

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, October 28, 1999 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Sally Zola
Craig Hartman
Carol Roberts
Isabel Young

STAFF: Scott Fahrenbruch, Parks Superintendent
John Flansberg, Streets Operations Manager
Kathleen King, Recording Secretary
(STC 10/28/99; Tape 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 regular business hours.

1. CALL TO ORDER AND ROLL CALL (1-0002; 0013) - Chairperson Zola called the meeting to order at 5:45 p.m. Roll call was taken; a quorum was present. Vice Chairperson Enright and Members Aragon and Copeland were absent. Chairperson Zola noted for the record that Vice Chairperson Enright telephoned at 4:30 p.m. and advised he was experiencing medical problems. His absence is excused.

2. APPROVAL OF MINUTES OF SEPTEMBER 23, 1999 (1-0023) - Member Hartman moved to approve the minutes from September 23, 1999. Member Roberts seconded the motion. Motion carried 4-0-3-0.

3. PUBLIC COMMENTS AND DISCUSSION OF NON-AGENDIZED ITEMS (1-0039) - Discussion ensued with regard to the Volunteer Dinner scheduled for November 9, 1999. Mr. Fahrenbruch will have the Council members polled to determine who may be in attendance. He advised that the dinner will not be noticed for a possible quorum.

4. REVIEW AND ACTION TO HOST TREE CARE WORKSHOPS (1-0087) - Chairperson Zola reviewed the discussion and action taken at the special meeting held on October 7, 1999, as follows: The Tree Care Seminar will not be held on November 9, 1999; instead, two "mini-workshops" will be held each in January and February. Joanne Skelly, of the Cooperative Extension Service, has indicated her willingness to assist the Council with locating and scheduling a speaker. Chairperson Zola reviewed the topics discussed at the October 7 meeting, including winter damage and desiccation, and preparation for spring. Discussion ensued with regard to dates and times, and Council consensus was to schedule the workshops for January 11 and February 8, 2000, from 8:00 a.m. to 10:00 a.m. The January workshop will cover winter tree care and damage, and the February workshop will cover preparation for spring. Discussion regarding locations followed, and Council consensus was to schedule a room at the Community Center or the Cooperative Extension Conference Room. Member Roberts suggested advertising the workshops on the CAT-10 and 26 channels and in the Nevada Appeal. Discussion followed with regard to invitations, and Chairperson Zola suggested inviting everyone who has been invited to the previous Tree Care Seminars, and determining future guest lists based on attendance. Mr. Fahrenbruch reiterated the discussion held at the October 7 meeting wherein the Council decided to publish the January and February workshops on the same brochure. Member Roberts moved that the Council set up two mini-workshops, to be held January 11 and February 8, 2000, covering subjects that relate to winter and spring, details to follow. Member Hartman seconded the motion, and suggested that this item be reagendaized for discussion at the next meeting regarding invitations and advertisement. Motion carried 4-0-3-0.

5. UPDATE ON GRANT FUNDED TREE INVENTORY PROGRAM (1-0352) - Mr. Flansberg reported on a CARTAgraph workshop held approximately six weeks ago. He advised that the proposed tree inventory program is a CARTAgraph product, and will integrate all the other City GIS applications. The

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software should be available December 1, 1999. The Streets Department will be able to use the tree inventory program for other applications. The grant amount is \$1600; the cost of the program is \$2995, and the Streets Department contribution can be considered matching funds. Discussion regarding the time table for utilizing the grant funds followed. Mr. Fahrenbruch discussed the grant requirement of obtaining two bids; however, because the software vendor is a "sole source" vendor, there is a possibility that the requirement would be excepted. He will speak with Susan Stead about this. Discussion ensued with regard to the software capabilities as related to the existing tree inventory data, and volunteer hours spent on the grant.

6. REVIEW AND UPDATE FROM STREETS OPERATION MANAGER ON CITY-WIDE REMOVAL OF HAZARD TREES (1-0433) - Mr. Flansberg distributed a report from Molly Sinnott, Urban Forester Consultant, and reviewed the same. Mr. Fahrenbruch discussed \$75,000 in Question 18 funds which has been earmarked for Street Tree Beautification, and the possibility for using said funds to replace trees removed by the Streets Department. Development of a master plan for Street Tree Beautification has been discussed among City staff. He reviewed the process for the Council to express support for Mr. Flansberg's plan to replace trees, reminded the Council of the \$10,000 allocated to the North Carson Street median, provided historical information regarding the \$75,000, and the possible uses for the funds. Chairperson Zola will research information regarding the availability of funding from the Trees 2000 Project. Discussion followed regarding the time table for removing hazardous trees, developing a 50/50 tree replacement program similar to that utilized by the Streets Department as pertaining to curbs and gutters, and the historic cottonwood located on the corner of Washington and Division Streets. Mr. Flansberg clarified that the Nevada Department of Transportation maintains Washington Street, Winnie Lane, King Street (up to Kings Canyon), a small portion of Division Street, and Fifth Street. The trees on these streets were not inspected by Ms. Sinnott and Mr. MarKussen. Mr. Flansberg acknowledged that the property owners will be notified of the potential tree removal. He will also publish a notice in the newspaper. Chairperson Zola commended the Streets Department for the proactive nature of the tree removal project. She requested a plan of action for the tree removal project, in addition to an outline of how the Council can assist the Streets Department with the Street Beautification program. Mr. Fahrenbruch advised that the \$75,000 is "one-time" funding. He clarified that Question 18 never sunsets, and that a projection was made of what would be spent within the first five years of the tax initiative. After the projects are completed, the City will return to the community to find out what other projects are needed/desired for the next five years' funding. Further discussion followed regarding notification to the property owners, the size of the replacement trees, development of and criteria for the 50/50 tree replacement program, and recommended replacement trees. Chairperson Zola thanked Mr. Flansberg for his presentation.

7. REVIEW AND ACTION ON "TREE SELECTION GUIDE FOR CARSON CITY" (1-0799) - Chairperson Zola reviewed previous assignments regarding this agenda item, including obtaining quotes from various printing and graphics vendors. She suggested reagentizing this item once quotes are obtained from the various vendors discussed. Member Roberts offered to contact Semper Systems and request a cost estimate for scanning the existing information on the Tree Selection Guide and upgrading its quality. The purpose would be to have an existing computer document which could be easily updated, rather than reinvented, each time the Council decided to make amendments, etc. Member Roberts supplied Mr. Fahrenbruch with the original photographs, contained in a three-ring binder. Chairperson Zola requested this item be reagentized for the next monthly meeting. No formal action was taken.

8. REVIEW AND ACTION ON SHADE TREE COUNCIL'S ROLE RELATED TO TREE ISSUES IN THE PRIVATE SECTOR (1-0950) - Mr. Fahrenbruch referred the Council members to the Shade Tree Council Bylaws contained in their packets, and advised that Deputy District Attorney Melanie Bruketta has rendered the opinion that Boards and Commissions, especially advisory bodies such as the Shade Tree Council, should never become involved with tree issues on private property. By doing so, each member of the Council could become personally exposed to lawsuits which the City is not obligated to defend. Mr. Fahrenbruch provided examples of potential issues of litigation. Chairperson Zola read into the record Section II, Paragraph 3 of the Ordinance establishing the Shade Tree Council, and reiterated the purpose of the Shade Tree Council to advise and make recommendations to the Board of Supervisors.

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Discussion ensued with regard to issues in which other City departments are involved, and ensuring that involvement as private citizens is delineated as such. No formal action was taken.

9. REVIEW AND ACTION TO REMOVE JOHN COPELAND FROM SHADE TREE COUNCIL AND SEEK REPLACEMENT (PER SECTION 2.18.020 - SHADE TREE COUNCIL BYLAWS) (1-1110) - Mr. Fahrenbruch produced a letter of resignation from Member Copeland, dated October 27, 1999, and read the same into the record. He advised that acceptance of the resignation of Member Copeland would have to be agendized for the next monthly meeting. Discussion ensued with regard to the option of moving forward with removal, and the procedure for the same, or agendizing acceptance of Member Copeland's resignation. Member Roberts moved to reagendize this item for the next monthly meeting to discuss the letter of resignation received from John Copeland. Member Young seconded the motion. Motion carried 4-0-3-0.

10. REVIEW AND ACTION TO GRANT LEAVE OF ABSENCE REQUEST FROM MICHAEL ARAGON (1-1230) - Chairperson Zola referred the Council members to the letter from Member Aragon contained in their packets, together with her letter in response. Deputy District Attorney Bruketta has confirmed that the Council has the authority to grant or deny requests for leave of absence. Member Young advised that Member Aragon has forwarded a letter regarding the dates for his leave of absence at the request of Chairperson Zola. The leave period will be for less than eight months. Extensive discussion ensued with regard to granting or denying the leave request, upcoming expiration of terms, the procedure for reappointment, and the requirements for interviewing new applicants. Mr. Fahrenbruch requested that any Council member who wishes to seek reappointment provide him a letter stating such as soon as possible. Discussion followed regarding the procedure for advertising and interviewing for vacant positions, the future activities of the Council requiring full participation and representation of its members, and the anticipated number of applicants. Member Hartman moved to disallow a leave of absence for Michael Aragon. Member Roberts seconded the motion. Member Young suggested explaining to Member Aragon how to reapply to the Council. Motion carried 3-1-3-0. Mr. Fahrenbruch offered to contact Member Aragon to advise that his request for leave of absence was denied and to inform him of his option to resign or be removed by the Council. Mr. Fahrenbruch acknowledged that he would explain the upcoming expiration of terms and the time frame in which Member Aragon would be eligible to reapply.

11. REPORTS: PARKS SUPERINTENDENT (1-1990) - Mr. Fahrenbruch reported that the cottonwood tree at the Ormsby Public Library will be removed this weekend. The tree will be cut up into fire wood and distributed to elderly citizens and City caretakers. The roots will be chased under the concrete and completely removed. Mr. Fahrenbruch has received two negative comments, both from elderly library patrons. He further reported on several projects where the Parks Department is planting trees, including the Graves Lane Extension, the Edmonds Sports Complex, and various City parks.

12. REPORTS: CHAIRPERSON (1-2090) - Chairperson Zola referred the Council members to the letter from the Committee Chairman of the WCISA Gold Leaf Awards. She suggested that Member Young be nominated for the award, and requested that this be agendized for the next monthly meeting. Chairperson Zola further reported on her meeting with Mr. Fahrenbruch and Administrative Assistant Sandy Tschumperlin regarding the Tree City USA recertification. She commended Mr. Fahrenbruch and his staff on their excellent efforts at maintaining the trees in Carson City, and emphasized the need for documentation of the Council members' volunteer hours in order to complete the application for Tree City USA recertification.

13. ADJOURNMENT (1-2260) - Member Young moved to adjourn the meeting at 7:40 p.m. Member Roberts seconded the motion. Motion carried 4-0.

The Minutes of the October 28, 1999 Carson City Shade Tree Council meeting are so approved this _____ day of November, 1999.

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SALLY ZOLA, Chairperson