

**CARSON CITY SHADE TREE COUNCIL**

**Minutes of the February 23, 2006 Meeting**

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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, February 23, 2006 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

**PRESENT:** Chairperson Carol Roberts  
Carole Brewer  
Mary Moline  
Terrill Ozawa  
Roy Trenoweth  
Clinton Wertz

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Molly Sinnott, Urban Forester Consultant  
Kathleen King, Recording Secretary

**NOTE:** A recording of these proceedings is available, in the Clerk-Recorder's Office, for review during regular business hours.

**CALL TO ORDER AND ROLL CALL (1-0008)** - Chairperson Roberts called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Vice Chairperson Keever was absent.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0016)** - None.

**1. ACTION ON APPROVAL OF MINUTES (1-0020)** - None.

**2. CHANGES TO THE AGENDA (1-0034)** - Chairperson Roberts advised that items 3-F, 3-I, and 3-J would be addressed prior to item 3-A.

**3. AGENDA ITEMS:**

**3-A. ACTION REGARDING SELECTION OF SHADE TREE COUNCIL MEMBERS TO ACT AS COUNCIL LIAISONS TO VARIOUS CITY ADVISORY BOARDS AND COMMISSIONS (1-0804)** - Chairperson Roberts reviewed agenda materials pertinent to this item, and discussion took place regarding council member assignments. Mr. Moellendorf reviewed the liaison assignments and advised he would request Management Assistant Stella Hyatt to ensure the council members receive agendas, as appropriate. Chairperson Roberts suggested the council should discuss the specific responsibilities associated with serving as a liaison. Member Trenoweth advised that he reviews various meeting agendas for items pertinent to the council's purview. Chairperson Roberts advised of having driven to the properties listed on Historic Resources Commission agendas to determine if any trees would be impacted by proposed projects. Member Trenoweth discussed the future Roop Street widening project near the Library, and advised of certain trees which will have to be removed.

**3-B. ACTION TO ASSIGN DUTIES AND RESPONSIBILITIES TO MEMBERS OF THE COUNCIL BY THE CHAIRPERSON (1-1045)** - Discussion took place regarding member assignments. Chairperson Roberts expressed the opinion that the responsibilities should "map to the council's goals," and the council members agreed. She suggested that, once the council's annual goals are determined, they

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be added to the assignments chart. She reviewed the 2006 assignments, and advised this item would be reagendaized. She further advised that each work group will be assigned a "point person."

**3-C. ACTION REGARDING THE DEVELOPMENT OF A WORK PLAN FOR THE BOARD OF SUPERVISORS, INCLUDING FUTURE PLANNING GOALS AND PROJECTS FOR THE SHADE TREE COUNCIL (1-1312)** - Chairperson Roberts reviewed the agenda materials pertinent to this item. She discussed the importance of establishing realistic goals and of monitoring the progress of established goals. Review and discussion of the list of goals and projects followed. Chairperson Roberts advised that the council's goals would be presented at a future Board of Supervisors meeting. Member Wertz offered to develop and assist in providing the presentation. Consensus of the council was to schedule a special meeting to develop the work plan.

**3-D. ACTION TO ORGANIZE AND SCHEDULE THE FRIDAY, APRIL 28, 2006 ARBOR DAY CELEBRATION (1-1667)** - Chairperson Roberts advised of having discussed the celebration with Library Director Sally Edwards. She offered to provide copies of archived itineraries and council assignments for Arbor Day. Ms. Sinnott will be scheduling a meeting with Ms. Edwards to discuss details. No formal action was taken.

**3-E. ACTION TO SELECT A LOCATION FOR THE 2006 ARBOR DAY CELEBRATION (1-1737)** - Chairperson Roberts provided background information on this item. Although the council had already selected the Library as the location, she advised that past councils usually scheduled more than one tree planting as part of the Arbor Day Celebration. Mr. Moellendorf provided background information on the recent renaming of Centennial Park to JohnD Winters Centennial Park. He discussed plans for a dedication ceremony, and suggested including a tree planting. Member Trenoweth suggested holding the tree planting ceremony at the Library earlier in the day, on Friday, April 28<sup>th</sup>, due to traffic and safety concerns in the area of Roop Street. Discussion followed and, in response to a question, Mr. Moellendorf advised the JohnD Winters tree would be purchased with Parks Department operating funds. Additional discussion took place regarding the appropriate action, and Chairperson Roberts entertained a motion. **Member Wertz moved to add a second location, contingent upon timing, at JohnD Winters Centennial Park. Member Trenoweth seconded the motion. Motion carried 6-0.**

**3-F. ACTION ON RECIPIENT OF THE 2006 GEORGE WASHINGTON FERRIS AWARD (1-0064)** - Chairperson Roberts reviewed historic information and nomination criteria. She introduced Ms. Sinnott, who advised of having driven around town in consideration of possible nominees. She suggested recognizing the Nevada State Prison on Fifth Street for maintaining the historic elm trees on their property, or Gastroenterology Associates at the corner of Division and Caroline Streets for their landscape design and subsequent maintenance. In response to a question, she advised of also having considered the Bliss Mansion, offices on Washington Street, Andrew Getas' office, and the property at the corner of Fourth and Nevada Streets which has the state champion Larch tree. Extensive discussion followed regarding the suggestions and, in response to a question, Chairperson Roberts explained the time table associated with this item. Following additional discussion, consensus of the council was to agendaize this item for consideration earlier in the year. Chairperson Roberts entertained a motion. **Member Ozawa moved to designate the Nevada State Prison on Fifth Street as the 2006 George Washington Ferris Award recipient. Member Trenoweth seconded the motion. Motion carried 6-0.** Member Moline suggested designating a council member to provide suggestions for next year with photographs. Member Wertz volunteered.

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**3-G. ACTION REGARDING THE COUNCIL'S APPRECIATION FOR FORMER CHAIRPERSON JEAN BONDIETT (1-1989)** - Chairperson Roberts discussed various ways to honor former chairperson Jean BondiETT. Member Brewer suggested presenting a plaque at the Arbor Day Celebration. **Member Trenoweth so moved. Member Moline seconded the motion. Motion carried 6-0.** Member Moline offered an artistic piece of wood to serve as the base for the plaque, and described various ways to inscribe it. She offered to prepare it for inscription.

**3-H. ACTION CONCERNING UPDATING AND CORRECTING THE CARSON CITY SHADE TREE COUNCIL'S WEB PAGE (1-2080)** - Member Brewer suggested deferring this item to the special goal setting meeting, and the council members concurred. Chairperson Roberts requested the council members to review the information included in the agenda materials. Member Wertz suggested having a lap top and a projector at the goal setting session, and Mr. Moellendorf offered equipment from his department.

**3-I. DISCUSSION ONLY CONCERNING THE COUNCIL'S APPLICATION FOR THE 2006 NEVADA DIVISION OF FORESTRY'S URBAN FORESTRY TREE PLANTING GRANT (1-0472)** - Chairperson Roberts introduced Nevada Division of Forestry Conservation Staff Specialist Susan Stead, who advised that the grant program would be suspended indefinitely. The Nevada Division of Forestry had a 20 percent budget cut this year, and Ms. Stead anticipates an additional 5 percent cut next year. In response to a question, Mr. Moellendorf offered to research residential construction tax requirements to determine whether or not the council's recent funding allocation will be in jeopardy if the NDF grant application is not submitted. He expressed the opinion, based on the circumstances, that the allocation would not be in jeopardy. He suggested carrying the funding allocation forward in the hopes of applying for another grant or using it for a different project. He noted grant funding awards are never guaranteed. Discussion took place regarding other possible grant funding sources.

**3-J. EXPLANATION AND DISCUSSION ONLY OF THE NEVADA SHADE TREE COUNCIL'S CHAPTER CONCEPT (1-0555)** - Chairperson Roberts provided background information on this item. Ms. Stead advised of having researched applicable sections of the Carson City Municipal Code, and that reorganization of the council would not affect the City's Tree City USA status. She further advised that the Parks and Recreation Commission could fulfill the Tree City USA requirement for a tree board. She expressed dismay over the possibility of this council disbanding because of its annual contributions to the community. In response to a question, she advised that the Nevada Shade Tree Council is a non-profit organization created to serve in an advisory capacity to the Nevada Division of Forestry Urban and Community Forestry Program. A \$100 fee would be required to join the Nevada Shade Tree Council and, in turn, a tree would be provided for planting in the community. A Carson City chapter of the Nevada Shade Tree Council would come under the established articles of incorporation and the 501(c)(3) non-profit status.

Ms. Stead acknowledged that every state in the nation has a tree council / advisory board. She responded to questions regarding the composition of other state councils. Member Moline noted the opportunity represented by becoming a chapter of the Nevada Shade Tree Council. Member Wertz advised that a national conference is held every two years. Chairperson Roberts suggested that if Carson City became the "pilot," the chapter would be in existence prior to this council having to make any decision about its future. She noted the opportunity for this council and the state council chapter to compliment each other.

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Member Wertz suggested developing a subset of bylaws reflecting this council's interaction with City departments. Ms. Stead advised that chapters would not need their own bylaws, but would need a list of officers and a liaison to the Nevada Shade Tree Council. She reiterated that the council chapter could utilize the Nevada Shade Tree Council's tax-exempt status, bylaws, and articles of incorporation. She acknowledged there would be no requirement for this council to pursue 501(c)(3) status. Chairperson Roberts advised of necessary additional discussion regarding such things as purpose and goals. She suggested some members may not want to actively serve but would be willing to contribute financially, and vice versa. Discussion took place regarding possible changes to the relationship between this council and the Board of Supervisors, and various aspects of a council chapter which may impact the Nevada Shade Tree Council. Chairperson Roberts thanked Ms. Stead.

**3-K. DISCUSSION ONLY ABOUT FORMAL DOCUMENTATION FOR TREES PLANTED ON NOVEMBER 22, 2005 FOR NEVADA SHADE TREE WEEK AT GOVERNOR'S FIELD (1-2149)** - Chairperson Roberts provided background information on this item, and suggested scheduling a small ceremony at which photographs could be taken and the documentation added to the council's scrapbook. Member Brewer suggested scheduling the ceremony for the same day as the goal setting session, and the council members concurred.

#### **4. NON-ACTION ITEMS:**

**STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-2203)** - Chairperson Roberts reviewed the purpose of this item for the council members to provide input regarding their various liaison assignments and responsibilities. Member Ozawa provided a CD for the council's archives which contained photographic and video documentation of the freeway bypass opening ceremony. She reviewed details of the ceremony, and discussed GROW's involvement in obtaining grant funding for landscaping the freeway gateways. Chairperson Roberts suggested GROW as a 2007 recipient of the George Washington Ferris award. Member Brewer requested the council members' volunteer hours sheets. Member Trenoweth reviewed the meetings he had attended in his capacity as council liaison, and advised there were no tree issues discussed. Member Moline read into the record her proposal for the Carson City Shade Tree Honor Roll. She distributed copies of the same to the council members and staff. The council members commended Member Moline on the proposal, and Chairperson Roberts advised it could be agendaized for discussion and possible action at a future meeting.

Member Wertz advised of having inquired into the availability of Question #1 funding to develop an urban forestry master plan element. He was informed that Question #1 funding would only be available if the urban forestry master plan element was incorporated with an update of the open space master plan element. He discussed future funding possibilities, and advised of having researched other grant funding opportunities. In response to a question, he defined a community urban forest.

Chairperson Roberts advised that future agenda materials will include only that which is directly related to the specific meeting agenda. Anything large and bulky will be distributed or made available for review at the council meeting. Chairperson Roberts advised of the intention to keep the agenda packets light to reduce postage costs. She offered to make *Nebraska Forest Service Newsletters* and other informational materials available to the council members. Member Wertz suggested keeping electronic files of the resources in the event the council is able to develop an urban forestry master plan element in the future. Chairperson Roberts offered to make available the 1992 Shade Tree Council's list of goals and objectives.

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She reported on a recent meeting with Mr. Moellendorf and City Manager Linda Ritter, at which the council's work plan and annual report to the Board of Supervisors was discussed. She advised that other city departments, besides Parks and Recreation, which have responsibility over the urban forest include the Streets Division and the Planning and Community Development Division. She reported on a database she created from the council's agenda mailing list and the Tree Care Seminar mailing list. She advised of a standards meeting scheduled for 10:00 a.m. on February 28<sup>th</sup> at the Planning and Community Development Division. She advised she would attend, and invited less than a quorum of council members to attend.

**LIAISON REPORT FROM NEVADA SHADE TREE COUNCIL MEMBERS (1-3116)** - Chairperson Roberts advised of a meeting scheduled for March 16<sup>th</sup>. Member Wertz advised he would be providing a short presentation, at said meeting, on the conference he attended in November. He offered to report an abbreviated version of the same information to this council at the March meeting.

**STATUS REPORTS AND COMMENTS FROM STAFF (1-3193)** - Ms. King presented a proposal to provide minutes to the council members by e-mail. Following a brief discussion, consensus of the council was to e-mail the entire packet of agenda materials, whenever possible.

**FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-3306)** - Chairperson Roberts reviewed the tentative March agenda. Member Wertz inquired as to the council members' interest in reviewing GIS information on the City's tree inventory. Consensus was to agendize a presentation and discussion item.

**5. ACTION ON ADJOURNMENT (1-3356)** - Member Ozawa moved to adjourn the meeting at 8:02 p.m. Member Brewer seconded the motion. Motion carried 6-0.

The Minutes of the February 23, 2006 Carson City Shade Tree Council meeting are so approved this 23<sup>rd</sup> day of March, 2006.

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CAROL ROBERTS, Chair