

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the November 20, 2003 Meeting**  
**Page 1**

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, November 20, 2003 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

**PRESENT:** Chairperson Jean Bondiett  
Vice Chairperson Carole Brewer  
Craig Hartman  
Lee Ann Keever  
Roy Trenoweth

**STAFF:** Steve Kastens, Parks and Recreation 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 5:30 p.m. Roll was called; a quorum was present.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0010)** - None.

**1. ACTION ON APPROVAL OF MINUTES - October 23, 2003 (1-0011)** - Vice Chairperson Brewer moved to approve the minutes. Member Hartman seconded the motion. Motion carried 5-0.

**2. CHANGES TO THE AGENDA (1-0014)** - None.

**3. AGENDA ITEMS:**

**3-A. INTERVIEW APPLICANTS TO FILL MEMBERSHIP VACANCIES ON THE SHADE TREE COUNCIL (1-0018)** - Mr. Krahn advised of a miscommunication between City Manager's staff and Parks Department staff regarding the responsibility for notifying the applicants of the interviews agendized for this meeting. He advised of having spoken with one applicant prior to the start of the meeting who confirmed she had not been contacted regarding the scheduled interviews. He suggested agendizing the interviews for a special meeting, and discussion took place with regard to the same. Consensus of the Council was to schedule the special meeting for Thursday, December 4<sup>th</sup> at 5:30 p.m. Mr. Krahn acknowledged that staff would schedule the meeting and notify the applicants of the interviews. (1-0596) Chairperson Bondiett requested the Council members to retain the agenda materials for this item and bring them to the special meeting.

**3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS MEMBERSHIP APPOINTMENTS TO THE SHADE TREE COUNCIL (1-0112)** - Deferred.

## **CARSON CITY SHADE TREE COUNCIL**

### **Minutes of the November 20, 2003 Meeting**

#### **Page 2**

**3-C. ACTION REGARDING THE FREQUENCY AND STRATEGIC TIMING OF FUTURE SHADE TREE COUNCIL MEETINGS (1-0114)** - Chairperson Bondiett introduced the Council members to Mr. Kastens. Mr. Kastens advised of recent comments by a member of the Burke Consortium to the Board of Supervisors suggesting that the numerous advisory boards, commissions, and committees utilize too much staff time. Mr. Kastens advised of the number of advisory commissions and committees staffed by the Parks and Recreation Department. He discussed the staff time associated with preparing for and attending the meetings, the origin of the Council, and the comments on this issue by the Board of Supervisors. He explained his intent to take a proactive approach to this matter, and discussed the value of the Council to the community and the important annual activities sponsored by the Council, including the Arbor Day Celebration and the Fall Tree Care Seminar.

Mr. Kastens reviewed the options available, including a reduction in the number of Council meetings per year, and the possibility of creating a separate, non-profit organization which would not be advisory to the Board of Supervisors and, therefore, not subject to the Open Meeting Law. He discussed the Youth Sports Association as an example. He responded to questions regarding allocation and management of funds available to the Council, and the advisory nature of the Council to the Board of Supervisors. In response to a comment, Mr. Kastens advised that staff would research the organizational status of the Reno Shade Tree Council. He acknowledged that Parks Department staff would still be available to attend Council meetings, and discussion took place regarding changes in meeting procedures and requirements if the Council became an entity separate from the Board of Supervisors.

Member Kever suggested scheduling meetings around the Council's significant annual events, and discussion took place with regard to the same. Member Hartman suggested reimbursing the City a portion of the expenses associated with Council meetings, and discussion took place regarding the same. Chairperson Bondiett expressed a preference for Council funds being allocated toward tree-related activities rather than administration. Member Hartman suggested combining the Council with another advisory committee or commission. Chairperson Bondiett expressed a preference to suggest reducing the number of meetings rather than pursuing a separate, non-profit organization. She expressed the concern that because the Council is comprised of volunteers, requiring more of their time would result in disinterest. Member Trenoweth advised that he would not be involved in a non-profit organization. Mr. Kastens advised that staff would pursue the information regarding the Reno Shade Tree Council's organizational composition and report back at the next regular Council meeting. Chairperson Bondiett advised that one of the Fall Tree Care Seminar speakers commented on the quality job done by the Council in organizing the seminar. Mr. Kastens assured the Council that staff is not opposed to continuing with the existing meeting schedule.

Member Kever offered to survey other Shade Tree Councils throughout Nevada to gather information regarding their organizational composition and how they would rate their effectiveness. Mr. Kastens agreed that this would be helpful. Additional discussion indicated the Council's preference to continue as an advisory body to the Board of Supervisors. Chairperson Bondiett suggested the January and June meetings could be eliminated without a detrimental impact to the Council's events planning processes. Consensus of the Council was to postpone action until the information from other Shade Tree Councils was available. No formal action was taken.

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the November 20, 2003 Meeting**  
**Page 3**

**3-D. ACTION REGARDING PHONE BOOK RECYCLING AND THE BOOKS FOR TREES CONTEST (1-0612)** - Mr. Krahn provided background information on this item, and discussion took place regarding Council participation. Member Hartman expressed concern over officially endorsing the program because of the School District's past history of poor tree care and maintenance. Discussion took place regarding the program, and Member Kever suggested advising SBC of the need to ensure the trees are monitored for proper care. Chairperson Bondiitt expressed concern over the short time frame, and discussion took place regarding providing input for next year's program. No formal action was taken.

**3-E. ACTION REGARDING ARBOR DAY POSTER CONTEST (1-0719)** - Chairperson Bondiitt displayed the "Trees Are Terrific" booklet distributed by the Nevada Division of Forestry ("NDF") to all fifth grade teachers in the State. She explained that the NDF has offered the Council the opportunity to be involved in judging the Carson City contest. She reviewed the information included in the agenda materials, and discussion took place regarding the Council meeting at which the posters would be judged and ideas for possible awards. Consensus of the Council was to designate the February Council meeting and to include an acknowledgment of the poster contest winner in the 2004 Arbor Day Celebration. **Member Kever moved to include a cover letter from the Council. Member Hartman seconded the motion. Motion carried 5-0.** Chairperson Bondiitt advised she would prepare the letter and forward it to Margie Evans prior to the December 1<sup>st</sup> deadline. She requested Mr. Krahn to reagendaize this item for the January 2004 Council meeting.

**3-F. REVIEW ONLY REGARDING THE FALL TREE CARE SEMINAR HELD ON WEDNESDAY, NOVEMBER 19, 2003 (1-0938)** - Mr. Krahn circulated photographs of the tree plantings which took place during the seminar, and requested the Council members to select one which they would like to have published in the newspaper. Chairperson Bondiitt provided a newspaper clipping to Member Kever and copies of the confirmation letters sent to the seminar speakers to Mr. Krahn. She advised she would send thank you notes. She requested a volunteer to compile the responses from the seminar evaluation forms, and Member Kever volunteered.

Extensive discussion took place regarding the catered food and the catering service, and consensus of the Council was that set up, serving, and clean up should be included in next year's request for quotes. Additional discussion took place regarding the seminar speakers, comments received as part of the seminar evaluation, and CEUs. Member Trenoweth commented that the seminar was "excellent" and the other Council members agreed. Chairperson Bondiitt thanked the Council members for their participation. Mr. Krahn commended Chairperson Bondiitt and the Council members on organization of the seminar. Chairperson Bondiitt responded to questions regarding the reason for scheduling the seminar on a weekday. She advised that the University of Nevada Cooperative Extension sponsors weekend seminars targeted toward homeowners and the general public. Discussion took place regarding the Parks Department staff who attended the seminar.

**3-G. REVIEW ONLY REGARDING THE SHADE TREE COUNCIL'S PLANTING EVENT AT MILLS PARK ON SATURDAY, OCTOBER 18, 2003 (1-1584)** - Member Hartman advised that there were not as many Boy Scouts in attendance as was anticipated. Consensus of the Council and staff was that the event was successful. Chairperson Bondiitt requested Mr. Krahn to check on one of the trees which didn't look very healthy at the time it was planted. She advised that the 5-6 extra pizzas were delivered to FISH.

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the November 20, 2003 Meeting**  
**Page 4**

Discussion took place regarding the documentation required to be returned to the NDF. Chairperson Bondiett commended Member Hartman for coordinating the project and participation by the Boy Scouts.

**3-H. DISCUSSION ONLY REGARDING TREE CITY USA APPLICATION INFORMATION (1-1760)** - Mr. Krahn advised that Administrative Assistant Sandy Tschumperlin is in the process of compiling the necessary information. Vice Chairperson Brewer advised she would provide the written volunteer hours sheets to Ms. Tschumperlin. Discussion took place regarding activities which qualify as volunteer hours. Member Keever provided newspaper articles and photographs to Mr. Krahn. Chairperson Bondiett referred to the policies developed by the Council over the past year, and suggested including these in the application materials. She requested Mr. Krahn to convey the Council's thanks to Ms. Tschumperlin.

**3-I. ACTION TO RECONSIDER THE COUNCIL'S OCTOBER 23, 2003 RECOMMENDATION TO THE BOARD OF SUPERVISORS TO REMOVE ISABEL YOUNG FROM THE SHADE TREE COUNCIL AND SEEK REPLACEMENT (PER CARSON CITY ORDINANCE NO. 1993-23, SECTION 2.18.20 AND THE CARSON CITY SHADE TREE COUNCIL BYLAWS, SECTION 9) (1-1844)** - In response to a question, Mr. Kastens explained the purpose of this agenda item. Chairperson Bondiett advised that she had spoken with Member Young in August, and that Member Young had acknowledged her intent to participate as an active member of the Council. When Member Young missed the September meeting, Chairperson Bondiett requested the agenda item to discuss removal of Member Young at the October Council meeting. Mr. Kastens advised of having spoken with Member Young following the October Council meeting during which conversation Member Young informed him of her intent to appear before the Board of Supervisors and protest the Council's decision. Mr. Kastens explained his recommendation for agendaing reconsideration of the Council's action in light of Member Young's assertion that she had not been informed of the Council's intent prior to the October 23<sup>rd</sup> Council meeting. Mr. Kastens noted Member Young's absence from this meeting even though she had assured him she would be in attendance. He advised that he had suggested, in their telephone conversation, that Member Young submit a letter of resignation. He advised of having been involved in a similar situation which turned "very ugly" in a public meeting, and explained that he didn't want the Council to be maligned. He discussed the importance of providing Member Young with one more opportunity to appear before the Council prior to submitting to the Board of Supervisors the Council's recommendation to remove her. He noted that Member Young is well aware of the meeting location and time, and Mr. Krahn acknowledged that an agenda packet was mailed to her.

Discussion took place regarding staff's recommendation to agendaize reconsideration of the Council's action. **Vice Chairperson Brewer moved to remove Isabel Young from the Shade Tree Council and seek replacement per Carson City Ordinance No. 1993-23, Section 2.18.20, and the Carson City Shade Tree Council Bylaws, Section 9. Member Trenoweth seconded the motion.** Mr. Kastens acknowledged that supporting documentation will be included with the recommendation at the time it is presented to the Board of Supervisors. In response to a question, Mr. Krahn reviewed the percentage of Member Young's attendance from 2001 to the present. Chairperson Bondiett called for a vote on the pending motion; **motion carried 5-0.** Chairperson Bondiett advised of her willingness to attend the Board of Supervisors meeting, if necessary. In response to a question, Mr. Kastens advised that the recommendation would most likely be agendaized for the December 4<sup>th</sup> Board of Supervisors meeting. Mr. Krahn acknowledged that he would advise Chairperson Bondiett of the meeting date and approximate time.

**CARSON CITY SHADE TREE COUNCIL**

**Minutes of the November 20, 2003 Meeting**

**Page 5**

**4. NON-ACTION ITEMS:**

**STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-2227)** - Member Trenoweth reported on his attendance at the Veteran's Day ceremony where three trees were dedicated as part of the Viet Nam Veteran's Memorial. There were many people in attendance, and Member Trenoweth commended City staff on their involvement in organizing the ceremony and the Mayor on his speech. Member Trenoweth described the locations of the trees which were planted.

Chairperson BondiETT provided background information on Member Hartman's length of service to the Council. She thanked him for his hard work over the years, and commented that he has been a valuable member of the Council and will be missed. Member Hartman acknowledged that he had served as Vice Chairperson last year. Chairperson BondiETT advised of having discussed with Pat Rowley the possibility of forming a Friends of the Shade Tree Council group, members of which would be available to help with events, raise funds, and donate trees. Member Hartman acknowledged that he would be interested in participating.

Chairperson BondiETT advised that two large cottonwood trees at the former Capitol Motel site were saved during the recent demolition. She reported that the last of the 32 trees to be planted as part of the Eagle Valley Golf Course Tree Program will be planted tomorrow.

**STATUS REPORTS AND COMMENTS FROM STAFF (1-2407)** - Mr. Krahn commented that many of the Council's goals established in January of 2003 have been accomplished. Review of the Council's goals will be agendized for the January 2004 meeting.

**FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-2415)** - Previously covered.

**5. ACTION ON ADJOURNMENT (1-2419)** - Member Kever moved to adjourn the meeting at 7:25 p.m. Member Trenoweth seconded the motion. Motion carried 5-0.

The Minutes of the November 20, 2003 meeting of the Carson City Shade Tree Council are so approved this 22<sup>nd</sup> day of January, 2004.

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JEAN BONDIETT, Chair