

CARSON CITY SHADE TREE COUNCIL

Minutes of the January 25, 2007 Meeting

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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, January 25, 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
Terrill Ozawa
Roy Trenoweth

STAFF: 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 (1-0009) - Chairperson Roberts called the meeting to order at 5:36 p.m. Roll was called; a quorum was present.

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

1. ACTION ON APPROVAL OF MINUTES - November 16, 2006 (1-0020) - Member Ozawa noted a correction to page 2 of the minutes, and moved to approve them. Member Brewer seconded the motion. Motion carried 6-0.

2. MODIFICATIONS TO THE AGENDA (1-0047) - Chairperson Roberts advised that the applicants had likely not been notified of this meeting, and deferred items 3-B and 3-C to a future meeting.

3. AGENDA ITEMS:

3-A. ACTION REGARDING ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR 2007 (1-0055) - Member Trenoweth moved to reappoint Chairperson Roberts and Vice Chairperson Keever. Member Brewer seconded the motion. Motion carried 6-0.

3-B. DISCUSSION AND INTERVIEW OF APPLICANT(S) FOR THE SHADE TREE COUNCIL REGARDING MEMBERSHIP VACANCIES AND POSSIBLE MEMBERSHIP APPOINTMENT(S) TO THE SHADE TREE COUNCIL - Deferred.

3-C. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS A MEMBERSHIP APPOINTMENT TO THE SHADE TREE COUNCIL - Deferred.

3-D. ACTION REGARDING DEVELOPMENT OF FUTURE PLANNING GOALS AND PROJECTS FOR THE SHADE TREE COUNCIL (1-0067) - Chairperson Roberts reviewed the agenda materials pertinent to this item. Member Brewer discussed possible modifications to the Honor Roll Program, and offered to lead the work group. Following discussion, consensus of the council members was

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to limit the Honor Roll Program to residential trees. Chairperson Roberts noted that the Arbor Day Celebration, the Fall Tree Care Seminar, and the Tree City USA designation had been standard annual projects over the years. She suggested focusing on the projects which are in addition to the standard projects. Chairperson Roberts discussed passage of the landscape ordinance, completion of the council's web page, and publicity of the urban forest and coordination of its management, as priority projects. She requested input of the council members with regard to priority projects. Member Ozawa discussed landscape practicality in parking lots and traffic islands, and landscape compatibility with traffic safety, climate, and water availability. Member Trenoweth expressed concern over planting trees in public areas to replace older trees which may soon have to be removed. Member Brewer reiterated an interest in reworking the Honor Roll Program. She expressed an interest in those projects and goals listed by the other council members. Vice Chairperson Keever expressed concern over the lack of parking lot landscape, and discussion followed. Member Harold discussed the need for trees and landscape at WNCC and at Carson City School District campuses.

Chairperson Roberts reviewed the list, and requested the council members to review those projects included on the table in the agenda materials. Discussion took place with regard to deferring action until the new council member is appointed. Chairperson Roberts suggested a motion to retain the 2006 goals, and to modify the goals for 2007 at a future meeting. **Member Brewer so moved. Member Trenoweth seconded the motion. Motion carried 6-0.**

3-E. ACTION REGARDING SELECTION OF SHADE TREE COUNCIL MEMBERS TO ACT AS COUNCIL LIAISONS TO VARIOUS CITY ADVISORY BOARDS (1-0469) - Chairperson Roberts discussed the importance of the council liaisons building relationships with City staff and other advisory board, commission, and committee members. She reviewed the Liaison Assignments table included in the agenda materials, and noted logical correlations between liaison assignments and those advisory boards, commissions, and committees staffed by certain City departments. She suggested including a liaison assignment to the School District, the University of Nevada Cooperative Extension ("UNCE"), and other City departments which don't necessarily have a corresponding advisory board, commission, or committee. She requested the council members to review the Liaison Assignments table, and advised that she would be forwarding a written recommendation.

Member Howard offered to serve as the liaison to the Nevada Shade Tree Council and the Nevada Fire Safe Council. In response to a question, Chairperson Roberts discussed the benefit of establishing a liaison relationship with the UNCE, and Member Howard volunteered. Chairperson Roberts offered to serve as the council liaison to the Board of Supervisors and the City Manager. Consensus of the council was to eliminate the Nevada Landscape Association and Utilities from the list of liaison assignments. Member Howard offered to serve as the council liaison to State buildings and grounds divisions. Chairperson Roberts and Member Howard volunteered to serve as liaisons to Carson City Public Works. Member Howard suggested the new council member may be interested in some of the liaison assignments. Member Trenoweth acknowledged he would continue serving as liaison to the Regional Transportation Commission. Chairperson Roberts advised she would continue serving as liaison to the Redevelopment Authority Citizens Committee. Member Trenoweth and Chairperson Roberts offered to serve as liaisons to the Planning Commission. Member Trenoweth acknowledged he would continue serving as liaison to the Parks and Recreation Commission and the Open Space Advisory Committee. Chairperson Roberts offered to serve as liaison to the Historic Resources Commission. Member Ozawa acknowledged she would continue serving as liaison to GROW. Chairperson Roberts acknowledged she would continue serving as

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liaison to Downtown Design Review hearings and Member Trenoweth acknowledged he would continue serving as liaison to the Carson River Advisory Committee. Consensus of the council was that no formal action was necessary.

3-F. ACTION TO ASSIGN DUTIES AND RESPONSIBILITIES TO MEMBERS OF THE COUNCIL BY THE CHAIRPERSON (1-0679) - Chairperson Roberts discussed the importance of all the council members being involved in the standard annual events. She suggested that, instead of designating work groups, a primary or lead person and a back up be designated for each event / project. The lead / primary could assign responsibilities, ensure they are carried out, and provide status reports to the entire council. The back up would be responsible for shadowing the lead and picking up the responsibility for the event / project, if necessary. Chairperson Roberts referred to the Responsibilities portion of the Member Assignments table included in the agenda materials. Member Brewer advised that Chairperson Roberts spent in excess of 465 hours on council activities last year. Member Trenoweth thanked Chairperson Roberts, who discussed the need for the council members to assume more responsibility this year. Chairperson Roberts began requesting volunteers for each of the projects / events listed in the table. In response to a comment, she further clarified the responsibilities of the project lead person. Member Brewer, Vice Chairperson Kever, and Member Ozawa offered to help with any of the listed events / projects.

In response to a question, Chairperson Roberts explained the council's involvement in the Nevada Shade Tree Week event and discussion followed. Member Brewer acknowledged she would serve as the lead for the Honor Roll Program. In response to a comment, Chairperson Roberts reiterated the responsibilities of the "back up" person. At Member Howard's request, she explained the Honor Roll Program. She volunteered to serve as the lead for the council's web page. Consensus of the council was to leave the Urban Forestry Plan open in anticipation of the possibility that the new member may be interested. Chairperson Roberts provided background information on the Tree Selection Guide for Member Howard's benefit. She assumed the responsibility of the primary lead because of the possibility of linking the guide to the council's web page. Discussion took place regarding fund raising and grant writing, and consensus of the council was to change the title to grant writing. Chairperson Roberts advised the council members that she may assign responsibilities. Vice Chairperson Kever offered to serve as the primary for the Correspondence, Scrapbook, and Publicity responsibilities. Member Ozawa acknowledged she would continue to serve as the primary for Photography. Vice Chairperson Kever advised her son may volunteer to help with photography responsibilities. Member Brewer acknowledged she would continue serving as primary lead for the Catering and Volunteer Hours responsibilities.

Chairperson Roberts advised she would be assigning primary and back up designations for the Arbor Day, Fall Tree Care Seminar, Tree City USA, and Nevada Shade Tree Week responsibilities. Vice Chairperson Kever offered to serve as the back up for the Fall Tree Care Seminar. Member Ozawa offered to also serve as back up for the Fall Tree Care Seminar. Chairperson Roberts suggested deferring action until such time as this item is reagendaized.

3-G. ACTION REGARDING THE 2007 ARBOR DAY CELEBRATION (1-0999) - Chairperson Roberts noted the Nevada Division of Forestry's ("NDF") 50th anniversary celebration, and provided background information on previous discussions regarding the Arbor Day Celebration. Member Trenoweth advised of having recently visited with NDF Administrator Pete Anderson, who welcomed the council to participate in the 50th anniversary celebration. He requested Chairperson Roberts to schedule

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an appointment with Mr. Anderson. Member Howard offered to accompany Chairperson Roberts. Discussion took place with regard to whether or not to plant a tree at the 50th anniversary celebration and to plant another tree in another location. Member Trenoweth suggested reagendaizing this item for the next meeting. He agreed with an earlier suggestion to plant a tree at the 50th anniversary celebration to be held at 12:00 p.m. and to plant another tree at the council's usually-scheduled Arbor Day Celebration time of 5:30 p.m. He suggested that a better decision could be made once Chairperson Roberts and Member Howard meet with Mr. Anderson. Consensus of the council was to defer action on this item.

3-H. ACTION ON RECIPIENT OF THE 2007 GEORGE WASHINGTON FERRIS AWARD (1-1096) - Chairperson Roberts noted that the council would not have the usual venue to confer the George Washington Ferris Award if a decision is made to only participate in the NDF 50th anniversary celebration. Chairperson Roberts reviewed previous nominees, as listed on the agenda. She noted that Park Planner Vern Krahn had never been nominated or honored by the council. Discussion took place regarding the possibility of recognizing businesses or individuals in addition to the George Washington Ferris Award recipient. Member Ozawa referred to the acknowledgment of former chairperson Jean Bondiott last year. Discussion followed, and Chairperson Roberts offered to agendaize discussion regarding a new award concept for the next council meeting.

Chairperson Roberts requested George Washington Ferris Award nominees and provided background information on the previous nominations listed on the agenda. Discussion followed. Member Trenoweth nominated the Presbyterian Church for their efforts in saving existing trees associated with their construction project. Member Brewer expressed concern that the Presbyterian Church should have more attention. Chairperson Roberts reiterated the request for nominees. **Member Ozawa nominated the Silver Oak subdivision for the 2007 George Washington Ferris Award. Member Brewer seconded the motion. Motion carried 6-0.**

3-I. UPDATE AND ACTION REGARDING THE STREET TREE PROGRAM'S SPRING PLANTING (1-1322) - Chairperson Roberts advised of having discussed the program with Parks and Recreation Director of Operations Scott Fahrenbruch, who informed her there was only one applicant for the spring planting. Mr. Fahrenbruch is seeking more publicity for the program. No formal action was taken.

3-J. DISCUSSION ONLY REGARDING THE 2006 SHADE TREE COUNCIL'S FALL TREE CARE SEMINAR EVALUATION RESULTS (1-1336) - Chairperson Roberts reviewed the seminar evaluation results which were included in the agenda materials. She advised that she had yet to compile the comments in response to suggestions for future seminars and speakers. She suggested discussing the possibility of soliciting more out-of-state speakers for this year's seminar.

3-K. ACTION REGARDING THE IDENTIFICATION OF METHODS TO BE USED TO ENSURE THE SHADE TREE COUNCIL'S EARLY AWARENESS OF PROJECTS WITH PLANNED TREE REMOVAL OR TRANSPLANTING (1-1422) - Chairperson Roberts provided background information on this item, and discussed the significance of the landscape ordinance. Discussion followed, and consensus of the council was that no action was necessary.

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4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM STAFF (1-1499) - None.

MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (1-1505) - Chairperson Roberts referred to the notes from her meeting with Parks and Recreation Director Roger Moellendorf which were included in the agenda materials. (1-1525) Member Harold advised he would not be available to attend the April council meeting or the Arbor Day Celebration. He advised that the Nevada Shade Tree Council may be interested in participating in a project with tree organizations on the eastern side of California for the 2008 Forestry Convention. He further advised of having reported this information to the Nevada Fire Safe Council. He suggested this council could participate in providing tours of the urban forest. Consensus of the council was to agendaize discussion of this matter for a future council meeting. In response to a question, Chairperson Roberts advised that she would agendaize discussion regarding the method by which to keep track of the council's volunteer hours. Member Brewer responded to questions regarding volunteer hours criteria. Member Trenoweth reported on a construction project involving trees adjacent to the Nevada State Printing Office. Chairperson Roberts reported that the landscape ordinance group held a meeting in December, and she anticipates a revised draft ordinance to be presented to the council in the near future. She offered to provide a copy to Member Howard.

Member Brewer cautioned Member Howard against speaking on behalf of the council to any individual or group without the prior approval of the council. Chairperson Roberts advised of a communications policy which she will research and provide to the council members. Consensus of the council was to agendaize discussion of council policies.

5. FUTURE AGENDA ITEMS (1-1509) - Member Trenoweth requested Chairperson Roberts to agendaize discussion of her meeting with Mr. Moellendorf. Member Howard requested Chairperson Roberts to agendaize discussion regarding landscape development at the Brewery Arts Center. (1-1794) Chairperson Roberts reviewed the tentative agenda for the February council meeting.

6. ACTION ON ADJOURNMENT (1-1818) - Member Trenoweth moved to adjourn the meeting at 7:07 p.m. Member Ozawa seconded the motion. Motion carried 6-0.

The Minutes of the January 25, 2007 Carson City Shade Tree Council meeting are so approved this 22nd day of February, 2007.

CAROL ROBERTS, Chair