts reiterated she would be absent from the November meeting, and Mr. Moellendorf advised that her interview could be conducted by telephone, if necessary. Chairperson Roberts requested the council members interested in reapplying to do so in writing, addressed to Management Assistant Rose Gardner in the City Manager's Office. No formal action was taken.

4. NON-ACTION ITEMS

STATUS REPORTS AND COMMENTS FROM STAFF (1-1618) - None.

MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (1-1627) - Vice Chairperson Keever noted that she had distributed to the council members and staff wild flower seed mementos from her father's funeral. She requested the council members to plant them. Member Brewer advised she would be giving hers to Member Ozawa and requesting her to plant them at Washoe Lake State Park. Member Shirk provided hers for planting as well. Member Trenoweth advised of having attended many meetings, in his capacity as council liaison; however, he had nothing to report. Member Shirk reported that she would be appearing before the School Board on Tuesday, October 23rd to discuss her position as Shade Tree Council Educational Liaison and the planned council grove. Member Brewer requested the council members to keep track of their volunteer hours, and to turn them in following the November council meeting.

5. FUTURE AGENDA ITEMS - None.

6. ACTION ON ADJOURNMENT (1-1695) - Member Trenoweth moved to adjourn the meeting at 6:59 p.m. Member Brewer seconded the motion. Motion carried 5-0.

The Minutes of the October 18, 2007 Carson City Shade Tree Council meeting are so approved this 15th day of November, 2007.

CAROL ROBERTS, Chair