A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, January 23, 2003 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Jean Bondiett

Vice Chairperson Carole Brewer

Shirley Faiella Craig Hartman Paul Stuke Roy Trenoweth Isabel Young

STAFF: Vern Krahn, Parks 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 and inspection during regular business hours.

- A. CALL TO ORDER, ROLL CALL, AND DETERMINATION OF A QUORUM (1-0001) Chairperson Bondiett called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Member Young arrived at 5:34 p.m.
- **B. ACTION ON APPROVAL OF MINUTES November 21, 2002** (1-0007) Vice Chairperson Hartman moved to accept the minutes. Member Brewer seconded the motion. Motion carried 6-0.
- C. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0016) None.
- **D. MODIFICATION OF THE AGENDA** (1-0019) Chairperson Bondiett agreed to modify the agenda to address items F-4 and F-7 following item F-1.
- **E. DISCLOSURES** (1-0065) Vice Chairperson Hartman advised of conversations with Donna DePauw regarding various agenda items, and with Urban Forester Consultant Molly Sinnott regarding the Arbor Day Celebration. Mr. Krahn explained the purpose of this agenda item.

F. PUBLIC MEETING

- **F-1. ACTION ON ELECTION OF OFFICERS FOR 2003** (1-0102) Vice Chairperson Hartman nominated Chairperson Bondiett to continue serving as chair. Member Brewer seconded the nomination. Nomination carried 7-0. Member Stuke nominated Member Brewer for vice chairperson. Following a description of the vice chairperson's responsibilities, Member Brewer accepted the nomination. Member Trenoweth seconded the nomination. Chairperson Bondiett called for additional nominations and, when none were forthcoming, called for a vote on the pending nomination. Nomination carried 7-0.
- F-2. REVIEW AND ACTION TO ASSIGN SPECIFIC DUTIES AND RESPONSIBILITIES TO INDIVIDUAL MEMBERS OF THE COUNCIL BY THE CHAIRPERSON (1-0856) Vice Chairperson Brewer offered to continue coordinating the Council's volunteer hours. Member Stuke acknowledged he would continue compiling the Council's scrapbook and serving as the Council's graphic

artist. Mr. Krahn suggested scheduling a meeting with Vice Chairperson Brewer, Member Stuke, and Parks Administrative Assistant Sandy Tschumperlin to coordinate the Council's scrapbook and volunteer hours in order to ensure sufficient documentation for the Tree City USA application. Mr. Krahn discussed the need for photography of the Council's events and meetings. Member Young agreed to be responsible for Council publicity, and Chairperson Bondiett suggested that she coordinate her efforts with Member Stuke. Member Trenoweth agreed to serve as the Council's photographer. Member Hartman agreed to serve as the Council's contact liaison and grant researcher. Chairperson Bondiett will check with Member Faiella with regard to serving as the Council's school liaison.

Chairperson Bondiett reviewed various City advisory boards/commissions/committees to which the Council should have a liaison. Mr. Krahn discussed the purpose of designating a Council liaison, and Chairperson Bondiett requested the Council members to designate the advisory committees in which they would be interested. Member Trenoweth offered to serve as liaison to the Parks and Recreation Commission, the Carson River Advisory Committee, and the Open Space Advisory Committee. Mr. Krahn offered to provide the Council with information on the various advisory boards/commissions/committees. Vice Chairperson Brewer requested information regarding the regular meeting dates and times of the advisory committees. Member Hartman offered to serve as liaison to the Regional Transportation Commission and as back up for Member Trenoweth to the Parks and Recreation Commission. Member Stuke and Vice Chairperson Brewer expressed an interest in the Historic Resources Commission. Chairperson Bondiett offered to serve as liaison to the Planning Commission.

- F-3. REVIEW AND ACTION REGARDING THE SHADE TREE COUNCIL'S 2002 FINANCIAL REPORT / ENDING BALANCE, INCLUDING INCOME AND EXPENSES FOR THE 2002 FALL TREE CARE SEMINAR (1-1330) Mr. Krahn reviewed the January 7, 2003 memo included in the agenda materials, and discussion took place with regard to grant funding. Chairperson Bondiett requested a more detailed breakdown of revenue and expenditures to date, and Mr. Krahn acknowledged that the Council is making a profit on the seminar. Discussion took place regarding seminar expenses and the status of the seminar registration invoices listed in the memo. [Member Young left the meeting at 6:50 p.m.; a quorum was still present.] Chairperson Bondiett referred to Mr. Fahrenbruch's authorization, during the November 21st meeting, to have the Council's grants, gifts, and donations account pay the registration fees of any Council member who wished to attend the Reno Urban Forestry Commission's Fifth Annual Tree Care Seminar. Mr. Krahn requested Member Hartman to submit appropriate documentation to process the reimbursement.
- **F-4. ACTION REGARDING THE LOCATION AND CEREMONY FOR THE 2003 ARBOR DAY CELEBRATION** (1-0560) Chairperson Bondiett advised that the Arbor Day Celebration is scheduled for Friday, April 25th. She discussed development of a memorial tree planting program at the Eagle Valley Golf Course, and proposed holding the Arbor Day Celebration at the clubhouse and planting the Arbor Day tree just outside the clubhouse. Extensive discussion took place regarding the details of the same. Chairperson Bondiett suggested deferring action on this item until the next meeting and the Council members concurred. Vice Chairperson Brewer discussed publicity for the Celebration.
- F-5. UPDATE AND ACTION REGARDING PROGRESS ON LOCATING TREES FOR THE NEVADA BIG TREE REGISTER AND THE NATIONAL REGISTER OF FAMOUS AND HISTORIC TREES (1-1598) Member Hartman suggested advising the Nevada Division of Forestry of the need to provide more detailed information regarding the location of large and historic trees. He agreed to convey the suggestion on behalf of the Council.

- **F-6.** ACTION REGARDING DEVELOPMENT OF FUTURE PLANNING GOALS AND PROJECTS FOR THE COUNCIL (1-1632) Discussion took place regarding events and projects for 2003, and Council consensus was to move forward with the Arbor Day Celebration, schedule another tree care seminar, develop a guide for planting the right tree in the right place, plant more trees in the Mills Park Arboretum, increase Council publicity, and continue working on the Tree Selection Guide.
- F-7. ACTION REGARDING THE PLANTING OF A MEMORIAL TREE IN HONOR OF SUPERVISOR JON PLANK (1-0157) Donna DePauw suggested planting the memorial tree for Jon Plank at the same time the Arbor Day tree is planted. Mr. Krahn advised of discussing this matter with Parks and Recreation Department Director of Operations Scott Fahrenbruch, and that the two of them agreed it would be easier to have one ceremony. Mr. Krahn responded to questions regarding the general format of a memorial ceremony. Chairperson Bondiett expressed concerns with regard to detracting from one or the other ceremony. Vice Chairperson Brewer suggested planting or dedicating a grove of trees in memory of Supervisor Plank, and discussion took place with regard to the same.

(1-0300) Ms. DePauw suggested that staff check with Mrs. Plank regarding the format of the ceremony and whether Supervisor Plank had a favorite type of tree.

Discussion took place regarding the date, time, format, and length for the memorial ceremony. Chairperson Bondiett suggested deferring action on this item until staff receives input from Mrs. Plank. Mr. Krahn responded to questions regarding responsibility for purchasing the memorial tree, the procedure for adding plaques to the memorial wall at the Pony Express Pavilion, and the cost of memorial plaques. Member Hartman moved to plant at least one tree in Jon Plank's honor to start a memorial grove with the approval of Mrs. Plank. Member Stuke seconded the motion. In response to a question, Member Hartman amended his motion to indicate that the tree should be planted in Mills Park. Member Stuke continued his second. Motion carried 7-0. [Member Faiella left the meeting at 6:00 p.m. A quorum was still present.]

- F-8. ACTION REGARDING APPLYING FOR GRANTS FOR INSTALLATION OF TREES ON CITY PROPERTY (1-2020) Chairperson Bondiett referred to the information included in the agenda materials. Member Trenoweth advised that trees available through the National Tree Trust are usually saplings which would have a difficult time surviving. He suggested the Nevada Division of Forestry may be willing to plant saplings in their nursery and allow them to grow until they were large enough to plant on City property. Member Hartman offered to check with the National Tree Trust regarding the availability of larger trees. Member Trenoweth suggested contacting Urban Forestry Program Coordinator Susan Stead regarding available grant funding. Chairperson Bondiett encouraged the Council members to bring information on grant funding to the attention of the Council whenever possible.
- **F-9. UPDATE AND ACTION REGARDING THE STREET TREE PROGRAM'S SPRING PLANTING** (1-2188) Mr. Krahn referred to the brochure included in the agenda materials and reviewed the latest revisions. Discussion took place regarding publicity of the Street Tree Program, and the Council members requested Mr. Krahn to supply enough brochures at the next meeting for each of them to distribute. No formal action was taken.

G. INTERNAL COMMUNICATIONS:

- G-1. DISTRIBUTION OF INFORMATIONAL MATERIALS FOR CITY STAFF AND THE COUNCIL'S INTERNAL USE (1-2312) Mr. Krahn reviewed the documents included in the agenda materials.
- H. REPORTS: VERN L. KRAHN, PARKS PLANNER (1-2410) Previously covered.
- **I. REPORTS: CHAIRPERSON** (1-2413) Chairperson Bondiett advised of the City Manager's evaluation panel application which is available to all advisory committee members. Member Hartman discussed the City of Reno Urban Forestry Commission's Fifth Annual Tree Care Seminar which he attended on January 17th.
- **J. ACTION ON ADJOURNMENT** (1-2580) Member Trenoweth moved to adjourn the meeting at 7:31 p.m. Member Stuke seconded the motion. Motion carried 5-0.

The Minutes of the January 23, 2003 meeting of the Carson City Shade Tree Council are so approved this 27th day of February, 2003.

JEAN BONDIETT, Chair	