

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 24, 2005 Meeting
Page 1

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, February 24, 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
Robert Ruffridge
Roy Trenoweth

STAFF: Linda Ritter, City Manager
Roger Moellendorf, Parks and Recreation Department Director
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 (1-0007) - Chairperson Bondiett called the meeting to order at 5:35 p.m. Roll was called; a quorum was present.

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

1. ACTION ON APPROVAL OF MINUTES - January 27, 2005 (1-0016) - Ms. King noted a correction to page 3 of the minutes. **Member Ozawa moved to approve the minutes, as amended. Member Trenoweth seconded the motion. Motion carried 7-0.**

2. CHANGES TO THE AGENDA (1-0041) - Mr. Krahn requested Chairperson Bondiett to defer items 3-A and 3-B until later in the meeting.

3. AGENDA ITEMS:

3-A. DISCUSSION ONLY REGARDING CARSON CITY'S INTERNAL AUDIT REPORT OF BOARDS, COMMITTEES, AND COMMISSIONS (1-0910) - Ms. Ritter expressed appreciation for the Council members' service to the community in the area of urban forestry. She provided background information on the boards, commissions, and committees audit, and discussed the Council's role as an advisory committee to the Board of Supervisors. She advised she will be recommending that the Board of Supervisors schedule annual meetings with each advisory committee, as well as require presentation and approval of annual work plans.

Ms. Ritter discussed the Council's option of becoming an advocacy group. She explained that advocacy groups are not subject to the Nevada Open Meeting Law, but are still free to provide advice to the Board of Supervisors. She referred to the Youth Sports Association and the Community Council on Youth as successful examples of advocacy groups which have access to City staff, facilities, and support. She noted that advocacy groups, as separate, non-profit organizations, are eligible for different funding sources.

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 24, 2005 Meeting
Page 2

Ms. Ritter reviewed the Internal Auditor's recommendation that the Board of Supervisors consider consolidating advisory committees, specifically the Parks and Recreation Commission, the Open Space Advisory Committee, the Carson River Advisory Committee, and this Council. She requested input from the Council members with regard to the existing framework. Chairperson Bondiatt recalled previous discussion among the Council members with regard to the possibility of forming an advocacy group or a non-profit organization. At that time, the Council members were opposed to doing so and expressed a preference to remain in an advisory capacity to the Board of Supervisors. Member Ruffridge expressed understanding for consolidation from a staff standpoint, but expressed concern that "some of the smaller things ... may get overlooked and probably would just fall by the wayside."

Vice Chairperson Roberts expressed concern that the audit report noted no active communication between the Council and the Board of Supervisors. She suggested re-evaluating this point once the annual meeting and work plan recommendations are implemented. Ms. Ritter pointed out that the work plan may limit the Council's activities, and reiterated the suggestion that the Council consider the benefits of becoming an advocacy group which would still have full access to the Board of Supervisors. Chairperson Bondiatt requested that the annual meeting with the Board of Supervisors be scheduled in the evening to accommodate the Council members' work schedules.

In response to a question, Ms. Ritter advised that consolidation of this Council with other advisory committees is a decision to be made by the Board of Supervisors. In response to a further question, Ms. Ritter advised that the Internal Auditor had considered the cost of the Council to the City. Mr. Krahn explained that the Council took action, approximately a year ago, to cover expenses such as mailing, copying, etc. In response to a comment, Mr. Krahn provided an overview of the Youth Sports Association agreement with the City. He suggested that, if the Council decided to become an advocacy group, a similar agreement could be developed to outline roles and responsibilities of the Council members and staff.

In response to a question, Ms. Ritter advised that the task force recommended in the audit report would not be formed. She explained the importance of the Board of Supervisors making policy decisions directly rather than a task force attempting to forward recommended policy decisions. Member Trenoweth advised that a tree or forestry committee is required for Tree City USA designation. He expressed concern that consolidation may result in loss of the identified purpose of the individual advisory committees. Ms. Ritter advised she would forward the Council's comments to the Board of Supervisors, together with policy recommendations on annual joint meetings, work plans, and methods by which to formalize the relationship.

In response to a question, Ms. Ritter expressed the opinion that the reason many of the Council's recommendations are agendized for the Parks and Recreation Commission is because the two advisory committees share staff. She advised that the Council was never set up that way, but explained that the Parks and Recreation Commission would be interested in the Council's activities because of the relationship. Mr. Krahn explained that one reason for forwarding Council recommendations to the Parks and Recreation Commission is to gain additional support prior to submitting recommendations to the Board of Supervisors. Chairperson Bondiatt advised that another reason is the Council's purview being limited to public lands, particularly City property. Vice Chairperson Roberts expressed an interest in developing a stronger relationship with the Planning Commission and other related advisory committees. Member Trenoweth expressed an additional concern that combining advisory committees may have the effect of limiting public input. Ms. Ritter thanked the Council members for their comments.

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 24, 2005 Meeting
Page 3

(1-1330) Donna DePauw provided background information on the origins of the Shade Tree Council, and advised of consideration given to forming an advocacy group a number of years ago. She expressed support for the Council forming an advocacy group.

3-B. ACTION REGARDING THE 2005 ARBOR DAY CELEBRATION (1-1422) - Chairperson Bondiett provided background information on this item. Ms. Ritter advised of plans to travel to Washington, D.C. to meet with the congressional delegation to identify reforestation funding sources. She reviewed funding received thus far, and advised that calculations have indicated the need for approximately \$2.5 million. Ms. Ritter explained that, because the area is so large, professional contractors will be needed to ensure the best success. She advised that the UNR Cooperative Extension has been compiling a list of volunteers, and that volunteer planting will be scheduled on the lower elevations at the appropriate time.

Mr. Krahn advised of having spoken with NDF Forester John Christopherson, who did not recommend planting seedlings at the end of April. He explained that the lower elevations of the burned area are at the greatest risk for heat and weather damage. Mr. Christopherson expressed concern that a 25% survival rate in the lower elevations would be “lucky” to achieve. Mr. Krahn expressed concern with regard to a large turn out of volunteers which would present problems in getting to the planting area. In addition, there are no seedlings available at the present time. Ms. Ritter discussed volunteer opportunities in more accessible areas such as behind the Lakeview area. She acknowledged that April may be a difficult time of year for planting seedlings. Vice Chairperson Roberts suggested the possibility of planning an event in conjunction with Nevada Shade Tree Week. Ms. Ritter offered to keep the Council informed of volunteer opportunities.

Vice Chairperson Roberts suggested a symbolic planting related to Waterfall Fire rehabilitation. Mr. Krahn advised that part of the Long Ranch Estates open space area was burned, and that staff has estimated 28-30 trees were harmed or damaged. He further advised that irrigation lines could be extended, and suggested the area as ideal for a symbolic planting. He responded to questions regarding parking and access considerations. Member Trenoweth suggested the Legislative Mall as a fall back position, and discussion took place with regard to the same. Member Brewer expressed support for a symbolic planting toward rehabilitation of the Waterfall Fire burn area. Chairperson Bondiett agreed, and noted an educational aspect to the idea. Additional discussion ensued. Mr. Krahn acknowledged that Parks staff would be available to help with the planting at the Long Ranch open space property. He advised that Contract Urban Forester Molly Sinnott would assist in selecting the tree, and that most likely a contractor would plant the tree. In response to a question, he advised that the Parks Department has a portable PA system. He responded to additional questions regarding the terrain, access to the proposed planting area, and the irrigation system. **Member Ozawa moved to select the Long Ranch area which was damaged in the Waterfall Fire for a symbolic planting. Member Brewer seconded the motion. Motion carried 7-0.**

Discussion took place regarding purchase of the tree, and **Member Ozawa moved to have planted a 2" caliper tree in the Long Ranch area of the Waterfall Fire for the Arbor Day Celebration, using Shade Tree Council funds. Vice Chairperson Roberts seconded the motion. Motion carried 7-0.** Mr. Krahn suggested that an evergreen tree may be more symbolic and more in keeping with the area, and Member Ozawa agreed. Following discussion, **Member Ozawa rescinded her previous motion, and moved that the Council authorize the expenditure to plant an appropriate evergreen tree in the Long Ranch area of the Waterfall Fire as a symbolic ceremonial gesture on Arbor Day. Member Brewer seconded the motion. Motion carried 7-0.**

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 24, 2005 Meeting
Page 4

Chairperson Bondiett noted that the ceremony will be scheduled for 5:30 p.m. on Friday, April 29th. Discussion took place regarding set up and parking considerations for the Arbor Day ceremony. Chairperson Bondiett suggested inviting and/or noticing the area residents of the ceremony.

(1-1975) Ms. DePauw suggesting inviting former Parks and Recreation Commissioners and Shade Tree Council members who worked closely with Mr. Kastens. She further suggested considering a giant sequoia for the planting.

3-C. ACTION ON RECIPIENT OF THE 2005 GEORGE WASHINGTON FERRIS AWARD (1-0054) - Chairperson Bondiett referred to the transcript of the voice mail message from Donna DePauw included in the agenda materials. Mr. Krahn agreed to contact Mike Tanchek to inquire as to his willingness to purchase the award plaque again this year. Member Trenoweth inquired as to whether any of the Council members had an award nominee in mind. When no nominees were offered, Member Trenoweth concurred that Steve Kastens was a fine choice. Vice Chairperson Roberts and Member Ruffridge agreed. **Member Ruffridge moved to present the George Washington Ferris Award to Steve Kastens. Members Brewer and Ozawa seconded the motion.**

(1-0102) Ms. DePauw provided background information on Mr. Kastens' involvement in starting and facilitating the Shade Tree Council. She expressed appreciation for the Council's consideration of Mr. Kastens as the award recipient.

Chairperson Bondiett called for additional public comment. Member Trenoweth called the question, **motion carried 7-0**. Chairperson Bondiett agreed to write a letter informing Mr. Kastens of the Council's action.

3-D. ACTION REGARDING SELECTION OF THE ARBOR DAY POSTER CONTEST WINNER (1-0165) - Mr. Krahn provided background information on this item, and advised that the poster was submitted by Alyssa Bradley prior to the deadline. Discussion took place with regard to the fact that Ms. Bradley lives and is home schooled in Douglas County. In response to a question, Chairperson Bondiett reviewed the letter which was provided, as part of a packet, to all fifth grade teachers. Mr. Krahn advised that Ms. Bradley found the contest on the City's website. Member Kever suggested that since there was no specification with regard to residency or school attendance, the poster should be accepted. **Member Ozawa moved to accept the poster submitted by Alyssa Bradley as the winner of the 2005 Arbor Day Poster Contest. Members Kever and Trenoweth seconded the motion. Motion carried 7-0.** Chairperson Bondiett advised that Ms. Bradley would be notified by correspondence, and that the poster would be submitted to the State contest. She suggested using the poster in the Council's Arbor Day Celebration publicity materials, and making mention of Ms. Bradley as the contest winner during the ceremony.

Discussion took place with regard to an award, and Vice Chairperson Roberts provided background information on the books presented to last year's poster contest winner and her teacher. In response to a question, Member Kever offered to draft a press release and submit it, together with a color copy of the poster, to the local newspapers. **Member Kever moved to spend \$35 to purchase books, as Carol Roberts sees fit, to present to the winner of the poster contest, Alyssa Bradley, at the Arbor Day Celebration. Member Brewer seconded the motion.** In response to a comment, discussion took place with regard to the reason for not awarding savings bonds. Vice Chairperson Roberts advised that the books will be about trees. Chairperson Bondiett called for a vote on the pending motion; **motion carried 7-0**.

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 24, 2005 Meeting
Page 5

Vice Chairperson Roberts advised that Urban Forestry Program Coordinator Susan Stead had informed her the Arbor Day Poster Contest may not go forward next year because of funding cuts. Chairperson Bondiatt suggested keeping in mind a Council-sponsored contest for next year.

3-E. ACTION REGARDING THE SHADE TREE COUNCIL APPLYING FOR A NEVADA DIVISION OF FORESTRY URBAN AND COMMUNITY FORESTRY PROGRAM GRANT (1-0445) - Mr. Krahn distributed copies of the grant application materials to the Council members and staff. Chairperson Bondiatt advised that funding is available for the match requirement. She requested input from the Council members with regard to interest in applying for the grant. She pointed out that the grant application was not listed as one of the Council's annual goals. She advised of the grant writing workshop scheduled for Thursday, March 17th, prior to the next Council meeting. Vice Chairperson Roberts noted that the grant application is due April 11th.

Discussion took place with regard to possible grant projects. Member Trenoweth advised that grant funding will not be awarded if someone doesn't attend the workshop. In response to a question, Vice Chairperson Roberts expressed a willingness to attend the workshop if the Council decides on a grant project to pursue. Member Ruffridge suggested considering additional plantings for the Arboretum because, even if the grant funding isn't awarded, something can be learned from the experience. Vice Chairperson Roberts discussed her experience with applying for this grant funding in the past. Mr. Krahn offered to provide the grant application developed by former Council member Craig Hartman as a resource.

Chairperson Bondiatt expressed a willingness to attend the grant writing workshop depending upon her work situation in March. She suggested pursuing the grant funding for the purpose of printing the Tree Selection Guide. She requested any other interested Council members to inform Mr. Krahn of their intention to attend the grant writing workshop. No formal action was taken.

3-F. ACTION REGARDING THE TREE SELECTION GUIDE (1-0674) - Mr. Krahn distributed an updated Carson City Tree List for Commercial Projects to the Council members and staff. He reviewed the agenda materials pertinent to this item, and discussion took place with regard to the same.

(1-0760) Ms. DePauw provided background information on development of the first Tree Selection Guide, and responded to questions regarding their sale and distribution.

In response to a question, Chairperson Bondiatt advised that no determination had yet been made with regard to whether the photographs will be black and white or color. Vice Chairperson Roberts noted the differences in technology and the various media available for producing the guide. Chairperson Bondiatt discussed printing costs, and noted the possibility of recovering some of them through sale of the guides. No formal action was taken.

3-G. ACTION TO APPROVE A LETTER TO BE SENT TO LOCAL DESIGN PROFESSIONALS AND THE CONSTRUCTION INDUSTRY REGARDING THE SHADE TREE COUNCIL'S APPROVED TREE LIST FOR COMMERCIAL / INDUSTRIAL DEVELOPMENT PROJECTS WITHIN CARSON CITY (1-2018) - Discussion took place regarding the purpose of the letter to request input from design and construction professionals on the tree list. Chairperson Bondiatt offered to write the letter and submit it to Mr. Krahn, who offered to have Senior Planner Jennifer Pruitt review it prior to mailing. He will include, in the April Council agenda materials, the packet of information distributed to the design and construction professionals. In response to a question, he advised that

CARSON CITY SHADE TREE COUNCIL
Minutes of the February 24, 2005 Meeting
Page 6

comments and input will be received for a period of three weeks in order that the Council can review the same at the April meeting. He related comments received from Dave Ruf, of Greenhouse Garden Center. **Member Ruffridge moved to request Chairperson BondiETT to write a letter informing the construction and design professionals of the Council's proposed tree planting and selection guidelines. Member Trenoweth seconded the motion. Motion carried 7-0.**

4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-2250) - Vice Chairperson Roberts advised she would be absent from the March Council meeting. She discussed her experience as a participant in the Carson City Leadership Class. She reported on a meeting held earlier in the day to discuss the Tree Inventory. (1-2338) Vice Chairperson Roberts suggested that the Tree Inventory could be used to locate trees for Tree Selection Guide photographs. She displayed a copy of the Division 3 Landscaping Standards, and inquired as to whether the Council should review them. (1-2460) Member Ozawa advised of having been requested to consult on a landscaping project. Member Brewer advised that she would be absent from the April meeting and from the Arbor Day Celebration. Mr. Krahn responded to questions regarding the process for receiving public comment.

LIAISON REPORT FROM NEVADA SHADE TREE COUNCIL MEMBERS (1-2674) - Vice Chairperson Roberts reported that Dick Post will teach a pruning class at Greenhouse Garden Center on March 5th. She reported on a northwestern meeting of the Nevada Shade Tree Council.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2295) - Mr. Moellendorf discussed the purpose of the Tree Inventory to be used as a management tool, and expressed support for updating it. (1-2697) Mr. Krahn reviewed the "FYI" items included in the agenda materials.

FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-2320) - Chairperson BondiETT suggested agendizing a presentation regarding the Tree Inventory. (1-2445) Vice Chairperson Roberts requested that the Division 3 Landscaping Standards be agendized for review by the Council. (1-2725) Mr. Krahn reviewed the tentative agenda for the March Council meeting.

5. ACTION ON ADJOURNMENT (1-2755) - Member Kever moved to adjourn the meeting at 7:42 p.m. Member Ozawa seconded the motion. Motion carried 7-0.

The Minutes of the February 24, 2005 meeting of the Carson City Shade Tree Council are so approved this 24th day of March, 2005.

JEAN BONDIETT, Chair