

CARSON CITY SHADE TREE COUNCIL

Minutes of the September 23, 2004 Meeting

Page 1

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, September 23, 2004 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
Robert Ruffridge
Roy Trenoweth

STAFF: Vern Krahn, Park 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 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. Member Ozawa was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0017) - None.

1. ACTION ON APPROVAL OF MINUTES - August 26, 2004 (1-0019) - Member Trenoweth moved to approve the minutes. Member Brewer seconded the motion. Motion carried 5-0. [Member Keever had temporarily left the meeting room.]

2. CHANGES TO THE AGENDA (1-0024) - None.

3. AGENDA ITEMS:

3-A. ACTION ON THE NOVEMBER 10, 2004 FALL TREE CARE SEMINAR (1-0025) - Members Ruffridge, Trenoweth, and Keever reviewed the list of possible speakers and topics, and discussion took place with regard to the same. Mr. Krahn responded to questions regarding CEU information, and Member Keever acknowledged that she had coordinated this aspect of last year's seminar. Members Ruffridge, Trenoweth, and Keever agreed to confirm speakers, topics, and times, and provide the information, together with each of the speakers' mailing addresses, to Chairperson Bondiett by October 1st.

Member Brewer reviewed the list of proposed caterers, as follows: Molly's, Comma Coffee, Deli Francesco, and Grandma Hattie's. She read the quote received from Grandma Hattie's into the record, and advised that she is awaiting responses from Molly's, Comma Coffee, and Deli Francesco. Discussion took place with regard to last year's attendance, and Mr. Krahn suggested that the Council delegate the responsibility for selection of the caterer to Chairperson Bondiett and Member Brewer. **Vice Chairperson Roberts moved to authorize Chairperson Bondiett and Member Brewer to make a decision on the caterer. Member Ruffridge seconded the motion.** In response to a question, **Vice Chairperson Roberts amended her motion to indicate a not-to-exceed figure of \$17.00 per person. Member Ruffridge continued his second. Motion carried 6-0.**

CARSON CITY SHADE TREE COUNCIL

Minutes of the September 23, 2004 Meeting

Page 2

Chairperson Bondiett reviewed the seminar schedule. Mr. Krahn acknowledged that "Save the Date" postcards were mailed. Chairperson Bondiett advised that NDF Forestry Staff Specialist Susan Stead offered to distribute postcards from her office. Chairperson Bondiett provided a postcard to Member Keever for publication in the local newspapers. Discussion took place regarding the registration fee, and **Member Ruffridge moved to establish \$45.00 as the fee for early registration until November 3rd, and \$60.00 as the fee for registration after November 3rd. Member Brewer seconded the motion. Motion carried 6-0.**

Discussion took place regarding publicity, and Mr. Krahn suggested considering a double press release, the first to generally advertise the seminar and the second to identify speakers and topics. In response to a question, he suggested contacting Administrative Assistant Sandy Tschumperlin for photographs of last year's seminar. In response to a question, Chairperson Bondiett suggested asking Cooperative Extension Director JoAnn Skelly to lead the C-Scape Garden Tour. Discussion took place regarding the table centerpieces, and Vice Chairperson Roberts agreed to make the centerpieces with assistance from another Council member. Mr. Krahn suggested including a tour of the Arboretum on the way to and from the C-Scape Garden.

3-B. ACTION ON THE 2005 ARBOR DAY POSTER CONTEST (1-0943) - Chairperson Bondiett provided background information on this item and reviewed the pertinent agenda materials. Vice Chairperson Roberts suggested that this year's contest should be more aggressively publicized. Discussion took place with regard to the time table in conjunction with scheduled curriculum and various ways to publicize the contest. Member Keever offered to contact the State Board of Education to inquire as to a master list of home schooled children. Vice Chairperson Roberts advised that she would contact Member Ozawa to request her assistance in publicizing the contest to the various schools. Chairperson Bondiett stated she would inform Ms. Stead of the Council's plans. Mr. Krahn acknowledged that the contest entries should be mailed to the Parks Administration Office. Vice Chairperson Roberts pointed out the fifth grade academic standards associated with the poster contest. She will appear before the School Board at their October meeting to advise of the contest and inquire as to the best time to get the information to the classrooms. She agreed to contact the private school principals as well.

3-C. UPDATE ONLY ON THE SELECTION OF THE NEW PARKS AND RECREATION DIRECTOR (1-1217) - Mr. Krahn referred to the newspaper article included in the agenda materials. In response to a question, Chairperson Bondiett described the interview process. Mr. Krahn reviewed Mr. Moellendorf's background and experience as director of the Green River, Wyoming Parks and Recreation Department. Chairperson Bondiett requested Mr. Krahn to invite Mr. Moellendorf to the Fall Tree Care Seminar and to a Council meeting. Mr. Krahn commended Parks and Recreation Department Director of Operations Scott Fahrenbruch on his service as Acting Director.

4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-1328) - In response to a question and at Mr. Krahn's request, Ms. King discussed the action taken by the Parks and Recreation Commission, at their September 21, 2004 meeting, to plant a memorial tree in honor of former Parks and Recreation Director Steve Kastens' father, L. Dean Kastens. Mr. Krahn advised that a memorial tree in honor of Ed Moran will be planted in conjunction with a future Parks and Recreation Commission meeting. In response to a question, he advised that the memorial trees will not be purchased with Shade Tree Council

CARSON CITY SHADE TREE COUNCIL

Minutes of the September 23, 2004 Meeting

Page 3

funds. Member Brewer requested the Council members to turn in their volunteer hours sheets. Chairperson BondiETT provided background information on her contacts with two developers, who are attempting to save street trees in conjunction with their projects. She advised of having met with Mr. Krahn and Assistant Engineer Tom Grundy to review the projects, and subsequently advised the developers of City staff's willingness to work with them. Chairperson BondiETT reported that the Tree City USA sign has been installed along Highway 50 East. Mr. Krahn reported that a sign was also installed along Highway 395 South.

(1-1671) Chairperson BondiETT suggested that Member Kever contact Dave Morgan with regard to publicizing the Tree Care Seminar. She further suggested requesting Administrative Assistant Liz Teixeira to advertise the seminar in the next edition of the *Carson City Focus*.

STATUS REPORTS AND COMMENTS FROM STAFF (1-1471) - Mr. Krahn provided background information on the "Phone Books for Trees" program through SBC Smart Yellow Pages. He reviewed the list of recommended trees, provided by Urban Forester Consultant Molly Sinnott, which was developed after the results of soil testing were received. Mr. Krahn reviewed the remaining "FYI" items included in the agenda materials. He requested the Council members to schedule October 18 through 23 to attend public hearings on the Parks, Recreation, and Trails Master Plan update. He reviewed the public hearing topics, dates, times, and locations. In response to a question, he reviewed the assigned responsibilities for maintenance of the planters on Highway 395. He discussed future landscape plans for the island between Broadleaf Lane and Arrowhead Drive. In response to a question, he reviewed the methods by which the master plan update public hearings have been publicized. In response to a further question, he advised that Dave Morgan, of Nevada Video Productions, is working with City staff on the possibility of televising the public meetings.

(1-1704) In response to a question, Mr. Krahn advised that, following presentation of the Northridge Drive neighborhood gateway demonstration project, the Regional Transportation Commission expressed an interest in landscaping three gateways instead of just one. Federal enhancement grants will serve as the funding source. Staff and GROW representatives will appear before the Regional Transportation Commission at their October 13th meeting to request prioritization of the projects. GROW representatives are in the process of completing an enhancement grant application, and representatives of Jeff Codega Planning and Design are in the process of refining their cost estimate.

FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-1688) - Chairperson BondiETT reviewed the tentative October agenda, and discussion took place with regard to the same.

5. ACTION ON ADJOURNMENT (1-1760) - Member Trenoweth moved to adjourn the meeting at 7:01 p.m. Member Kever seconded the motion. Motion carried 6-0.

The Minutes of the September 23, 2004 meeting of the Carson City Shade Tree Council are so approved this 28th day of October, 2004.

JEAN BONDIETT, Chair