

CARSON CITY SHADE TREE COUNCIL
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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, August 23, 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
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 QUORUM (1-0008) - Chairperson Roberts called the meeting to order at 5:30 p.m. Roll was called; a quorum was present.

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

1. ACTION ON APPROVAL OF MINUTES - May 24, 2007 (1-0017) - Member Ozawa moved to approve the minutes. Vice Chairperson Keever seconded the motion. Motion carried 7-0.

2. MODIFICATIONS TO THE AGENDA (1-0029) - None.

3. AGENDA ITEMS:

3-A. DISCUSSION AND POSSIBLE ACTION ON THE "CERTIFICATE OF RECOGNITION" PROGRAM (1-0031) - Member Brewer reviewed the nomination applications submitted to date, and suggested extending the nomination deadline to the first of October. **Member Trenoweth so moved. Member Ozawa seconded the motion.** Vice Chairperson Keever acknowledged she would publicize the new deadline. Member Brewer suggested that next year's tree species could be publicized at the same time in order to provide sufficient opportunity to photograph the trees before winter. Chairperson Roberts called for a vote on the pending motion; **motion carried 7-0.** Discussion took place with regard to designating next year's tree species. Following discussion, Chairperson Roberts suggested the following motion: to designate flowering trees for next year's program. **Member Harold so moved. Member Brewer seconded the motion. Motion carried 7-0.**

3-B. DISCUSSION AND POSSIBLE ACTION TO DECIDE WHEN AND UNDER WHAT CIRCUMSTANCES TO AWARD THE FIRST RECIPIENT OF THE NEWLY CREATED "TREADWAY" AWARD (1-0172) - Member Brewer advised of having visited the Award Zone store to look at various plaques. She suggested designing the award differently than the George Washington Ferris award, and solicited comments and input from the council members. Vice Chairperson Keever suggested the following language: The name of the award recipient "is recognized for its efforts in preserving Carson City trees." In reference to previous action by the council, Member Brewer suggested

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the award should be conferred upon the First Presbyterian Church rather than the pastor, and the council members concurred. In response to a question, she discussed the procedure for agendizing presentation of the award at a Board of Supervisors meeting. Parks and Recreation Director Roger Moellendorf has advised her that he will prepare an agenda report. Member Brewer suggested also having a presentation at the Fall Tree Care Seminar. In response to a question, she advised of the estimated cost of the plaque. Member Shirk advised that an etching of the tree can be done from an e-mail photograph. Chairperson Roberts advised that she or Parks Department Administrative Assistant Daria Petrenko has a photograph of the subject tree. Chairperson Roberts entertained a motion. **Vice Chairperson Keever moved to authorize Member Brewer to select and purchase an award plaque in an amount no greater than \$75. Member Trenoweth seconded the motion. Motion carried 7-0.**

3-C. DISCUSSION AND POSSIBLE ACTION CONCERNING WHAT TO DO WITH FUNDS ACCRUED BY CARSON CITY SHADE TREE COUNCIL (1-0338) - Chairperson Roberts introduced and provided background information on this item. Member Trenoweth reviewed the time table associated with completion of Ronald D. Wilson Memorial Park. He suggested allocating funding to plant trees in the Mills Park Arboretum in light of the revenue anticipated from this year's Fall Tree Care Seminar. Member Brewer reminded the council members of her recommendation to plant a grove in the council's name. Member Shirk advised of having researched possible locations for a council grove, and suggested the park near Empire Elementary School. She described the location, and advised that she would be visiting the site. Chairperson Roberts noted the specificity of the agenda item, and suggested deferring further discussion of this matter to the next meeting. Member Harold suggested that the council members visit the subject site prior to the next council meeting. Member Shirk offered to invite Carson City Community Coalition representative Javier Ramirez to the next council meeting. Vice Chairperson Keever suggested that the other council members bring site recommendations to the next meeting. Chairperson Roberts pointed out the reason for requesting Parks and Recreation Department input at the last meeting was because of staff knowledge of irrigation and various park master plans. Member Shirk noted the importance of planting trees as soon as possible rather than belaboring selection of an appropriate site.

3-D. DISCUSSION AND POSSIBLE ACTION REGARDING THE 2007 FALL TREE CARE SEMINAR (1-0483) - Chairperson Roberts introduced and provided background information on this item. Member Trenoweth acknowledged having reserved the Sierra Room for the seminar. Chairperson Roberts advised of having been informed by Mr. Moellendorf that there will be no guarantee of Parks staff support for the seminar. She reminded the council members of her previous suggestion to hold the seminar at the Casino Fandango. At Member Shirk's request, the council members provided background information on the seminar. Discussion took place with regard to the possibility of rescheduling the seminar to November. Member Brewer offered to contact Dave Morgan and the Brewery Arts Center with regard to filming the seminar. At Member Shirk's request, the council members reviewed last year's speakers and topics. Member Brewer offered to contact caterers. Chairperson Roberts entertained a motion. **Vice Chairperson Keever moved to change the seminar date from October 17, 2007 to November 14, 2007 or November 7, 2007, depending upon room availability. Member Brewer seconded the motion. Motion carried 7-0.** Member Brewer advised she would report back to the council, with regard to caterers, in September. Chairperson Roberts offered to work with Contract Urban Forester Molly Sinnott to contact speakers, and to report back to the council at the September meeting. Mr. Moellendorf offered his and Parks Department staff's assistance to contact potential speakers. (1-1483) Member Harold suggested the following speakers: Gail Durham, David Ruf, Dick Post.

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3-E. DISCUSSION AND POSSIBLE ACTION CONCERNING APPLICATION FOR A TREE CITY USA GROWTH AWARD (1-0680) - Chairperson Roberts introduced and provided background information on this item. She advised that a growth award had been conferred upon the City in the year 2000. She requested volunteers to work on the application. In response to a question, she reviewed the application criteria and advised that the application deadline is December 31st. Mr. Moellendorf suggested including the Certificate of Recognition and Honor Roll programs and the Treadway Award as part of the application. Chairperson Roberts noted that the landscape development standards could also be included. She reiterated the request for volunteers, and reviewed additional detail of the application. Member Shirk volunteered to develop the application, and Member Ozawa offered to assist her. **Member Shirk moved to apply for the Tree City USA Growth Award. Member Brewer seconded the motion. Motion carried 7-0.**

3-F. DISCUSSION AND POSSIBLE ACTION REGARDING SUBMISSION OF GRANT APPLICATION FOR LEGISLATIVE FUNDS ALLOCATED TO NDF FOR STATEWIDE USE (1-0809) - Chairperson Roberts introduced and provided background information on this item. She advised of a meeting scheduled for Friday, August 24th to discuss the method by which the Nevada Division of Forestry will allocate the funding. It will likely be done through a grant process. Chairperson Roberts discussed Ms. Sinnott's suggestion to apply for a grant to sponsor a free seminar for any landscape professional or citizen who would be interested in understanding the landscape development standards. In response to a question, she advised that the seminar could be independent or instead of the Fall Tree Care Seminar. Vice Chairperson Keever suggested scheduling such a seminar for after the first of the year. Discussion took place with regard to the timing associated with allocation of the funding to the Nevada Division of Forestry. Vice Chairperson Keever left the meeting room; a quorum was still present. Following discussion, Mr. Moellendorf suggested a motion to authorize the chair to form a work group and pursue a grant proposal. **Member Trenoweth so moved. Member Ozawa seconded the motion. Motion carried 6-0-1.** Chairperson Roberts advised that if the process moves more slowly, the council members would have the opportunity to consider possible grant projects.

3-G. DISCUSSION AND POSSIBLE ACTION CONCERNING DEVELOPING A CARSON CITY TREE SELECTION GUIDE (1-1016) - Chairperson Roberts introduced and provided background information on this item. She advised of having recently created web links for every tree on the City's approved commercial tree list. In response to a question, she discussed the method by which she researched the trees. She suggested that rather than investing in a tree selection guide, the council begin directing people to Internet resources. At Member Shirk's request, the council members described the current tree selection guide. Member Brewer suggested soliciting donations from community businesses and organizations to finance development of the tree selection guide. In response to a question, Chairperson Roberts reviewed various tree selection guides which she has available as resources. Member Brewer suggested breaking the project into segments with the intent of expanding the guide in future years. Discussion followed. Member Harold referenced the Virginia Tech website, and Mr. Moellendorf referenced the University of Utah website. He noted that the Provo, Utah area is similar in climate to the Reno / Carson City / Gardnerville area. Chairperson Roberts offered to work with Parks Department Management Assistant Sharon Wood to post the approved commercial tree list to the website. Vice Chairperson Keever suggested a newsletter which could be mailed periodically with the property tax or water bills. Mr. Moellendorf suggested the possibility of providing for citizens to donate additional funding to be allocated to tree planting in the community, as part of payment of their water or property tax bills. Vice Chairperson Keever suggested reagendaizing this item for discussion at the next meeting.

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4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM STAFF - None.

UPDATE REGARDING RESIDENTIAL CONSTRUCTION TAX EXPENDITURES FOR TREES FOR THE PAST TWO FISCAL YEARS (1-1263) - Mr. Moellendorf provided background information on this item, and on the residential construction tax. He distributed to the council members and staff a Breakdown of RCT Funds Spent on Trees, and reviewed the same. Chairperson Roberts advised of the need to agendize consideration of residential construction tax applications for the May council meeting each year.

MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (1-1381) - Mr. Moellendorf responded to questions regarding details of the Street Tree Program. In response to a further question, he agreed to prepare the agenda report for presentation of the Treadway Award at the first Board of Supervisors meeting in October.

(1-1417) Member Ozawa advised of having attended the Board of Supervisors meeting at which the landscape development standards were approved. Member Shirk advised of having met with School District representatives to discuss involving school children in council activities. In response to a question, Chairperson Roberts advised that the brochure developed by Member Shirk could be agendized for review and discussion at the next meeting. Vice Chairperson Keever advised she would be drafting the agenda for the September and October council meetings. (1-1503) Member Harold discussed his recent work, as a Park Ranger Aid, with the Washoe County Parks Department. Chairperson Roberts advised she would not serve as council chair next year due to increasing responsibilities with the Nevada Shade Tree Council. She discussed the significance of the Board of Supervisors passing the landscape development standards. She displayed the most recent Tree City USA sticker and Member Shirk offered to place it on the appropriate highway sign. (1-1647) Chairperson Roberts announced a Nevada Shade Tree Council meeting, on Wednesday, September 12th, at which a Sacramento group called Shades of Green will be providing a presentation.

5. FUTURE AGENDA ITEMS (1-1621) - Chairperson Roberts reviewed the tentative September agenda.

6. ACTION ON ADJOURNMENT (1-1673) - Member Ozawa moved to adjourn the meeting at 6:55 p.m. Member Trenoweth seconded the motion. Motion carried 7-0.

The Minutes of the August 23, 2007 Carson City Shade Tree Council meeting are so approved this 27th day of September, 2007.

CAROL ROBERTS, Chair