

CARSON CITY SHADE TREE COUNCIL

Minutes of the March 28, 2002 Meeting

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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, March 28, 2002 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Jean Bondiett
Vice Chairperson Craig Hartman
Carole Brewer
Donald Hanover
Paul Stuke

STAFF: Scott Fahrenbruch, Parks Superintendent
Molly Sinnott, Urban Forester Consultant
Kathleen King, Recording Secretary

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Bondiett. 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.

1. CALL TO ORDER AND ROLL CALL (1-0001) - Chairperson Bondiett called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Members Faiella and Young were absent.

2. APPROVAL OF MINUTES - FEBRUARY 28, 2002 (1-0014) - In response to a question, Mr. Fahrenbruch explained the discussion which took place regarding the Shade Tree Council logo (Item 8). **Member Brewer moved to approve the minutes. Member Stuke seconded the motion. Motion carried 5-0.**

3. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0050) - None.

4. REVIEW OF THE NEVADA OPEN MEETING LAW (1-0057) - Chairperson Bondiett advised that Chief Deputy District Attorney Mark Forsberg was unable to attend the meeting, and that this item will be reagendaized for the April meeting.

5. FINANCIAL REPORT OF THE SHADE TREE COUNCIL GRANTS, GIFTS, AND DONATIONS ACCOUNT (1-0065) - Mr. Fahrenbruch referred to the March 20, 2002 memo from Administrative Assistant Sandy Tschumperlin included in the agenda materials. He explained that grant funding, gifts/donations, and revenue generated from the Fall Tree Care Seminar or any other source are allocated to this account. He advised that the account balance reflected in the memo includes revenue and expenses from the last Fall Tree Care Seminar. In response to a question, Mr. Fahrenbruch advised that the account can be used to cover expenses such as speaker costs, mailers, stationery, shirts, name tags, lunch for the Fall Tree Care Seminar, the Arbor Day Celebration tree, etc. He clarified that this year's Arbor Day tree will be set aside from the group of trees purchased with residential construction tax funding.

Mr. Fahrenbruch referred to the Question #18, Street Tree Beautification funding over which the Council has purview, and the \$10,000 approved by the Council approximately two years ago for the North Carson Street medians. He responded to questions regarding management of the account, and acknowledged that it will be

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used to cover printing costs for the Tree Selection Guide. He summarized the discussion by indicating that basically any Shade Tree Council expenditure, other than for residential construction tax or quality of life capital projects, is funded by this account.

6. REVIEW AND ACTION REGARDING POSSIBLE APPLICATION(S) FROM THE SHADE TREE COUNCIL TO REQUEST 2002 RESIDENTIAL CONSTRUCTION TAX FUNDING (1-0186) -

Mr. Fahrenbruch referred to the Residential Construction Tax Application included in the agenda materials and reviewed the application process. He distributed a memo from Parks Planner Vern Krahn, and read the same into the record. In response to a question, he advised that the application deadline is May 2002. Discussion took place regarding Mr. Krahn's recommendation and the neighborhood parks referenced in his memo. Chairperson Bondiett expressed support for Mr. Krahn's recommendation. Mr. Fahrenbruch and Ms. Sinnott responded to questions regarding the number of trees at Sunland Vista Park and sources used by the City for selecting and purchasing trees. The Council members and staff discussed other park locations including Sonoma, Carriage Square, Sunset, Centennial, Riverview, and the linear park. Mr. Fahrenbruch advised of City parks which are in the development stages, such as Ronald D. Wilson Memorial Park. In response to a question, he advised that residential construction tax funding cannot be used for replacement or maintenance.

Mr. Fahrenbruch recommended submitting two applications for the two projects proposed in Mr. Krahn's memo. **Vice Chairperson Hartman moved to submit two applications for residential construction tax funding, one in the amount of \$12,000 for the Mills Park Arboretum and the other in the amount of \$6,000 for neighborhood parks; and to allow staff to designate the neighborhood parks. Member Stuke seconded the motion. Motion carried 5-0.** Mr. Fahrenbruch acknowledged that Parks staff will prepare the applications.

7. REVIEW AND ACTION TO ASSIGN SPECIFIC DUTIES AND RESPONSIBILITIES TO INDIVIDUAL MEMBERS OF THE COUNCIL BY THE CHAIRPERSON (1-0540) -

Chairperson Bondiett reviewed the positions volunteered by the Council members at the January meeting, and the areas of responsibility covered by Parks staff. She requested volunteers for school liaison, public relations and publicity, historian/archivist, and photographer. Member Stuke volunteered to serve as the Council historian, and Chairperson Bondiett and Mr. Fahrenbruch reviewed the responsibilities. They responded to questions regarding the responsibilities of the school liaison, and Member Brewer volunteered to serve in this position. Chairperson Bondiett offered to continue serving as the public relations and publicity coordinator. She requested volunteers to serve as the Council photographer and, when none were forthcoming, offered to handle this responsibility as well. Mr. Fahrenbruch advised that film and a digital camera are available in the Parks Administration office. Discussion took place regarding utilization of the *Carson City Focus* and *Discover Us* publications. No formal action was taken.

8. REVIEW AND ACTION ON 2002 ARBOR DAY CELEBRATION (1-0696) -

Member Brewer advised that she had contacted the Governor's and Mayor's offices. She received a letter from the Governor's office indicating that Chief of Staff Marybel Batjer will attend and read the Governor's proclamation. Mayor Masayko advised that he will attend and read the Mayor's proclamation. Member Stuke distributed a proposed flyer, and requested input from the Council members and staff. Discussion took place regarding the Celebration speaker, and consensus of the Council was to ask Parks and Recreation Director Steve Kastens

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to dedicate the Arboretum. Mr. Fahrenbruch responded to questions regarding the plaque to be presented to Sally Zola. Vice Chairperson Hartman advised he had contacted Kiwanis Club President Ray Frederick and Mike Tanchek regarding the George Washington Ferris Award. He acknowledged that Mr. Tanchek will purchase the award plaque, and advised that Mr. Frederick will accept the award and then recognize all those involved in the Kiwanis-sponsored Carson River Workdays.

Discussion took place regarding revisions to the flyer, and consensus of the Council was to not serve refreshments. Mr. Fahrenbruch advised that Parks staff will set up bleachers, the PA system, etc., conduct the guided tour following the ceremony, and invite elected officials and dignitaries. Chairperson BondiETT offered to contact Susan Stead to present the Tree City USA award. She requested Mr. Fahrenbruch to order T-shirts and name tags for the new Council members. Discussion took place regarding the number of flyers to have printed, providing flyers for distribution by Kiwanis Club members, the locations at which to post flyers, and making flyers available to the Council members for distribution. No formal action was taken.

9. REPORTS: PARKS SUPERINTENDENT (1-1145) - Mr. Fahrenbruch distributed updated Street Tree Program brochures, and advised that the application deadline is March 29th. Discussion took place regarding the types of trees offered through the program. Mr. Fahrenbruch reported that he and Mr. Krahn will be staking locations for the new Arboretum trees on Friday, March 29th. Ms. Sinnott anticipates the trees will be delivered on March 29th and she will be inspecting them shortly thereafter. Mr. Fahrenbruch indicated that all the trees should be planted by Arbor Day and, in response to a question, advised that a maple tree will be set aside for the Arbor Day Celebration. He commended Ms. Sinnott and Mr. Krahn for their work on the Arboretum.

10. REPORTS: CHAIRPERSON (1-1315) - Chairperson BondiETT advised she had nothing to report.

11. ACTION ON ADJOURNMENT (1-1317) - Member Brewer moved to adjourn the meeting at 6:41 p.m. Vice Chairperson Hartman seconded the motion. Motion carried 5-0.

The Minutes of the March 28, 2002 meeting of the Carson City Shade Tree Council are so approved this ____ day of April, 2002.

JEAN BONDIETT, Chair