

CARSON CITY SHADE TREE COUNCIL
Minutes of the August 28, 2008 Meeting
Page 1

A regular meeting of the Shade Tree Council was scheduled for 5:30 p.m. on Thursday, August 28, 2008 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Lee-Ann Keever
Carole Brewer
Terrill Ozawa
Roy Trenoweth

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Darlene Rubin, 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: Chairperson Keever called the meeting to order at 5:31 p.m. Vice Chair Gianna Shirk and member Kyle Horvath were absent. A quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS: None

1. **ACTION ON APPROVAL OF MINUTES:** Terrill Ozawa made a motion to approve the Minutes of May 22, 2008, it was seconded and the motion carried unanimously.

2. **MODIFICATIONS TO THE AGENDA: (1-0655)** None

3. **AGENDA ITEMS:**

A. DISCUSSION AND POSSIBLE ACTION REGARDING THE NUMBER OF MEETINGS CONDUCTED BY THE COUNCIL AND FURTHER CHANGING THE MEETING DATE AND LOCATION OF THE SHADE TREE COUNCIL'S MEETINGS. (1-0685) A discussion was held about members' availability for a revised schedule. **Terrill Ozawa made a motion that the Council meet on the first Wednesday of each alternate month beginning with the October 1, 2008 meeting, at the Sierra Room, Community Center, 851 William Street, Carson City, Nevada, at 5:30 p.m. The motion was seconded and carried unanimously.** Mr. Moellendorf stated the meeting would be televised.

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE SHADE TREE COUNCIL'S ANNUAL FALL TREE CARE SEMINAR. CHAIR KEEVER HAS TWO SPEAKERS FOR THE SEMINAR AND IS WAITING FOR WORD FROM A THIRD PERSON. PHOTOS HAD BEEN DONATED. (1-0737) Chair Keever reported she had contacted speakers and had two so far: Paul Grimyser, City of Las Vegas Planning Department. Mr. Grimyser led their *Shade Tree Initiative* and succeeded in getting people involved and excited. He had given it the official title of "*Urban Forest*

CARSON CITY SHADE TREE COUNCIL
Minutes of the August 28, 2008 Meeting
Page 2

Management.” The council would have to pay Mr. Grimyser’s air fare and board. Another speaker would be Pat Murphy, formerly with Forestry and now worked for the Fire Council. He would be talking about rehabbing after a forest fire. John Christofferson had also been recommended and Chair Keever was waiting word from him.

Chair Keever reported she had been working with Susan Monteleone at the museum and had acquired a group of photographs that would be assembled for a video presentation. Some photos had been donated. If the museum sold photos to the Council they would charge half-price if the Council agreed to share its presentation with the museum. Another part of the presentation would be the “*Now and Then Trees*”--how the trees looked 100 years ago--in fact, there was a photo of the Capitol 100 years ago with no trees. Governor Gibbons had offered to take his photo with all the Shade Tree Council members on the Capitol grounds under one of the trees to show the “now.” The Governor’s staff need to know how many Council members would be there on Tuesday, September 16, and the time, and it would also be necessary to do a notice of possible quorum. Chair Keever distributed some of the photos she had been taking. She suggested mounting them in “scrapbook” form with captions and have them available at the Fall Tree Care Seminar along with the video presentation.

Chair Keever advised that Roger Moellendorf and Molly Sinnott would say a few words at the beginning of the seminar. Paul Grimyser had asked to be the first speaker. A date needed to be scheduled and it was noted the seminar was customarily held one week before Thanksgiving--which this year would be Wednesday, November 19. Carole Brewer agreed to arrange the catering and purchase the gifts for the crossword puzzle. Kyle Horvath had previously said he wanted to do the publicity, however, as he was not present Chair Keever agreed to start it and he could finish. Roy Trenoweth agreed to reserve the Sierra Room, kitchen and gym at the Community Center. Gianna Shirk was assigned to work with CAT 10 to broadcast the seminar. Terrill Ozawa would photograph and write the crossword puzzle, as well as do the other photography. Gianna Shirka was assigned to arrange for continuing education credits. Roy would work with Mitch Ames and Chair Keever to set up and tear down the room. Scott Fahrenbruch would handle the outside tree planting demonstration. “Save the Date” cards would be sent out. **A Motion was made by Terry Ozawa to reimburse Chair Keever for the cost up to \$250 for the photographs she had made. Seconded by Roy Trenoweth and carried unanimously. A motion was made by Carole Brewer to set the date of November 19, 2008 for the Shade Tree Seminar. Terry Ozawa seconded the motion and it carried unanimously.**

C. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THAT THE BOARD OF SUPERVISORS APPROVE THE CREATION OF A BROCHURE TO INFORM PROFESSIONALS AND POSSIBLY THE GENERAL PUBLIC OF INFORMATION RELATING TO THE TREES OF CARSON CITY AND THE NEWLY ADOPTED LANDSCAPE DEVELOPMENT STANDARDS. (1-1022) This item was deferred to a future meeting.

D. DISCUSSION AND POSSIBLE ACTION REGARDING THE REPLACEMENT OF THE COUNCIL’S TREE CITY USA SIGN WHICH WAS LOCATED ON LAKEVIEW HILL PRIOR TO ROAD CONSTRUCTION BY THE NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) AND OTHER TREE CITY USA SIGNS LOCATED IN CARSON CITY. (1-1025) This item

CARSON CITY SHADE TREE COUNCIL
Minutes of the August 28, 2008 Meeting
Page 3

was deferred to a future meeting.

4. NON-ACTION ITEMS: (1-1028) Roger Moellendorf reported having discussions with district attorney's staff; Joel Benton, and gave some examples of an NRS that showed the necessary procedure or declaring a seat vacancy through non-attendance. The individual (Carol Roberts) had to be provided with a certified letter to last known residence informing her of the action taken, her right to appear at the next Shade Tree meeting, with counsel, if desired. Further, she had the right to attend the Board of Supervisors meeting, also with an attorney. Mr. Moellendorf stated the letter had already been sent. It was believed Carol Roberts had moved to Austin, Texas. A copy of the letter would be provided at the October 2008 meeting so that action could be taken. It was agreed that the vacancy needed to be filled.

Mr. Moellendorf advised that Melanie Bruketta, assistant district attorney, recommended that the agenda be changed so that under Item 3 (on every agenda) the first item be "approval of absences." Documentation was needed to show that an individual's absence was approved or not. Discussion ensued whether that was the responsibility of the recording secretary. Mr. Moellendorf stated the chair could not excuse an absence; it had to be by a vote of the entire council.

5. FUTURE AGENDA ITEMS

Recurring agenda items for January: Interview Applicants and Recommend Appointment(s) to Board of Supervisors. (1-1092)

The Chair stated that the details of the Fall Tree Seminar would be completed at the October meeting. Also at that meeting, a discussion of the letter sent to Carol Roberts. For the December 2008 meeting, the topic would be Arbor Day, and how to get the school children interested.

6. ACTION ON ADJOURNMENT (1-1105) Carole Brewer motioned to adjourn the meeting. Roy Trenoweth seconded the motion. It was carried unanimously.

Chair Keever adjourned the meeting at 6:05 p.m.

The Minutes of the August 28, 2008 Carson City Shade Tree Council meeting ARE SO APPROVED this 25th day of September, 2008.

LEE-ANN KEEVER, Chair