

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the October 19, 2006 Meeting**  
**Page 1**

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, October 19, 2006 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  
Terrill Ozawa  
Roy Trenoweth

**STAFF:** Mary-Margaret Madden, Senior Deputy District Attorney  
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 (1-0011)** - Chairperson Roberts called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Member Moline was absent.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0015)** - None.

**1. ACTION ON APPROVAL OF MINUTES - September 28, 2006 (1-0020)** - Deferred.

**2. MODIFICATIONS TO THE AGENDA (1-0051)** - None.

**3. AGENDA ITEMS**

**3-A. DISCUSSION AND INTERVIEWS FOR THE SHADE TREE COUNCIL REGARDING A MEMBERSHIP VACANCY AND POSSIBLE MEMBERSHIP APPOINTMENT TO THE SHADE TREE COUNCIL (1-0054)** - Chairperson Roberts introduced this item, and referred to the pertinent agenda materials. Member Trenoweth commended Rex Harold on his application materials. Consensus of the council was for Chairperson Roberts to ask the interview questions, copies of which were included in the agenda materials and had been provided to Mr. Harold. Mr. Harold responded to questions regarding his current occupation, previous work and educational experience, his interest in serving as a council member, potential contributions to the council, and familiarity with the council and its sponsored functions. Mr. Harold advised that he serves as a member of the Nevada Shade Tree Council. He acknowledged a willingness to learn about grant writing, but advised he had no previous experience. With regard to tree-related issues to be addressed or resolved in Carson City, he expressed an interest in waiting to "see how things work." He suggested more interpretive signage for trees in parks. He anticipated no conflicts with attending monthly council meetings or other council functions.

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the October 19, 2006 Meeting**  
**Page 2**

**3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPLICANTS FOR MEMBERSHIP APPOINTMENT TO THE SHADE TREE COUNCIL (1-0338)** - Chairperson Roberts advised that Mr. Harold was interviewing to fill an unexpired term, and entertained a motion. **Vice Chairperson Keever moved to recommend to the Board of Supervisors the appointment of Rex Harold to the Shade Tree Council. Member Brewer seconded the motion. Motion carried 5-0.** Chairperson Roberts advised that the council's recommendation would most likely be agendized for the November 2<sup>nd</sup> Board of Supervisors meeting.

**3-C. DISCUSSION ONLY REGARDING THE SHADE TREE COUNCIL'S HONOR ROLL PROGRAM (1-0373)** - Chairperson Roberts advised that the honor roll ceremony was a success and that the homeowners were very appreciative. In response to a question, she listed the City and council representatives who attended the celebration. Member Ozawa photographed the ceremony. Consensus of the council was to start the program earlier in the year in 2007. Chairperson Roberts thanked the council members for their attendance and participation.

**3-D. ACTION REGARDING THE SHADE TREE COUNCIL'S FALL TREE CARE SEMINAR (1-0415)** - Chairperson Roberts referred to the pertinent agenda materials, and circulated sample registration forms. Member Brewer requested a head count to provide to the caterer. Discussion took place regarding a game and a prize. Chairperson Roberts entertained a motion. **Member Brewer moved to spend \$25 for a centerpiece or a gift for the person who wins the game. Member Ozawa seconded the motion. Motion carried 5-0.** Vice Chairperson Keever agreed to purchase the gift.

In response to a question, Chairperson Roberts requested the council members to arrive by 7:30 a.m. She acknowledged that the seminar speakers are confirmed. In response to a question, she advised that the council's working group is authorized to carry out the activities associated with preparing for the seminar. **Vice Chairperson Keever moved to authorize the work group to complete any outstanding tasks associated with the seminar. Member Trenoweth seconded the motion. Motion carried 5-0.**

**3-E. ACTION REGARDING POSSIBLE PARTICIPATION OF THE CARSON CITY SHADE TREE COUNCIL IN NEVADA SHADE TREE WEEK ACTIVITIES (1-0544)** - Chairperson Roberts introduced this item, and advised of having contacted the Governor's office based on discussion which took place at the last council meeting. She was asked to provide written correspondence regarding the request to plant a tree in honor of Governor Guinn. Vice Chairperson Keever advised of having been informed that the Governor and Mrs. Guinn will be packing to leave the Governor's Mansion in October. She further advised of having received the Nevada Shade Tree Week proclamation by e-mail. In response to a question, Chairperson Roberts advised that the tree does not have to be planted during Nevada Shade Tree Week. Discussion took place with regard to drafting the correspondence requested by the Governor's staff. **Vice Chairperson Keever moved to delegate the chair to write a letter to the Governor or the first lady informing them of the council's intent to honor their years of service to the State with a ceremonial tree planting, asking for a location preference, and inviting them to attend; to coordinate the event with Cindy Edwards, the Governor's staff, and the Parks and Recreation Department. Member Trenoweth seconded the motion. Motion carried 5-0.**

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the October 19, 2006 Meeting**  
**Page 3**

**3-F. ACTION CONCERNING POTENTIAL COUNCIL MEMBERSHIP VACANCIES (1-0678)** - Chairperson Roberts provided background information on this item, and requested input of the council members regarding their intentions for continued council membership. Discussion followed, and Chairperson Roberts advised of having been informed there will be one vacancy at the end of December. Consensus of the council was that no action was necessary.

**3-G. DISCUSSION ON ITEMS REQUIRED TO COMPLETE THE TREE CITY USA AWARD (1-0800)** - Chairperson Roberts provided background information on this item. Discussion took place regarding the necessary materials to provide to Administrative Assistant Daria Petrenko, and the application deadline.

**3-H. ACTION REGARDING RECURRING AGENDA ITEMS (1-0873)** - Chairperson Roberts provided background information on this item, and requested input of the council members with regard to the list included in the agenda materials. Consensus of the council was that no action was necessary.

**4. NON-ACTION ITEMS:**

**STATUS REPORTS AND COMMENTS FROM STAFF (1-0937)** - Ms. Madden thanked the council for the opportunity to attend the meeting. In response to a question, she introduced herself to the council members and explained her representation of the council. Chairperson Roberts explained Ms. Madden's responsibilities over reviewing the council's draft agendas, and expressed appreciation for Ms. Madden's expertise. In response to a comment, Ms. Madden explained recent revisions to the "Non-Action Items" section of the agenda.

**MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (1-1000)** - Member Ozawa reported that she had planted three Arbor Day Society trees at Washoe Lake State Park on Friday, October 13<sup>th</sup>; two red maples and a crab apple. She further reported that she will be providing artistic designs for the Carson City Library's mural project. She advised of the possibility that a tree will be requested for the area adjacent to the mural. Member Trenoweth advised of having received a letter informing him of a tree planting ceremony, scheduled for Arbor Day 2007, commemorating the 50<sup>th</sup> anniversary of the Nevada Division of Forestry. He suggested agendaizing discussion of the 2007 Arbor Day Celebration for the November council meeting. Vice Chairperson Keever reported that the State Library and Archives will hold a Festival of Trees in December. She will provide pertinent information as it becomes available. In response to a question, Chairperson Roberts offered to agendaize discussion of the Presbyterian Church remodel project for the November council meeting. Vice Chairperson Keever suggested the Carson Street median landscape could be transplanted at the new sheriff's facility. Member Brewer requested the council members to provide their volunteer hours sheets. Chairperson Roberts advised of having attended, together with Member Moline, an I-Tree software presentation. She reviewed the I-Tree software function and capabilities. She reviewed grant information, from Home Depot, which she offered to include in the agenda materials for the next council meeting. She circulated Accredited Urban and Community Forestry Program materials from the Society of Municipal Arborists. She advised that the 2007 council meeting schedule would be included in the November agenda materials.

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the October 19, 2006 Meeting**  
**Page 4**

**5. FUTURE AGENDA ITEMS (1-1150)** - Chairperson Roberts reviewed the tentative November council meeting agenda. The council members expressed an interest in a presentation / status report on street trees in conjunction with upcoming transportation-related projects.

**6. ACTION ON ADJOURNMENT (1-1195)** - Member Brewer moved to adjourn the meeting at 6:35 p.m. Member Ozawa seconded the motion. Motion carried 5-0.

The Minutes of the October 19, 2006 Carson City Shade Tree Council meeting are so approved this 16<sup>th</sup> day of November, 2006.

---

CAROL ROBERTS, Chair