

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the November 17, 2005 Meeting**  
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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, November 17, 2005 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

**PRESENT:** Chairperson Jean Bondiett  
Vice Chairperson Carol Roberts  
Carole Brewer  
Lee-Ann Keever  
Terrill Ozawa  
Roy Trenoweth

**STAFF:** Scott Fahrenbruch, Parks and Recreation Director of Operations  
Vern Krahn, Park Planner  
Kathleen King, Recording Secretary

**NOTE:** A tape recording of these proceedings is available in the Clerk-Recorder's Office for review during regular business hours.

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

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0013)** - None.

**1. ACTION ON APPROVAL OF MINUTES - October 27, 2005 (1-0015)** - Member Keever moved to approve the minutes. Member Trenoweth seconded the motion. Motion carried 6-0.

**2. CHANGES TO THE AGENDA (1-0018)** - At Mr. Krahn's request, Chairperson Bondiett modified the agenda to address item 3-C prior to item 3-A.

**3. AGENDA ITEMS:**

**3-A. DISCUSSION AND INTERVIEWS BETWEEN APPLICANTS AND THE SHADE TREE COUNCIL REGARDING MEMBERSHIP VACANCIES AND POSSIBLE MEMBERSHIP APPOINTMENTS TO THE SHADE TREE COUNCIL (1-0494)** - In response to a question, Mr. Fahrenbruch advised the council to conduct the interview process even though there were no new applicants. Discussion took place with regard to the same. Chairperson Bondiett noted the letter from Member Wertz indicating his continued interest in serving as a council member. Vice Chairperson Roberts acknowledged that Member Wertz had been filling an unexpired term. Mr. Fahrenbruch noted the established method for conducting council interviews is to ask the same series of questions to every applicant, whether new or incumbent.

(1-0615) Lee-Ann Keever responded to questions regarding her current occupation, her previous work experience, her interest in continuing to serve as a council member, contributions to the council, familiarity with the council and its sponsored functions and seminars, and grant writing experience. In response to a further question, she expressed concern over tree topping and the need for additional trees to be planted in new developments. She anticipated no conflicts in attending monthly council meetings or evening / weekend functions. She advised she had enjoyed her service as a council member and hoped to continue.

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(1-0655) Carol Roberts responded to questions regarding her current occupation, previous work experience, her interest in continuing to serve as a council member, contributions to the council, familiarity with the council and its sponsored functions and seminars, and grant writing experience. In response to a further question, she expressed an interest in completing the City's tree inventory because of concerns over liability associated with tree maintenance. The tree inventory would also help the community understand the value of its urban forest. Ms. Roberts expressed a further interest in developing a tree selection guide. She anticipated no conflicts with attending monthly council meetings or evening / weekend functions.

Chairperson Bondiett referred to the letter of intent from Clint Wertz included in the agenda materials. Mr. Fahrenbruch attempted to contact Mr. Wertz by telephone but was unsuccessful. Mr. Krahn advised that the remaining vacancy had been advertised.

**3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPLICANTS FOR MEMBERSHIP APPOINTMENTS TO THE SHADE TREE COUNCIL (1-0784)** - Chairperson Bondiett entertained comments or questions and, when none were forthcoming, nominations. **Member Brewer moved to recommend the reappointment of Carol Roberts. Member Trenoweth seconded the motion. Motion carried 5-0-1, Vice Chairperson Roberts abstaining. Member Ozawa moved to recommend the reappointment of Lee-Ann Keever. Member Brewer seconded the motion. Motion carried 5-0-1, Member Keever abstaining.**

**3-C. UPDATE AND DISCUSSION ONLY ON THE STREET TREE PROGRAM AND POSSIBLE MARKETING STRATEGIES TO PROMOTE FUTURE PUBLIC PARTICIPATION (1-0032)** - Mr. Fahrenbruch provided background information on this item, and reviewed the methods by which the Street Tree Program has been marketed in the past. He displayed a program brochure, provided an overview of the same, and advised of the locations at which they have been made available to the public. He advised that the Parks and Recreation Department is interested in continuing the Street Tree Program, and that funding is available. Discussion took place regarding possible reasons participation in the program has fallen off, and methods by which to market the program to increase participation. Suggestions included developing a web page, following up with previous Street Tree Program participants, and ensuring the City's role in the program and the program benefits are conveyed in such a way as to be easily understood. Mr. Fahrenbruch requested the council members to continue considering marketing strategies over the next few months. In response to a question, he explained the policy to replace trees which die within the first year. Member Keever suggested placing a sign to identify trees as Street Tree Program plantings, and discussion took place with regard to the same. In response to a question, Mr. Fahrenbruch advised that replacement trees were planted in the fall.

**3-D. DISCUSSION ONLY REGARDING REVIEW OF THE WEDNESDAY, NOVEMBER 16, 2005 ANNUAL FALL TREE CARE SEMINAR AT THE CARSON CITY COMMUNITY CENTER (1-0830)** - Member Keever advised of "lots of positive feedback." Member Brewer agreed. Member Keever commented that the speakers were interesting and captured the participants' attention. Vice Chairperson Roberts expressed the opinion the video presented by Brian Dean was too long and too "corporate." Member Brewer commended Vice Chairperson Roberts on accommodating the schedule changes smoothly. Mr. Krahn acknowledged that CEUs were being processed. Discussion took place regarding CEUs for the master gardener program, the number of attendees, and the luncheon. Vice Chairperson Roberts reviewed the evaluation responses she had compiled. She will compile the remaining evaluation responses and provide a report at a future meeting.

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Chairperson Bondiett commended the seminar work group on their efforts. Vice Chairperson Roberts acknowledged thank you letters had been mailed. Chairperson Bondiett requested Mr. Krahn to convey the council's gratitude to Urban Forester Consultant Molly Sinnott. (1-1974) Vice Chairperson Roberts thanked Mr. Krahn for serving as a seminar speaker. Mr. Krahn responded to questions regarding the appropriateness of bald cypress to this area.

**3-E. ACTION TO DISCUSS THE RECENT BROADCAST OF THE NOVEMBER 16, 2005 ANNUAL FALL TREE CARE SEMINAR AND CONSIDER STAFF'S RECOMMENDATION TO DENY APPROPRIATION OF \$500 OF SHADE TREE COUNCIL FUNDS FOR CARSON ACCESS TELEVISION (CAT-10) TO EDIT AND PRODUCE A VIDEO OF THE SEMINAR (1-1219) -** Mr. Krahn provided background information on this item. He acknowledged the seminar had been re-broadcast several times since the original broadcast. He advised the seminar was recorded in two ways: traditionally and on DVD. He further advised that the DVD could be edited and re-broadcast. In response to a question, he advised no commitment had been made to CAT-10. CAT-10 representatives are awaiting the council's decision with regard to this item. Discussion took place regarding the potential for losing attendees, and technical issues associated with the subject recording. Member Kever suggested including a copy of the DVD in the Tree City USA Growth Award application materials. **Member Trenoweth moved to deny appropriation of \$500 of Shade Tree Council funds for CAT-10 to edit and produce a video of the seminar. Member Kever seconded the motion. Motion carried 6-0.**

**3-F. ACTION REGARDING THE SHADE TREE COUNCIL WORKING ON APPLYING FOR A NATIONAL ARBOR DAY FOUNDATION 2005 TREE CITY USA GROWTH AWARD (1-1474) -** In response to a question, Mr. Krahn advised that volunteer hours from the seminar and the seminar DVD are needed to complete the application. Vice Chairperson Roberts provided background information on this item, and advised that Member Wertz planned to meet with Administrative Assistant Daria Petrenko. Vice Chairperson Roberts and Members Trenoweth and Wertz will meet to review the growth award criteria to determine that which is applicable to this council. Vice Chairperson Roberts noted the application deadline is December 31<sup>st</sup>. Mr. Krahn acknowledged that the Tree City USA application had been completed. No formal action was taken.

**3-G. ACTION REGARDING ESTABLISHMENT OF A TIME LINE FOR DEVELOPMENT OF A TREE SELECTION GUIDE FOR CARSON CITY (1-1615) -** Chairperson Bondiett reiterated a previous suggestion that this item be continued to the January meeting. **Member Trenoweth moved to continue this item. The motion was seconded and carried 6-0.**

**3-H. UPDATE ONLY REGARDING THE SHADE TREE COUNCIL'S NEVADA SHADE TREE WEEK EVENT IN CARSON CITY THAT OCCURRED DURING THE WEEK OF NOVEMBER 14, 2005 AT GOVERNOR'S FIELD (1-1641) -** Vice Chairperson Roberts advised this event had not actually taken place. In response to a question, Mr. Krahn advised the trees were anticipated to arrive last week and to be planted this week. Vice Chairperson Roberts explained the delay associated with the tree delivery. Discussion took place regarding posting a notice of possible quorum.

**3-I. ACTION REGARDING A REQUEST TO THE BOARD OF SUPERVISORS TO FUND AN URBAN FORESTRY ELEMENT TO THE CARSON CITY COMPREHENSIVE LAND USE MASTER PLAN IN FISCAL YEAR 2006/2007 (1-1684) -** Mr. Krahn provided background information on this item, and consensus of the council was for Member Wertz to present a proposal. Vice Chairperson Roberts discussed Member Wertz's experience with urban forestry plans. Consensus of the council was to continue this item to the January meeting.

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**4. NON-ACTION ITEMS:**

**STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-1749)** - Member Ozawa advised of having participated in a planting event in Ash Canyon on November 9<sup>th</sup>; 27 trees were planted. Member Brewer provided volunteer hours to Mr. Krahn to be added to those which had been previously compiled. Member Trenoweth advised of having attended the Viet Nam Veteran's Day ceremony at Mills Park. He was impressed by the number of trees which have been planted. Chairperson Bondiatt advised of having recently attended a presentation by the Community Council on Youth ("CCOY"). With regard to the CCOY's Youth at the Table Program, she was informed that ten advisory committees offered to participate but there has been no interest on the part of the students. Vice Chairperson Roberts advised of having attended meetings and of following up on the program for several months after the initial presentation by CCOY representatives. (1-2150) Chairperson Bondiatt advised she had enjoyed serving as the council chair.

**LIAISON REPORT FROM NEVADA SHADE TREE COUNCIL MEMBERS (1-1882)** - Vice Chairperson Roberts advised of having attended a meeting during the month of November to review Shade Tree Week activities. She advised that Member Wertz was representing the Nevada Shade Tree Council at an out-of-town conference.

**STATUS REPORTS AND COMMENTS FROM STAFF (1-1897)** - Mr. Krahn advised that the Board of Supervisors approved the residential construction tax application recommendations from the Parks and Recreation Commission. The council was awarded \$9,000 to be allocated toward purchase of new trees for the Mills Park Arboretum and for various parks. Mr. Krahn advised that the funding would also serve as a match requirement for NDF grants. He will agendize discussion regarding grants for the January meeting. He wished everyone happy holidays. (1-2080) Mr. Krahn suggested deferring the council's goal setting session until the February meeting. He reviewed the tentative agenda for the January council meeting. He thanked Chairperson Bondiatt for her service to the council.

**FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-2026)** - Chairperson Bondiatt suggested agendizing discussion with regard to requiring the indication of power line locations on commercial plans. Member Keever requested Mr. Krahn to provide a report on the trees which will replace those which were removed from the federal property on East Washington Street.

**5. ACTION ON ADJOURNMENT (1-2168)** - Member Ozawa moved to adjourn the meeting at 7:17 p.m. Member Keever seconded the motion. Motion carried 6-0.

The Minutes of the November 17, 2005 Carson City Shade Tree Council meeting are so approved this 26<sup>th</sup> day of January, 2006.

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CAROL ROBERTS, Chair