

CARSON CITY SHADE TREE COUNCIL
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A regular meeting of the Carson City Shade Tree Council was held at 5:30 p.m. on Thursday, March 25, 1999 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Sally Zola
Vice Chairperson Michael Enright
Mike Aragon
John Copeland
Craig Hartman
Carol Roberts
Isabel Young

STAFF: Scott Fahrenbruch, Parks Superintendent
Vern Krahn, Parks Planner
Melanie Bruketta, Deputy District Attorney
Molly Sinnott, Contract Urban Forester
Kathleen King, Recording Secretary
(STC 03/25/99; 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Zola. A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review and inspection during normal business hours.

A. CALL TO ORDER AND ROLL CALL (1-0002) - Chairperson Zola called the meeting to order at 5:32 p.m. Roll call was taken and a quorum established. Members Aragon and Young arrived at 5:39 p.m. Member Copeland arrived at 5:47 p.m. (At this point, the recorder malfunctioned and a new tape was started.)

B. APPROVAL OF MINUTES (1-0001) - Vice Chairperson Enright moved to approve the minutes of the February 25, 1999 meeting. Member Roberts seconded the motion. Motion carried 6-0-1-0.

C. PUBLIC COMMENT (1-0008) - None.

D. AGENDA ITEMS

D-1. REVIEW AND ACTION TO SUPPORT STAFF RECOMMENDATION TO CARSON CITY BOARD OF SUPERVISORS TO ALLOCATE "QUALITY OF LIFE" TAX INITIATIVE FUNDING FOR NORTH CARSON STREET MEDIANS LANDSCAPING PROJECT (1-0023) - Mr. Fahrenbruch gave background information on Question 18 Street Tree Beautification. Mr. Krahn provided information on, and presented a conceptual design of, the landscaping project. He discussed funding sources, costs, and donation of materials, equipment and funds. Discussion ensued with regard to maintenance, sight distances, plant and tree sizes, the project timetable, funding, NDOT's involvement, use of reclaimed water, irrigation, and matching funds from the Silver Oak development. Member Hartman moved to support the staff recommendation to the Board of Supervisors to allocate Quality of Life tax monies to this project. Vice Chairperson Enright seconded the motion. Motion carried 5-2-0-0. Chairperson Zola declared a letter of support for staff recommendation will be submitted for this project.

D-2. REVIEW AND ACTION ON "GROW" COMMITTEE REQUEST FOR SUPPORT TO INCORPORATE LANDSCAPING WITH THE CARSON CITY BYPASS PROJECT (1-0277) - Chairperson Zola provided background information on this agenda item. Jan Miller, of the GROW Committee, advised letters of support had been received from the Board of Supervisors and the county extension office. She requested a letter of support from the Council to include with a grant application to the Urban and Community Forestry Commission. Member Hartman moved that the Council support GROW Committee's request for support to incorporate landscaping on the Carson City Bypass project. Vice Chairperson Enright seconded the motion. Discussion ensued with regard to the Council writing a letter of

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support. Member Hartman amended his motion to include a letter of support. Vice Chairperson Enright seconded the amendment. Motion carried 7-0-0-0. Chairperson Zola presented Ms. Miller with a letter of support from the Council.

D-3. REVIEW AND ACTION ON PRESENTATION TO PROVIDE A TREE INVENTORY MANAGEMENT PROGRAM FOR CARSON CITY (1-0349) - Mr. Fahrenbruch introduced Steve Churchillo, of the Davey Resource Group. He reported on a meeting with Ms. Sinnott, John Flansberg, of the Streets Department, and Mr. Churchillo, to discuss the merits of Davey Resource Group's tree inventory program. Mr. Churchillo discussed his background and experience and explained the importance of tree inventory systems, including maintenance, liability and risk management issues, and time/budget management. Discussion ensued with regard to liability issues, cost advantages, data collection, the Treekeeper program, taking inventory of community trees every three to five years, funding sources, and the Urban and Community Forestry grant. Member Young moved that the Council request the Parks and Recreation Department to pursue negotiations with Davey Resource Group for a tree inventory management program and report back at a later date. Discussion ensued with regard to costs and using grant monies for this purpose. Member Copeland seconded the motion. Motion carried 7-0-0-0.

D-4. REVIEW OF NEVADA OPEN MEETING LAW REQUIREMENTS FOR SHADE TREE COUNCIL MEETINGS AND ACTIVITIES (1-0819) - Member Young requested this item be deferred to next month's meeting. Discussion ensued and Council consensus was to address the item as Ms. Bruketta was in attendance and may not be available for next month's meeting. Mr. Fahrenbruch distributed Open Meeting Law Manuals to the Council members. Ms. Bruketta advised of the penalties for violation of the Open Meeting Law. She distributed a copy of C.C.M.C. Chapter 2.18, Shade Tree Council, and discussed the requirements of the Open Meeting Law, including written notice of meetings, agenda posting requirements, agenda detail, closed meetings, and minutes. She cautioned the Council with regard to sticking to the agenda; not taking action on "discussion only" items; subcommittees being subject to the open meeting law; quorums at social events, seminars and conferences; telephone conferences where a quorum is present; electronic and mail polling; soliciting support for action items; open elections; meetings at restaurants, private homes, and clubs; and secret ballot votes. She advised a statement regarding "reasonable accommodation" of handicapped persons should be included in the agenda, public comment on agenda items should be allowed, and that the Council members should read their Open Meeting Law Manuals. Mr. Fahrenbruch will revise the agenda format. No formal action was taken.

D-5. REVIEW AND ACTION ON IMPLEMENTING COUNCIL PROJECTS AND ACTIVITIES FUNDED WITH GRANT MONIES (1-1133) - Member Copeland reported he had spoken with Pat Rowley, who will gather together all her materials on the tree inventory, and give them to the Council. His understanding is the materials currently in Ms. Rowley's possession are not cohesive and will require extensive work. Member Roberts will review the computer disks once they are in the Council's possession. Chairperson Zola advised this item will be placed on the agenda monthly for a progress report. Discussion ensued with regard to implementation of the tree inventory, funding, utilizing a local computer firm for software development, modifying a program to lessen cost, enhancing a program with equipment such as a digital camera, and the grant requirements. No formal action was taken.

D-6. REVIEW AND ACTION ON POSSIBLE REVISIONS TO "TREE SELECTION GUIDE FOR CARSON CITY" (1-1442) - Chairperson Zola reported she had reviewed information received from Kathy Unruh, who had listed the trees by species; however, no other corrections have been made, nor were pictures or a diskette included. Discussion ensued with regard to scanning the text and locating the pictures. David Ruf, of Greenhouse Garden Center, requested that corrections be made to the pictures, descriptions, and the tree species included. Chairperson Zola requested Mr. Ruf and Member Copeland draft a list of trees for inclusion in the Selection Guide. Discussion ensued with regard to the quantity of Tree Selection Guides previously printed, printing costs, and revisions made to date. Vice Chairperson Enright will continue checking on printing costs and Member Copeland will gather data from Mr. Ruf and bring it to the next meeting. No formal action was taken.

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D-7. REVIEW AND ACTION ON 1999 ARBOR DAY CELEBRATION (1-1617) -

Chairperson Zola advised Governor Guinn is not available to speak at the Arbor Day Celebration. She hand delivered a letter to Senator Mark Amodei requesting his presence as guest speaker for the celebration, and is awaiting a return call from his office. Member Hartman advised Ralph Marrone will be contacting Chairperson Zola with regard to refreshments and discussion ensued with regard to the same. Chairperson Zola advised of the article in the Nevada Appeal regarding the presentation of the George Washington Ferris award to Bill Burnaugh. She further advised Mr. and Mrs. Burnaugh will be out of town during the Arbor Day Celebration, however, Mrs. Burnaugh's mother, Anna Forsberg, will accept the award on behalf of Mr. Burnaugh. Discussion ensued with regard to the flyer, the planting location and species of the Arbor Day tree, and donations on behalf of Alyce McCracken and a Carson City teacher from the Sierra Desert Garden Club. Ms. Sinnott advised appropriate trees include linden, autumn purple ash, and catalpa. She further advised there is enough room at Sunset Park for two or three trees to be planted. Further discussion ensued with regard to the possible donations by Sierra Desert Garden Club. Ms. Sinnott will contact the Sierra Desert Garden Club to determine their specific plans. Discussion ensued with regard to inviting the mayor to read the proclamation, possible guest speakers, and the original artwork for the Arbor Day flyer possibly in the possession of Tom Henderson. Chairperson Zola reviewed the responsibilities of the Council members and staff, as follows: Member Roberts will scan and work with the flyer, Member Young will work on publicity as soon as the guest speaker is confirmed, Member Hartman will contact Ralph Marrone about refreshments, Ms. Sinnott will coordinate the trees, and Mr. Fahrenbruch will contact Susan Stead about presenting the Tree City USA commendation. Discussion ensued with regard to the memorial tree planted on behalf of Donna Kuester's mother, the cost of the Arbor Day trees, and utilizing donations from the Sierra Desert Garden Club toward the purchase of the Arbor Day tree(s). Mr. Ruf advised of his continued willingness to sell the Arbor Day tree at cost. Further discussion ensued with regard to the Sierra Desert Garden Club donation, soliciting donations, acknowledging donations at the Arbor Day Celebration, and the Arbor Day press release. Chairperson Zola reminded the Council members the celebration is scheduled for Thursday, April 30 at 5:30 p.m. and that they should wear their Shade Tree Council T-shirts. No formal action was taken.

E. REPORTS

E-1. CHAIRPERSON'S REPORT (1-2308) - Chairperson Zola reminded the Council members to turn in their volunteer hours sheets. She talked to John Balwebber at the Railroad Museum with regard to the poorly pruned Jeffrey Pine. Mr. Balwebber advised he had looked at the tree with his gardener and that the tree appears to be doing well. If further comments are received with regard to the tree, Chairperson Zola will contact Mr. Balwebber again.

E-2. STAFF REPORT (1-2343) - Mr. Fahrenbruch reported on the article in the Reno-Gazette Journal with regard to the renovation project at Governor's Field. He believed it was accurate, positive, and reflected the intention of the City to replace the cottonwood trees with a more appropriate species. Member Hartman advised he had been contacted by the Reno-Gazette Journal for comment on the Governor's Field project, and that he had stated he believed the cottonwood trees were being removed because of a hazard or disease.

F. ADJOURNMENT (1-2392) - Member Copeland moved to adjourn the meeting at 7:45 p.m. Member Roberts seconded the motion. Motion carried 7-0-0-0.

The Minutes of the March 25, 1999 meeting of the Carson City Shade Tree Council

ARE SO APPROVED _____, 1999.

SALLY ZOLA, Chairperson