

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, February 22, 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 QUORUM (1-0007) - 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 (1-0014) - None.

1. ACTION ON APPROVAL OF MINUTES - January 25, 2007 (1-0019) - Member Trenoweth moved to approve the minutes. Vice Chairperson Keever seconded the motion. Motion carried 5-0. Member Harold arrived following the vote on this item.

2. MODIFICATIONS TO THE AGENDA (1-0031) - None.

3. AGENDA ITEMS:

3-A. DISCUSSION AND INTERVIEW ONLY OF APPLICANTS FOR THE SHADE TREE COUNCIL REGARDING MEMBERSHIP VACANCIES AND POSSIBLE MEMBERSHIP APPOINTMENT TO THE SHADE TREE COUNCIL (1-0035) - Chairperson Roberts called Gianna Marie Shirk to the meeting table. Ms. Shirk introduced herself and provided background information on her application. She responded to questions regarding her current occupation; her previous work experience; her interest in serving as a council member; potential contributions to the council; and her familiarity with the council, its sponsored functions and events. In response to a further question, she advised of no grant writing experience. With regard to tree-related issues to be addressed or resolved in Carson City, she discussed the importance of new plantings in conjunction with new development, and an interest in tree planting projects. She anticipated no conflict with attending monthly council meetings or functions. She acknowledged a willingness to commit to the council if recommended for appointment. In response to a further question, she explained her previous interest in the Regional Transportation Commission.

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Chairperson Roberts advised she had not spoken with the other applicant, Kevin Halvorson, and was unaware as to whether he had been notified of the meeting. Vice Chairperson Keever offered to attempt to contact Mr. Halvorson by telephone, and left the meeting room to do so. (1-0495) In response to a question, Vice Chairperson Keever advised that the home phone number for Mr. Halvorson was disconnected and that there was no answer of the cell phone number.

3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPLICANT FOR MEMBERSHIP APPOINTMENT TO THE SHADE TREE COUNCIL (1-0508) - Chairperson Roberts introduced this item, and the council members discussed Ms. Shirk's qualifications. **Member Trenoweth moved to recommend Ms. Shirk to the Board of Supervisors for appointment as a member to the council. Member Brewer seconded the motion. Motion carried 5-1.** Member Harold expressed concern over Ms. Shirk's possible lack of experience and knowledge of trees. He expressed appreciation for her assertiveness, and concern over the council not being "her first choice." He expressed the opinion Ms. Shirk's background in real estate would be an asset to the council. Member Brewer discussed the importance of council members "willing to do some work." She advised that Chairperson Roberts had invested over 464 hours in council activities last year. Chairperson Roberts advised of having only an admiration for trees when she was first recommended for appointment to the council. Member Harold reviewed Mr. Halvorson's qualifications as outlined in his application, and noted the importance of "capability and drive." He advised of not having been aware that Mr. Halvorson was not present for the interview and that he would have asked Ms. Shirk additional questions. Chairperson Roberts expressed support for council members with professional experience and qualifications, and appreciation for variety. She thanked Member Harold for his comments, and provided background information on the interview questions. She advised that the interview questions could be modified at a future meeting.

Ms. Shirk was invited to return to the meeting room, and Chairperson Roberts informed her of the council's recommendation. Chairperson Roberts advised Ms. Shirk of the process for forwarding the council's recommendation to the Board of Supervisors, and the Board of Supervisors' process for acting on the recommendation.

3-C. REVIEW AND POSSIBLE ACTION REGARDING SELECTION OF SHADE TREE COUNCIL MEMBERS TO ACT AS COUNCIL LIAISONS TO VARIOUS CITY ADVISORY BOARDS (1-0655) - Chairperson Roberts advised that the only liaison assignment left open from the last meeting was for Education Agencies and Organizations. She offered to explain the responsibilities associated with this role to Ms. Shirk. Ms. Shirk volunteered for the liaison assignment. Member Trenoweth suggested deferring action on this item until such time as Ms. Shirk is officially appointed as a member. Chairperson Roberts suggested seriously considering the possibility of dropping projects and liaison responsibilities if council members are unwilling to volunteer to serve.

3-D. REVIEW AND POSSIBLE ACTION TO ASSIGN DUTIES AND RESPONSIBILITIES TO MEMBERS OF THE COUNCIL BY THE CHAIRPERSON - Deferred.

3-E. ACTION REGARDING THE 2007 ARBOR DAY CELEBRATION (1-0222) - Chairperson Roberts provided background information on previous council action to participate in the Nevada Division of Forestry 50th Anniversary Celebration. She advised of having contacted the Nevada Division of Forestry earlier in the day, and talking with State Forester Pete Anderson's secretary, who informed her that a meeting would be scheduled in the next couple weeks. She requested input of the

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council members with regard to a second Arbor Day Celebration planting at a different location to be held later in the day. In response to a question, Member Trenoweth expressed a preference to not schedule a separate planting. Discussion followed, and Chairperson Roberts noted that none of the council members had yet volunteered to serve as primary lead for the Arbor Day Celebration event. In light of this, she suggested that not holding a separate planting may be better.

(1-0300) Travis Unruh, of Green Lizard Landscape, offered to volunteer labor and equipment for any planting projects.

Member Brewer requested Chairperson Roberts to ask Nevada Division of Forestry representatives about the council planting a tree at the 50th anniversary celebration. Chairperson Roberts suggested a tree could be planted in honor of every state forester. Member Trenoweth advised this would amount to five trees. Chairperson Roberts agreed to discuss the suggestions at the meeting with Nevada Division of Forestry representatives. Consensus of the council was that no formal action was necessary.

3-F. ACTION ON RECIPIENT OF THE 2007 GEORGE WASHINGTON FERRIS AWARD (1-0342) - Chairperson Roberts provided background information on the George Washington Ferris Award. Vice Chairperson Kever suggested the Nevada Division of Forestry as this year's recipient, "in recognition of 50 years of hard work." Members Brewer and Ozawa agreed, and Chairperson Roberts entertained a motion. **Vice Chairperson Kever moved to designate the Nevada Division of Forestry as this year's recipient of the George Washington Ferris Award. Member Ozawa seconded the motion. Motion carried 5-0-1, Member Trenoweth abstaining.**

3-G. DISCUSSION ONLY ABOUT MEETING HELD BETWEEN CHAIRPERSON CAROL ROBERTS AND PARKS AND RECREATION DEPARTMENT DIRECTOR ROGER MOELLENDORF IN NOVEMBER 2006 (1-0367) - Chairperson Roberts referred to the notes included in the agenda materials. At Member Trenoweth's request, she discussed the purpose of the meeting to review the year with the reduced support from Parks and Recreation Department staff. She acknowledged Parks and Recreation Department staff's intent to reduce staff support to the other advisory committees, but advised that staff support to this council had been greatly reduced in comparison. She advised of having discussed with Mr. Moellendorf the administrative cost to the council associated with reduction in Parks Department support. She suggested that a station at the Parks Administration office be provided to accommodate word processing, printing, and copying requirements. She advised of having been very satisfied with the outcome of the meeting with Mr. Moellendorf, but that "there are still some things that need to be worked out." She expressed concern that the council isn't forgotten with regard to informational materials. In response to a question, she provided background information on Parks Department staff's original proposal to reduce staff support and her agreement to try it. Discussion took place regarding the number of Parks Department staff who participate in Carson River and Open Space Advisory Committee meetings. Chairperson Roberts invited the council members to attend meetings with Mr. Moellendorf. Member Brewer expressed the opinion that the council operates fine with the reduction in staff support.

3-H. DISCUSSION AND POSSIBLE ACTION RELATING TO THE SHADE TREE COUNCIL'S REVISED VOLUNTEER HOURS SHEET (1-0690) - Chairperson Roberts referred to the new volunteer hours format included in the agenda materials, and explained the method by which it should be completed. Discussion followed, and consensus of the council was to continue to keep detailed notes of volunteer hours as back up documentation. In response to a question, Chairperson Roberts advised

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of having developed a more detailed project / assignment description, and offered to provide copies of the same to the council members. Member Ozawa offered to contribute to the council's scrapbook. Member Harold suggested adding training as a category for the volunteer hours sheet. Chairperson Roberts reviewed revisions to the volunteer hours sheet. No formal action was taken.

3-I. DISCUSSION AND POSSIBLE ACTION REGARDING THE SHADE TREE COUNCIL'S HONOR ROLL PROGRAM (1-0812) - Chairperson Roberts introduced this item. Member Brewer reminded the council members that she had volunteered to serve as primary lead for this project / event. Member Ozawa acknowledged she will serve as the back up. Member Brewer requested input of the council members regarding the name of the program. Member Ozawa suggested the name "Distinguished Trees of Carson City." Member Brewer suggested designating tree categories, including flowering, evergreen, fall color, and deciduous. Discussion took place regarding the program name, and Member Ozawa provided background information on her suggestion. Chairperson Roberts provided background information on the program's original concept and focus. In response to a comment, Member Brewer discussed the importance of involving community arborists and other tree professionals in the nomination process. In response to a question, she suggested scheduling the award ceremony for the fall. Vice Chairperson Keever agreed to begin publicizing the program as soon as possible. Member Brewer suggested designating September 1st as the nomination deadline. She further suggested the nomination process would include designating three trees for each of the four categories and requesting the public to vote. She responded to questions of clarification with regard to the process.

(1-1006) Mr. Unruh expressed concern that "in four to five years, we would run out of trees to vote on."

Member Harold suggested focusing on a different category each year, i.e., conifers, deciduous blooming, deciduous fall colors, etc. Member Brewer discussed the importance of as much community involvement as possible. She suggested trying the category approach. She offered to have the nominations forwarded to her home where she will "sort it out and come back to the board with it." She suggested that if this year's approach "doesn't work, we'll do something different next year." Chairperson Roberts offered to re-agendize this item for additional discussion at the next meeting. No formal action was taken.

(1-1502) Member Harold suggested the program name "Champion Trees." Member Ozawa advised of having chosen the word "distinguished" because of its definition as "set apart" and "unique."

3-J. DISCUSSION AND POSSIBLE ACTION CONCERNING APPLICATION FOR 2007 NEVADA DIVISION OF FORESTRY'S URBAN FORESTRY TREE PLANTING GRANT OR PURSUING OTHER GRANT OPPORTUNITIES (1-1060) - Chairperson Roberts introduced this item, and advised she is awaiting a return phone call from the Nevada Division of Forestry regarding available grant funding. She suggested taking action to pursue a grant if funding is available. Member Trenoweth suggested asking State Forester Pete Anderson about available grant funding at the time Chairperson Roberts meets with him regarding the Arbor Day Celebration.

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Chairperson Roberts solicited input of the council members with regard to pursuing other grant opportunities. Member Trenoweth suggested researching grant opportunities via the Internet. Chairperson Roberts advised of having conducted Internet research a number of years ago, which revealed quite a number of grant funding opportunities for non-profit organizations which are not affiliated with the government. Consensus of the council was to defer action on this item until information regarding grant funding availability is provided by Nevada Division of Forestry representatives.

3-K. DISCUSSION ONLY CONCERNING 2006 ACCOMPLISHMENTS BY THE SHADE TREE COUNCIL (1-1121) - Chairperson Roberts introduced this item, and the council members began listing the annual accomplishments, including: the George Washington Ferris Award, the Arbor Day Celebration at the Carson City Library, the Fall Tree Care Seminar, and the Honor Roll Program. Chairperson Roberts advised she would be presenting the council's accomplishments and goals to the Board of Supervisors in the near future.

3-L. DISCUSSION AND POSSIBLE ACTION ON THE CREATION OF AN ADDITIONAL AWARD THAT WOULD RECOGNIZE ORGANIZATIONS OR INDIVIDUALS THAT HAVE MADE OUTSTANDING EFFORTS TO PROTECT AND PRESERVE TREES IN CARSON CITY (1-1137) - Chairperson Roberts introduced and provided background information on this item. Vice Chairperson Kever advised she is awaiting a return phone call from State Archivist Guy Rocha. Member Brewer suggested designating a preservation award. Vice Chairperson Kever will request Mr. Rocha to provide suggestions as to historic Carson City tree preservationists for whom the award could be named.

Chairperson Roberts reviewed Building with Trees Program information from the National Arbor Day Foundation. She suggested that correlating the subject award program with an already-established national program would mean less work for the council. Member Trenoweth suggested the award could be presented to the Presbyterian Church at the Arbor Day Celebration. Member Brewer suggested conferring the award on an annual basis. No formal action was taken.

3-M. DISCUSSION ONLY OF THE CARSON CITY COMMUNICATION POLICY (#CM-05-001) AND HOW IT IS TO BE USED BY SHADE TREE COUNCIL MEMBERS (1-1221) - Chairperson Roberts introduced and provided background information on this item. She requested the council members to review the policy, copies of which were included in the agenda materials. Discussion ensued, and Chairperson Roberts noted the council's annual report to the Board of Supervisors. She advised of having obtained a copy of the Board of Supervisors' 2006 goals prior to agendaizing development of the council's 2006 goals.

3-N. DISCUSSION AND POSSIBLE ACTION ON THE SOCIETY OF AMERICAN FORESTERS CONFERENCE SCHEDULED FOR NOVEMBER 5 THROUGH 9, 2008 IN RENO (1-1335) - Chairperson Roberts introduced and provided background information on this item. Member Harold suggested determining the Nevada Shade Tree Council's direction with regard to the conference and proceeding accordingly. He acknowledged a suggestion to defer action, and Chairperson Roberts advised she would reagendaize this item for the next meeting. No formal action was taken.

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4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM STAFF (1-1380) - None.

COUNCIL MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (1-1382) - Chairperson Roberts referred to the "FYI" items included in the agenda materials. Member Ozawa advised she will be attending an annual meeting of GROW on May 10th, and will collect informational materials to pass along to the council. She provided background information on GROW, and circulated a newsletter. Member Brewer advised of having contacted Susan Crowell regarding the Brewery Arts Center landscape plans. She will follow up with Mrs. Crowell and request her to attend the next council meeting. Member Harold advised of having attended arborist training in Reno, February 5 - 7, and provided an overview of the same. He further advised of having attended a Nevada Fire Safe Council meeting earlier in the day. There was nothing to report related to this council; however, he advised the Nevada Fire Safe Council members that this council is interested in their activities. Chairperson Roberts advised that the Nevada Fire Safe Council is a partner in the National Arbor Day Foundation Building with Trees Program. She reported having recently met with Mr. Moellendorf and Administrative Assistant Daria Petrenko regarding the agenda. With regard to the National Arbor Day Foundation Building with Trees Program, she advised that partnerships would count toward a Tree City USA growth award.

5. FUTURE AGENDA ITEMS (1-1541) - Chairperson Roberts reviewed the tentative agenda for the March council meeting.

6. ACTION ON ADJOURNMENT (1-1563) - Member Trenoweth moved to adjourn the meeting. Vice Chairperson Keever seconded the motion. Motion carried 6-0.

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

CAROL ROBERTS, Chair