

CARSON CITY SHADE TREE COUNCIL
Minutes of the May 22, 2008 Meeting
Page 1

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, May 22, 2008 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Lee-Ann Keever
Carole Brewer
Kyle Horvath
Terrill Ozawa
Roy Trenoweth

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Sharon Wood, Management Assistant
Kathleen King, Recording Secretary

NOTE: A recording of these proceedings, the council's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

CALL TO ORDER AND DETERMINATION OF QUORUM (1-0007) - Chairperson Keever called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Vice Chairperson Shirk and Member Roberts were absent.

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

1. ACTION ON APPROVAL OF MINUTES - April 10, 2008 and April 24, 2008 (1-0019) - Member Trenoweth moved to approve the minutes. Member Horvath seconded the motion. Motion carried 5-0-1, Member Brewer abstaining.

2. MODIFICATION TO THE AGENDA (1-0037) - Chairperson Keever modified the agenda to address item 3-E prior to item 3-A. (1-0411) Chairperson Keever further modified the agenda to combine items 3-A and 3-B.

3. AGENDA ITEMS:

3-A. ACTION REGARDING SELECTION OF SHADE TREE COUNCIL MEMBERS TO ACT AS COUNCIL LIAISONS WITH VARIOUS STATE AND CITY OFFICES OR BOARDS; and 3-B. ACTION TO ASSIGN DUTIES AND RESPONSIBILITIES TO SHADE TREE COUNCIL MEMBERS (1-0412) - Chairperson Keever introduced these items, and referred to the pertinent agenda materials. The council members discussed their preferences for liaison and responsibility assignments. In response to a question, Member Horvath listed the urban forestry plan, the tree selection guide, grants, and publicity as the responsibilities in which he'd be interested. At his request, the council members and Mr. Moellendorf provided background information on the urban forestry plan and the tree selection guide.

Chairperson Keever provided background information on the liaison responsibilities, and reviewed the table included in the agenda materials. Discussion took place to assign liaison responsibilities. At Member Horvath's request, Mr. Moellendorf provided background information on the Carson River Advisory Committee and the Carson Area Recreational Steering Committee. Consensus of the council was that no formal action was necessary.

CARSON CITY SHADE TREE COUNCIL
Minutes of the May 22, 2008 Meeting
Page 2

3-C. DISCUSSION ONLY REGARDING THE 2008 ARBOR DAY CELEBRATION (1-0731) - Chairperson Keever introduced this item, and requested input of the council members. Several council members had visited Steinheimer Park, subsequent to the Arbor Day Celebration, to check on the tree and found it to be doing well. Chairperson Keever credited Contract Urban Forester Molly Sinnott with getting the Arbor Day tree, a burr oak, donated. Consensus of the council was that the ceremony was successful. Discussion took place regarding improved publicity, including the possibility of posting a page on the community access television channels, for next year's celebration.

3-D. DISCUSSION AND POSSIBLE ACTION REGARDING REPLACEMENT OF THE COUNCIL MEMBERS' OFFICIAL SHIRTS (1-0808) - Chairperson Keever introduced this item, and displayed a current council t-shirt. Member Horvath discussed replacement options based on his experience designing and ordering t-shirts for his business over the years. Chairperson Keever advised the t-shirts are needed about four times a year for council functions. She suggested that, in light of the City's current budget situation, purchasing new t-shirts may appear irresponsible. Member Horvath offered to participate in designing a new t-shirt at the appropriate time. Mr. Moellendorf suggested re-agendizing this item next fall. Consensus of the council was that no formal action was necessary.

3-E. DISCUSSION AND POSSIBLE ACTION REGARDING THE POSSIBILITY OF POSTING THE SHADE TREE COUNCIL'S TREE LIST ON THE COUNCIL WEBPAGE OF THE CITY'S WEBSITE (1-0039) - Mr. Moellendorf introduced Ms. Wood. Chairperson Keever provided background information on this item and reviewed the pertinent agenda materials. Ms. Wood advised of her impending retirement in August, and the council members congratulated her. She acknowledged that items posted to the website would likely be "static" as her retirement represents a further reduction in Parks Department personnel. In response to a question, Mr. Moellendorf advised that Ms. Wood's position would not be filled due to existing budget constraints. He commended Ms. Wood on her excellent work with the Parks and Recreation Department website over the years.

In response to a question, Mr. Moellendorf discussed the City's protocol for website users. He acknowledged the previous statement that any information posted by Ms. Wood, prior to her retirement, would likely remain static. Ms. Wood acknowledged plans to review website management basics with Administrative Assistant Daria Petrenko and Management Assistant Stella Hyatt. Mr. Moellendorf advised that Ms. Petrenko and Ms. Hyatt will have limited time for website management due to absorbing Ms. Wood's duties. After reviewing the pertinent agenda materials, Member Horvath suggested that the nature of the information to be posted to the website would not change often. In response to a comment, Mr. Moellendorf suggested leaving date-sensitive items, such as the council's calendar of events, off of the website, and including such things as the Carson City Tree List for Commercial Projects. Discussion followed with regard to additional information to include.

Member Horvath expressed appreciation for the opportunity to discuss this item in that he had recently visited the council's website and found it to be in need of an update. He suggested including the council members' "names, faces, and pictures," as well as links to other information. Ms. Wood reviewed the information needed from each council member, and additional discussion followed. Mr. Moellendorf reiterated that remaining staff will not have sufficient time or opportunity to maintain the council's website. He suggested the City's website may have information regarding advisory boards, commissions, and committees. Ms. King advised that the City Manager's staff posts current events to the City's website. Member Horvath reiterated the request to include the council members' names. Additional discussion took place, and consensus of the council was to list the members' names and provide the Parks Department phone number for further contact.

CARSON CITY SHADE TREE COUNCIL
Minutes of the May 22, 2008 Meeting
Page 3

The council members and staff continued reviewing and discussing the web site "wish list" included in the agenda materials. Consensus of the council and City staff was to include the members' names, the Parks Department contact information, and appropriate links to other information. Mr. Moellendorf re-emphasized the difficulty associated with the remaining Parks Department staff updating the website. Consensus of the council was that no formal action was necessary. The council members thanked Ms. Wood and congratulated her upcoming retirement.

3-F. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF THE CREATION OF A BROCHURE TO INFORM PROFESSIONALS AND THE GENERAL PUBLIC OF CARSON CITY TREES AND THE NEWLY ADOPTED LANDSCAPE DEVELOPMENT STANDARDS (1-0883) - Chairperson Keever introduced this item, and circulated the draft brochure prepared by Vice Chairperson Shirk. She offered suggested revisions, and advised that Vice Chairperson Shirk had proposed to make the brochure available in the Planning Division office. At Mr. Moellendorf's suggestion, consensus of the council was to defer action on this item until such time as he and the Planning Division Director can review the draft brochure.

3-G. DISCUSSION AND POSSIBLE ACTION REGARDING REPLACEMENT OF THE COUNCIL'S TREE CITY USA SIGN WHICH WAS LOCATED ON LAKEVIEW HILL PRIOR TO FREEWAY CONSTRUCTION, AND OTHER TREE CITY USA SIGNS IN CARSON CITY (1-0933) - Chairperson Keever introduced this item, and advised that Vice Chairperson Shirk had planned to research the cost of a replacement sign. In response to a question, Member Trenoweth advised he is awaiting a return call from a Nevada Department of Transportation representative. Consensus of the council was to defer this item to the August council meeting.

4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM STAFF (1-0954) - None.

MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (1-0390) - Member Ozawa advised of the Carson City Library Secret Garden dedication scheduled for 10:30 a.m. on Saturday, June 14th. In response to a question, Mr. Moellendorf was uncertain as to whether the mural would be finished by that date. In response to a further question, he cited lack of funding and available volunteers as reasons for the project delay. Member Ozawa commended the Secret Garden landscape planted by Parks Department personnel. In response to a question, Mr. Moellendorf encouraged the council members to invite people to the dedication ceremony. (1-0957) Chairperson Keever requested the council members to provide their current contact information for a new membership list.

5. FUTURE AGENDA ITEMS (1-0982) - Member Horvath reviewed and discussed a list of possible future agenda items. Chairperson Keever advised that the Fall Tree Care Seminar would be agendized for the August meeting. She requested the council members to consider seminar themes, possible speakers and topics, the seminar date, and come prepared to discuss suggestions at the August meeting.

CARSON CITY SHADE TREE COUNCIL

Minutes of the May 22, 2008 Meeting

Page 4

6. ACTION ON ADJOURNMENT (1-1285) - Member Trenoweth moved to adjourn the meeting at 6:40 p.m. Member Ozawa seconded the motion. Motion carried 6-0.

The Minutes of the May 22, 2008 Carson City Shade Tree Council meeting are so approved this 28th day of August, 2008.

LEE-ANN KEEVER, Chair