

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 26, 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
Lee Ann Keever
Robert Ruffridge
Roy Trenoweth

STAFF: Vern Krahn, Park Planner
John Flansberg, Deputy City Engineer
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 (1-0011) - None.

1. ACTION ON APPROVAL OF MINUTES - January 22, 2004 (1-0016) - Member Brewer moved to approve the minutes. Member Trenoweth seconded the motion. Motion carried 6-0.

2. CHANGES TO THE AGENDA (1-0018) - None.

3. AGENDA ITEMS:

3-A. REPORT ONLY REGARDING THE ROOP STREET WIDENING PROJECT FROM WASHINGTON STREET TO WINNIE LANE (1-0023) - Mr. Flansberg displayed the demolition and landscape plans and reviewed the same. Mr. Krahn advised that Parks staff and Urban Forester Consultant Molly Sinnott have been involved in tree selection for the landscape plan. Mr. Flansberg advised that the affected homeowners will have an opportunity to review the landscape plan. In response to a question, he advised of long range plans to continue the widening project from Washington to Fifth Street. He acknowledged that the landscape planted by the City will be maintained by City staff. The Council members thanked Mr. Flansberg for his presentation. Mr. Krahn expressed appreciation for Mr. Flansberg's willingness to involve Parks Department staff in the planning process.

Discussion took place regarding irrigation and, in response to a question, Mr. Flansberg and Mr. Krahn explained the reasons effluent water will not be used for the new landscape. Mr. Krahn discussed plans to irrigate certain areas of Mills Park using reclaimed water. Member Trenoweth discussed a tree at the

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Carson Library which will have to be removed as part of the widening project.

3-B. INTERVIEW APPLICANTS TO FILL MEMBERSHIP VACANCIES ON THE SHADE TREE COUNCIL (1-0445) - Mr. Krahn advised that no applications had been submitted prior to the start of the meeting. Chairperson Bondiett advised that Margie Evans, a Nevada Division of Forestry employee, had expressed an interest in applying. Mr. Krahn advised that he had requested Office Support Technician Amy Charles to readvertise the vacancy.

3-C. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS MEMBERSHIP APPOINTMENTS TO THE SHADE TREE COUNCIL - Deferred.

3-D. ACTION REGARDING SELECTION OF THE ARBOR DAY POSTER CONTEST WINNERS (1-0480) - Mr. Krahn circulated the poster submitted by Mariah West. Chairperson Bondiett advised that Margie Evans informed her the teachers and students had been concentrating on requirements associated with the No Child Left Behind Act during the contest submission period. Ms. Evans suspected this as the reason for the low response. Mr. Krahn advised that science fair project deadlines may have been another factor. **Member Keever moved to designate Ms. West's poster as the contest winner. Member Ruffridge seconded the motion.** Mr. Krahn noted that Ms. West is a Minden resident who attends school in Carson City, and a brief discussion took place with regard to the same. Mr. Krahn acknowledged that the entry was made through a Carson City school. Chairperson Bondiett called for a vote on the pending motion; **motion carried 6-0.** Chairperson Bondiett suggested using the poster for the Arbor Day flyers. In response to a question, she reviewed the contest submission criteria.

3-E. ACTION REGARDING AWARDING PRIZES TO THE ARBOR DAY POSTER CONTEST WINNERS (1-0563) - Chairperson Bondiett reviewed suggestions from the Arbor Day Society, including savings bonds, certificates, t-shirts, and hats. Member Brewer expressed a preference for awarding a savings bond. Member Keever suggested including a certificate. Mr. Krahn expressed concern with regard to allocating City funds toward purchase of a savings bond, and requested additional suggestions from the Council members. Additional discussion took place regarding an award, and consensus of the Council was to purchase a book and a gift certificate. Vice Chairperson Roberts offered to shop for the book. Member Ruffridge suggested a \$30 maximum combination of book and gift certificate to be selected by Vice Chairperson Roberts and purchased by Mr. Krahn. **Member Ruffridge so moved. Member Brewer seconded the motion.** Chairperson Bondiett acknowledged she would forward the winning poster to the Nevada Division of Forestry. She called for a vote on the pending motion; **motion carried 6-0.**

Discussion took place regarding when to present the prize, and consensus of the Council was to invite Ms. West to the March meeting. Chairperson Bondiett acknowledged that she would contact Ms. West to invite her to the March meeting. She will check with Margie Evans with regard to protocols associated with contacting Ms. West. Members Trenoweth and Brewer suggested inviting Ms. West's teacher to the March meeting as well.

3-F. ACTION REGARDING THE 2004 ARBOR DAY CELEBRATION (1-0786) -

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Chairperson Bondiett solicited input from the Council members with regard to a location. Member Brewer suggested the WNCC observatory, and discussion took place with regard to the same. **Member Ruffridge moved to hold the 2004 Arbor Day Celebration at the WNCC observatory. Member Trenoweth seconded the motion.** Member Trenoweth suggested considering the cemetery next year, and discussion took place regarding location criteria and past locations. In response to a question, Chairperson Bondiett agreed to contact Helaine Jesse to request assistance from WNCC grounds staff, identify water sources, and discuss the involvement of Ms. Sinnott. Chairperson Bondiett called for a vote on the pending motion; **motion carried 6-0.** Chairperson Bondiett advised that she would also discuss with Ms. Jesse refreshments and the possibility of moving the Celebration indoors if the weather is bad. Mr. Krahn agreed to request Ms. Sinnott to survey the area for an appropriate planting location.

Consensus of the Council was to schedule the Celebration for 5:30 p.m. on Friday, April 30th. Member Brewer agreed to contact the Governor's and Mayor's offices to request the respective proclamations. In response to a question, Mr. Krahn advised that there had not yet been any word regarding the Tree City USA designation.

3-G. ACTION ON RECIPIENT OF THE GEORGE WASHINGTON FERRIS AWARD (1-1016) - Chairperson Bondiett solicited input from the Council members with regard to a nomination. Vice Chairperson Roberts suggested Transportation Manager John Flansberg. Mr. Krahn suggested Craig Hartman, the Nevada State Prison on Fifth Street, and Steve Kastens. Discussion took place regarding the proposed nominations, and **Member Trenoweth moved to bestow the 2004 George Washington Ferris Award on Craig Hartman. Member Brewer seconded the motion. Motion carried 6-0.** Mr. Krahn agreed to contact Mike Tanchek with Mr. Hartman's name. Chairperson Bondiett agreed to contact Mr. Hartman.

3-H. ACTION REGARDING THE FREQUENCY AND STRATEGIC TIMING OF FUTURE SHADE TREE COUNCIL MEETINGS AND CHANGING OF THE YEARLY MEETING SCHEDULE (1-1139) - Chairperson Bondiett suggested eliminating the June meeting and reinstating the August meeting. Discussion took place with regard to the same, and with regard to background information on this item. Member Ruffridge agreed with switching the June and August meetings, and suggested evaluating the meeting schedule on a quarterly basis to determine whether additional meetings should be canceled. **Member Ruffridge moved to cancel the June 24th meeting and to schedule an August 26th meeting in 2004. Member Brewer seconded the motion. Motion carried 6-0.** Additional discussion took place regarding the function of the Council within the community.

3-I. ACTION REGARDING USING SHADE TREE COUNCIL FUNDS TO REIMBURSE THE CITY FOR POSTAGE, COPYING, AND OTHER OPERATIONAL EXPENSES (1-1393) - Chairperson Bondiett referred to the February 18, 2004 memo estimating Council expenses, which was included in the agenda materials. She requested Mr. Krahn to provide information regarding the Council's income from the Fall Tree Care Seminar. Member Ruffridge suggested deferring this item until a report on the Council's income is available, and the Council members agreed.

3-J. ACTION TO ASSIGN SPECIFIC DUTIES AND RESPONSIBILITIES TO

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INDIVIDUAL MEMBERS OF THE SHADE TREE COUNCIL BY THE CHAIRPERSON (1-1454) - Chairperson Bondiett reviewed the assignments made at the January meeting, as follows: Member Brewer will be responsible for keeping the Council's volunteer hours sheets and requesting estimates from caterers. Vice Chairperson Roberts will be responsible for photography. Chairperson Bondiett reviewed the areas of responsibility, and Member Kever volunteered to oversee Council publicity and correspondence. Chairperson Bondiett suggested forming volunteer work groups to concentrate on the Tree Selection Guide, the Tree Care Seminar, the Tree City USA application, and grant applications. Members Brewer, Kever, and Ruffridge volunteered for the Tree Care Seminar work group. Vice Chairperson Roberts and Members Ruffridge and Trenoweth volunteered for the Tree Selection Guide work group. Member Kever volunteered to coordinate the Council's scrapbook, and she and Member Brewer volunteered for the Tree City USA work group. Chairperson Bondiett discussed the responsibilities associated with the school liaison, and Vice Chairperson Roberts volunteered. Chairperson Bondiett advised that she would assist with publicity.

(1-2429) In response to a question, Mr. Krahn advised that the volunteer work groups must be composed of less than a quorum of the Council. He advised that communication with other members of the Council should be done via the Chairperson or staff. Chairperson Bondiett suggested including communication from the work groups as part of the Council members' reports.

3-K. ACTION REGARDING SELECTION OF SHADE TREE COUNCIL MEMBERS TO ACT AS COUNCIL LIAISONS TO VARIOUS CITY ADVISORY BOARDS AND COMMISSIONS (1-1743) - Chairperson Bondiett requested volunteers to serve as Council liaisons. Member Ruffridge volunteered to serve as the Planning Commission liaison. Member Brewer volunteered to serve as the CAT-10 Board liaison. Vice Chairperson Roberts volunteered to serve as the Historic Resources Commission and the Open Space Advisory Committee liaison. Member Brewer requested to be removed from the Historic Resources Commission and the Redevelopment Authority Citizens Committee agenda distribution lists. Member Trenoweth advised that he would continue to serve as the Parks and Recreation Commission, Carson River Advisory Committee, and Open Space Advisory Committee liaison.

Mr. Krahn reviewed the list as follows: Chairperson Bondiett - Parks and Recreation Commission and Planning Commission; Member Brewer - CAT-10 Board; Member Ruffridge - Planning Commission; Vice Chairperson Roberts - Open Space Advisory Committee, Historic Resources Commission, Downtown Design Review; Member Trenoweth - Regional Transportation Commission, Parks and Recreation Commission, Open Space Advisory Committee, and Carson River Advisory Committee.

4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-2003) - In response to a question, Chairperson Bondiett advised that the date for judging the State Arbor Day Poster Contest had been changed to March 10th at 3:30 p.m. Member Kever advised that she and Chairperson Bondiett had been attending the community leadership training classes on Monday evenings. Member Trenoweth discussed the Utilities Department project to install a production well at Sunset Park. He advised that the Parks and Recreation Commission approved the project. Chairperson Bondiett discussed her attendance

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at the community leadership training classes. She discussed the Urban and Community Forestry Program meeting which was scheduled for March 8th in Reno. She requested the Council members to provide their volunteer hours to Member Brewer. (1-2484) Chairperson BondiETT advised that the Shade Tree Council is now listed in the *Capital City Focus*.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2198) - Mr. Krahn reviewed the FYI items included in the agenda materials, including a Press Release regarding the Street Tree Program. He provided Street Tree Program brochures to the Council members for distribution. He reviewed revisions to the brochure from last year, including an increase in the cost of trees and planting. He referred to the 2004 Goals included in the agenda materials, articles, and other miscellaneous items, including an overview of the Open Meeting Law. He made a copy of *Robert's Rules of Order* available to any interested Council member.

FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-2507) - None.

5. ACTION ON ADJOURNMENT (1-2510) - Member Kever moved to adjourn the meeting at 7:27 p.m. Member Brewer seconded the motion. Motion carried 6-0.

The Minutes of the February 26, 2004 meeting of the Carson City Shade Tree Council are so approved this 25th day of March, 2004.

JEAN BONDIETT, Chair