

CARSON CITY SHADE TREE COUNCIL
Minutes of the January 22, 2004 Meeting
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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, January 22, 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
Robert Ruffridge

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 (1-0004) - Chairperson Bondiett called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Members Keever and Trenoweth were absent. (1-0024) Mr. Krahn received a telephone call from Member Keever advising him that she had been called to an accident scene and would most likely not be present at the meeting.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0009) - None.

1. ACTION ON APPROVAL OF MINUTES - November 20, 2003 and December 11, 2003 (1-0010) - Vice Chairperson Brewer moved to approve the minutes, as presented. Member Roberts seconded the motion. Motion carried 4-0.

2. CHANGES TO THE AGENDA (1-0020) - None.

3. AGENDA ITEMS:

3-A. ACTION ON ELECTION OF OFFICERS FOR 2004 (1-0031) - Chairperson Bondiett opened the floor for nominations for chairperson. In response to a question, she was ambivalent with regard to serving an additional term as chair. In response to a question, Vice Chairperson Brewer advised that she was willing to continue serving as vice chair but was unwilling to serve as chair due to her employment responsibilities. Chairperson Bondiett responded to questions regarding the responsibilities of the chairperson, and discussion took place with regard to the same. Member Roberts advised she would be willing to assist the chair as an apprentice. **Vice Chairperson Brewer moved to reappoint Jean Bondiett as chair. Member Ruffridge seconded the motion. Motion carried 4-0.** Chairperson Bondiett opened the floor for nominations for vice chair. In response to a question, Vice Chairperson Brewer advised that she would be willing to serve again as vice chair if no one else was interested. **Member Ruffridge moved to nominate Carol Roberts as vice chair. Member Brewer seconded the nomination. Nomination carried 4-0.**

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3-B. ACTION TO ASSIGN SPECIFIC DUTIES AND RESPONSIBILITIES TO INDIVIDUAL MEMBERS OF THE COUNCIL BY THE CHAIRPERSON (1-0208) - Vice Chairperson Brewer volunteered to continue overseeing the compilation of the Council's volunteer hours, to solicit requests for quotes for those Council functions which are catered, and to serve as the Council's agenda packet courier. Mr. Krahn responded to questions regarding the possibility, in the near future, of the Council members being responsible for preparing the Tree City USA application. In response to a question, he referred the Council members to the list of responsibilities included in the agenda materials. Vice Chairperson Roberts volunteered to serve as the Council photographer. Chairperson Bondiett suggested deferring further discussion until the other Council members could be present.

3-C. ACTION REGARDING DEVELOPMENT OF FUTURE PLANNING GOALS AND PROJECTS FOR THE COUNCIL (1-0294) - The Council members reviewed and discussed the list of 2003 Goals included in the agenda materials. Discussion took place with regard to establishing goals for 2004. Chairperson Bondiett acknowledged that the top priority goal of "seeking grants through the Nevada Division of Forestry or other sources to fund additional tree plantings at the Mills Park Arboretum" was accomplished in 2003. Discussion took place regarding the status of the Council's funds, and Mr. Krahn advised that he would provide a written accounting at the next Council meeting. **Vice Chairperson Roberts moved to adopt the following goals for 2004: Arbor Day Celebration, Fall Tree Care Seminar, Increase publicity for Shade Tree Council projects and events, Tree Selection Guide, and Tree City U.S.A. with the possibility of pursuing a Growth Award. Member Ruffridge seconded the motion. Motion carried 4-0.**

3-D. ACTION REGARDING SELECTION OF SHADE TREE COUNCIL MEMBERS TO ACT AS COUNCIL LIAISONS TO VARIOUS CITY ADVISORY BOARDS AND COMMISSIONS (1-0573) - Chairperson Bondiett provided background information on the purpose of this item for the benefit of the new members. She requested Mr. Krahn to add her name to the Parks and Recreation Commission agenda distribution list. Mr. Krahn suggested deferring further discussion on this item until the full Council could be present, and the Council members agreed.

3-E. ACTION REGARDING THE FREQUENCY AND STRATEGIC TIMING OF FUTURE SHADE TREE COUNCIL MEETINGS AND THE STAFF LOGISTICS FOR E-MAILING/MAILING/PICKUP OF COUNCIL MEETING PACKETS (1-0650) - Mr. Krahn provided background information on this item, and discussion took place regarding actual costs associated with the Council's meetings. Member Brewer suggested using Council funds to cover the printing and postage costs associated with meeting agenda materials. Additional discussion took place regarding the Council's goals in conjunction with scheduling meeting dates, and the role of volunteer work groups in consideration of reducing the number of annual meetings.

Member Ruffridge reviewed the costs associated with Council meetings, including staff time, facility usage, etc. He expressed the opinion that the Council operates in a fiscally responsible manner, and that reducing the number of meetings would not make a big difference in actual costs. He agreed that using funds raised through Council events and functions could be a way to offset the cost of paper and supplies if this is, in fact, an issue to the City. He referred to earlier comments by Mr. Krahn regarding the value of the Council's volunteer time and expertise toward the City's urban forest, and compared this to the actual costs of paper and supplies. He discussed the importance of keeping in mind the costs associated with government and pseudo-government meetings, but noted that the Council has determined the costs are

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minimal, that it operates in a responsible manner and does not incur frivolous costs to the City. He suggested that reducing the number of meetings should be done because particular meetings have been determined to be unnecessary and not as a response to an unfounded criticism.

At the Council's request, Mr. Krahn agreed to compile a cost estimate for paper and supplies for review by the Council at the next meeting. Consensus of the Council was to cancel meetings only if they are determined to be unnecessary. Mr. Krahn acknowledged that he had sufficient input from the Council with which to return a response to Mr. Kastens.

3-F. ACTION REGARDING THE 2004 ARBOR DAY CELEBRATION (1-1083) - Chairperson Bondiett advised that this year's celebration would be scheduled for Friday, April 30th. She reviewed previous Celebration locations, and she and Mr. Krahn discussed location selection criteria. Chairperson Bondiett requested the Council members to consider a location for this year's Celebration, and discussion included Fuji Park, the Eagle Valley Golf Course, and a location near the observatory at the WNCC campus. Consensus of the Council was to continue considering appropriate locations, whether or not to serve refreshments, and nominees for the George Washington Ferris award.

Mr. Krahn discussed the time frame necessary to select and purchase the Arbor Day Celebration tree, and **Member Brewer moved to approve allocation of Council funds to purchase a 2" caliper tree. Vice Chairperson Roberts seconded the motion.** Mr. Krahn discussed the purpose for approving the tree purchase as soon as possible. Chairperson Bondiett called for a vote on the pending motion; **motion carried 4-0.**

3-G. ACTION ON RECIPIENT OF THE 2004 GEORGE WASHINGTON FERRIS AWARD (1-1300) - Chairperson Bondiett provided background information on this item for the benefit of the new members. She requested the Council members to begin considering deserving nominees, and advised that Mike Tanchek purchases one award plaque each year. If the Council decides to bestow a second award, the cost for a second plaque is allocated from Council funds. Chairperson Bondiett and Mr. Krahn reviewed past recipients of the award. Mr. Krahn suggested the Ribeiro Corporation Quail Park development on South Carson Street, and Chairperson Bondiett noted that Council policy states nominees must have had landscaping in place for a period of three years. Mr. Krahn acknowledged that this item would be reagendaized for the February meeting.

3-H. ACTION REGARDING THE ARBOR DAY POSTER CONTEST (1-1405) - Chairperson Bondiett provided background information on this item, and advised that the Council will judge the posters for Carson City at the February meeting. She advised that Margie Evans, of the Nevada Division of Forestry, has invited a Council member to participate in judging the State posters at 3:30 p.m. on March 9th at the Nevada Division of Forestry Conference Room. Member Ruffridge volunteered. Chairperson Bondiett advised that the Carson City poster winner will be acknowledged at the Arbor Day Celebration. Vice Chairperson Roberts volunteered to photograph the poster submittals for future use in Council publications. Discussion took place regarding possible prizes to award the winner at the Arbor Day Celebration, and Chairperson Bondiett advised that she would provide suggested prize information at the February meeting. Chairperson Bondiett advised that February 20th is the deadline by which the posters must be submitted to the Parks and Recreation Department.

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4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-1609) - In response to a question, Chairperson BondiETT reviewed the invitation to the Urban and Community Forestry Program meeting on March 8. She referred to the seminar evaluation responses compiled by Member Keever which were included in the agenda materials. She will retain the information until the Council begins discussing the Fall Tree Care Seminar. She provided an update on the Telephone Books for Trees Program, and discussion took place with regard to the same. (1-1783) Vice Chairperson Brewer requested the volunteer hours sheets from the Council members. Chairperson BondiETT provided an overview of time and activities which qualify as volunteer hours.

STATUS REPORTS AND COMMENTS FROM STAFF (1-1740) - Mr. Krahn referred to the resignation letter from Monique Giron included in the agenda materials, and provided background information on the same. He acknowledged that the vacancy has been advertised.

FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-1839) - None.

5. ACTION ON ADJOURNMENT (1-1850) - Member Ruffridge moved to adjourn the meeting at 7:03 p.m. Member Brewer seconded the motion. Motion carried 4-0.

The Minutes of the January 22, 2004 meeting of the Carson City Shade Tree Council are so approved this 26th day of February, 2004.

JEAN BONDIETT, Chair