

CARSON CITY SHADE TREE COUNCIL

Minutes of the January 26, 2006 Meeting

Page 1

A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, January 26, 2006 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Carol Roberts
Vice Chairperson Lee-Ann Keever
Carole Brewer
Terrill Ozawa
Roy Trenoweth

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Vern Krahn, Park Planner
Molly Sinnott, Urban Forester Consultant
Kathleen King, Recording Secretary

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

CALL TO ORDER AND ROLL CALL (1-0015) - Vice Chairperson Roberts called the meeting to order at 5:32 p.m. Roll was called; a quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0020) - None.

1. ACTION ON APPROVAL OF MINUTES - November 17, 2005 (1-0023) - Member Ozawa moved to approve the minutes, as written. Member Keever seconded the motion. Motion carried 5-0.

2. CHANGES TO THE AGENDA (1-0029) - None.

3. AGENDA ITEMS:

3-A. ACTION REGARDING ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR 2006 (1-0034) - Member Brewer moved to appoint Carol Roberts as the new chair. Member Ozawa seconded the motion. Motion carried 5-0. Chairperson-elect Roberts entertained a motion for vice chair. Member Brewer nominated Lee-Ann Keever. Member Trenoweth seconded the nomination. Member Trenoweth moved to close nominations. Member Ozawa seconded the motion. Member Keever acknowledged acceptance of the nomination. Chairperson-elect Roberts called for a vote on the pending motion. Motion carried 5-0.

3-B. DISCUSSION AND INTERVIEW OF APPLICANTS FOR THE SHADE TREE COUNCIL REGARDING MEMBERSHIP VACANCIES AND POSSIBLE MEMBERSHIP APPOINTMENTS TO THE SHADE TREE COUNCIL (1-0059) - Mr. Krahn provided direction with regard to the interview process, and discussion ensued. Consensus of the council was to have Chairperson Roberts ask the interview questions.

CARSON CITY SHADE TREE COUNCIL

Minutes of the January 26, 2006 Meeting

Page 2

(1-0109) Chairperson Roberts explained the interview process to Clint Wertz, who responded to questions regarding his current occupation, his previous work experience, his interest in serving as a council member, potential contributions to the council, familiarity with council functions and seminars, and his grant writing experience. With regard to tree-related issues to be addressed or resolved in Carson City, he discussed the importance of community involvement, emphasizing the significance of trees to an urban setting, and making the community aware of methods by which to improve its tree canopy. He anticipated no conflicts with attending monthly council meetings or evening / weekend functions.

(1-0185) Chairperson Roberts explained the interview process to Mary Moline, who responded to questions regarding her current occupation, her previous work experience, her interest in serving as a council member, potential contributions to the council, familiarity with council functions and seminars, and her grant writing experience. With regard to tree-related issues to be addressed or resolved in Carson City, she discussed concerns over the Bi-Centennial Cottonwood and an adjacent tree on Washington Street, and over the cemetery at the west end of Fifth Street. She anticipated no conflicts with attending monthly council meetings or evening / weekend functions.

3-C. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPLICANTS FOR MEMBERSHIP APPOINTMENTS TO THE SHADE TREE COUNCIL (1-0384) - Member Brewer moved to recommend to the Board of Supervisors the appointment of Mary Moline to the council. Member Trenoweth seconded the motion. Motion carried 5-0. Member Ozawa moved to recommend to the Board of Supervisors the reappointment of Clinton Wertz to the council. Member Brewer seconded the motion. Motion carried 5-0. Mr. Krahn explained the process by which the council's recommendation would be forwarded to the Board of Supervisors. (1-0555) Mr. Krahn introduced Mr. Wertz and Ms. Moline to Mr. Moellendorf and Ms. Sinnott.

3-D. DISCUSSION ONLY REGARDING THE FINANCIAL STATUS OF THE WEDNESDAY, NOVEMBER 16, 2005 ANNUAL FALL TREE CARE SEMINAR AT THE CARSON CITY COMMUNITY CENTER (1-0464) - Mr. Krahn reviewed the January 19, 2006 memo, from Administrative Assistant Daria Petrenko, included in the agenda materials. He explained the revenue line item associated with the Unified Trails Master Plan meeting, and advised the funding would be transferred to the appropriate account. He acknowledged a \$1,357 profit from the seminar. Discussion took place regarding the difference in profit between this year's and last year's seminars.

3-E. ACTION REGARDING A REQUEST TO THE BOARD OF SUPERVISORS TO FUND AN URBAN FORESTRY MASTER PLAN ELEMENT TO THE CARSON CITY COMPREHENSIVE MASTER PLAN IN FISCAL YEAR 2006 / 2007 (1-0585) - Mr. Krahn provided background information on this item, and invited Mr. Wertz to the meeting table. Mr. Wertz discussed his interest in developing an urban forestry master plan element. He circulated the 1995 Portland, Oregon Urban Forestry Master Plan which he helped to develop as a volunteer. He reviewed reasons for an urban forestry master plan, as follows: (1) land use patterns in Carson City may change quickly with adoption of the comprehensive master plan; (2) changing land use patterns bring the potential of losing trees and tree canopy; (3) an urban forestry master plan would assist in coordinating various City efforts and serve to strengthen City landscape and tree ordinances; (4) land use statutes in Nevada enable communities to develop master plan elements without limiting the types of master plan elements; (5) an urban forestry master plan would identify strengths and weaknesses related to resources, administration, etc.; (6) the master planning process would include important community input, increase public interest and the

CARSON CITY SHADE TREE COUNCIL

Minutes of the January 26, 2006 Meeting

Page 3

council's visibility; and (7) an urban forestry master plan would provide direction. Mr. Wertz listed the functional components of the Portland Urban Forestry Master Plan including assessment, planting needs and opportunities, planting and design guidelines, maintenance of the urban forest, education, incentives, regulations, and administration. With regard to implementation, the Portland Urban Forestry Master Plan focused on new development; natural areas and stream corridors; commercial, industrial, and institutional; residential; parks and open space; and transportation corridors.

In response to a question, Mr. Krahn advised that completion of the current master planning process will have "cascading effects." Consideration may be given to updating the Carson River, Open Space, and Transportation Master Plan elements. Mr. Krahn anticipates funding will be allocated to update various master plan elements, as appropriate. He expressed the opinion that the timing of Mr. Wertz's proposal is perfect, and suggested determining whether the Board of Supervisors would be willing to support the process. Chairperson Roberts suggested considering the proposal in association with establishing the council's annual goals at the February meeting. In response to a question, Mr. Moellendorf advised that supplemental budget requests could be submitted up to March 7, 2006. He anticipated the council would have through the end of February to make a decision.

Mr. Wertz suggested developing various scenarios of how to move forward which may provide the Board of Supervisors additional options for consideration. Sometimes it's better to start with something modest which incorporates existing components and, in time, there may be additional interest in developing a more comprehensive plan. Mr. Moellendorf suggested the council could spend time defining the purpose and developing the scope of the master plan, researching other master plans, and submitting a funding request for next year. Discussion took place regarding various approaches to a master planning process. Ms. Sinnott advised that many cities have an urban forestry master plan in place prior to developing river and open space master plans. She suggested reviewing Boise, Idaho's urban forestry plan. Mr. Moellendorf suggested an audit of parks division operations, in conjunction with developing the urban forestry plan, would be helpful. He advised that Public Works is responsible for street trees and the Parks Division is responsible for trees in park settings. An audit would reveal the efficiencies of consolidating activities, potential budgets, etc. Ms. Sinnott agreed with the importance of the public education component of the master planning process. She suggested the community would be interested in the amount of tax revenue invested in maintaining the urban forest. Mr. Wertz suggested a master planning process generates "community ownership."

Mr. Wertz discussed urban forestry management software which could provide analytical information as a prelude to the master planning process. He displayed an example of available software, and discussed its capability to provide quantifiable benefits to the community in terms of changes to the community's tree canopy, storm water savings, health benefits, etc. He advised that the Nevada Shade Tree Council plans to purchase urban forestry software for a project in Las Vegas. In response to a question with regard to beginning the master planning process, he suggested the council could scope strengths, weaknesses, gather information, etc. He acknowledged the public component, but noted the planning process typically begins with a local council or a non-profit group. He offered to provide resource materials, and suggested reviewing other master plans. Chairperson Roberts suggested forming a work group to begin assessing the feasibility of a master planning process. In response to a comment, Mr. Wertz suggested that the council could most likely obtain the suggested software package at a discount. Discussion took place regarding the software capabilities.

CARSON CITY SHADE TREE COUNCIL

Minutes of the January 26, 2006 Meeting

Page 4

Mr. Moellendorf suggested considering a certain amount of master plan fatigue, at this point, on the part of the Board of Supervisors, other advisory committees, and staff. Mr. Wertz agreed that "internal work" may be the best approach for this year. Mr. Krahn expressed support for the council deferring action on this item to the February council meeting. Mr. Wertz offered to research whether Question #1 funding would be available for the master planning process, and discussion followed. Mr. Wertz acknowledged he would provide the information at the February council meeting.

3-F. ACTION REGARDING THE USE OF \$6,000 IN RESIDENTIAL CONSTRUCTION TAX FUNDS TO APPLY FOR THE NEVADA DIVISION OF FORESTRY'S URBAN FORESTRY GRANT TO ENHANCE THE MILLS PARK ARBORETUM, AND \$3,000 IN RESIDENTIAL CONSTRUCTION TAX FUNDS TO PLANT NEW TREES AT VARIOUS CITY PARK LOCATIONS (1-1229) - Mr. Krahn reviewed the agenda materials pertinent to this item. He suggested requesting Ms. Sinnott to visit each park to determine the most appropriate locations for planting trees. He further suggested the council could retain a certain amount of funding to serve as a match for developing the Nevada Division of Forestry grant application in the summer and fall. Chairperson Roberts provided information on the grant writing classes offered by the Nevada Division of Forestry. Mr. Krahn reviewed grant application requirements. Chairperson Roberts requested volunteers to begin considering the grant application. When none were forthcoming, she offered to participate. Member Trenoweth offered to speak with Nevada Division of Forestry ("NDF") Conservation Staff Specialist Susan Stead regarding grant application requirements and the associated time lines. In response to a question, Chairperson Roberts explained Mr. Krahn's suggestion that Ms. Sinnott begin the process, in conjunction with Parks Division staff, of selecting appropriate sites for planting trees. **Member Brewer so moved. Member Trenoweth seconded the motion. Motion carried 5-0.**

3-G. ACTION TO SELECT EITHER THE U.S. FEDERAL BUILDING LOCATED ON EAST WASHINGTON STREET OR ANOTHER LOCATION FOR THE 2006 ARBOR DAY CELEBRATION (1-1482) - Ms. Sinnott provided background information on the recent removal of cottonwood trees at the federal building. Extensive discussion took place regarding alternative locations for the Arbor Day Celebration. Chairperson Roberts advised that April is National Library Month and that 2006 marks the 40th anniversary of the Carson City Library. **Member Trenoweth moved to hold the 2006 Arbor Day Celebration at the Carson City Library. Vice Chairperson Keever seconded the motion. Motion carried 5-0.** Member Trenoweth agreed to reserve the Library Auditorium for the event. Mr. Krahn requested the council members to consider George Washington Ferris Award nominees for discussion at the February meeting.

3-H. DISCUSSION ONLY REGARDING REDUCING THE LEVEL OF CITY STAFF SUPPORT FOR THE COUNCIL'S PUBLIC MEETINGS AND FUTURE ACTIVITIES, INCLUDING THE POSSIBILITY OF COMBINING THE SHADE TREE COUNCIL WITH THE PARKS AND RECREATION COMMISSION (1-1933) - Mr. Moellendorf provided background information on this item, and discussed increased responsibilities of Parks and Recreation Department staff as the master plan process is completed and implementation begins. He expressed a preference to begin reducing the staff time presently allocated to the council which will, admittedly, put more pressure on the council but will also help the council to become even more self-directed. He advised that Parks Department staff will continue to assist in assembling and disseminating agenda materials. In response to a comment, he reviewed by the process by which agendas are developed and distributed. He clarified that staff will be reducing the time allocated to developing agendas, and reiterated that assistance will still be available for

CARSON CITY SHADE TREE COUNCIL

Minutes of the January 26, 2006 Meeting

Page 5

assembling and distributing agenda materials. He advised that staff reports will only be generated for agenda items which are requested by staff. Discussion took place regarding possible ways for the council members to provide assistance.

Mr. Moellendorf referred to a previous council meeting at which City Manager Linda Ritter presented the boards, commissions, and committees audit report, and various alternatives to the council remaining in an advisory capacity to the Board of Supervisors. Discussion took place regarding the procedures and requirements involved in becoming a Nevada non-profit corporation. In response to a question, Mr. Moellendorf discussed methods by which the council could interact with the Board of Supervisors as a non-profit corporation or a community advocacy group. Mr. Krahn and Mr. Moellendorf discussed GROW and the Youth Sports Association as examples.

Mr. Moellendorf advised that different Parks and Recreation Department staff members would interact with the council depending upon the specificity of agenda items. He acknowledged the council would still be eligible to apply for residential construction tax funding as a non-profit corporation or an advocacy group. In reference to an audit report recommendation, Mr. Moellendorf expressed concern that consolidating the council with another advisory committee would dilute its function. He expressed a preference for beginning to implement the proposal to reduce staff time, and allowing the council to determine, at some point in the future, its interest in becoming a non-profit corporation or advocacy group.

Mr. Wertz advised that NDF Conservation Staff Specialist Susan Stead conducted a discussion, at a recent conference, regarding various urban forestry group organizations. He suggested requesting Ms. Stead or some other qualified individual to provide a presentation to the council. Chairperson Roberts advised that the Nevada Shade Tree Council has explored the possibility of forming chapters. She suggested that becoming a local chapter of the Nevada Shade Tree Council would not require the council to establish its own non-profit status. Mr. Wertz suggested that such a model may encourage other communities to do the same. He inquired as to the possibility of having an AmeriCorps volunteer or a University of Nevada intern serve as staff to the various advisory committees. He offered to provide contact information.

Mr. Moellendorf noted the importance of the Parks and Recreation Department considering ways to improve operational efficiency. Chairperson Roberts suggested the proposal represents an opportunity for the council to consider its future direction. In response to a comment, Mr. Moellendorf advised that the council chairperson serves as a liaison to the department. Discussion followed.

Mr. Krahn suggested that the chairperson or vice chairperson meet with Parks Department staff to establish meeting time lines and to obtain electronic files. He reviewed a suggested process for developing agendas, and discussion followed. Mr. Moellendorf acknowledged the council's archives would remain at the Parks Administration office.

4. NON-ACTION ITEMS:

STATUS REPORTS AND COMMENTS FROM COUNCIL MEMBERS (1-2543) - Member Brewer requested the council members' volunteer hours sheets. Vice Chairperson Keever suggested acknowledging the service of former Chairperson Jean Bondiott at the Arbor Day Celebration. Chairperson

CARSON CITY SHADE TREE COUNCIL

Minutes of the January 26, 2006 Meeting

Page 6

Roberts advised of having attended a recent meeting with Parks Department staff, Member Trenoweth, and members of the Carson River Advisory Committee in reference to item 3-H. (1-2897) Chairperson Roberts referred to the "FYI" items included in the agenda materials.

LIAISON REPORT FROM NEVADA SHADE TREE COUNCIL MEMBERS (1-2634) - Chairperson Roberts advised of an upcoming luncheon meeting scheduled in February, and a meeting scheduled in March in Las Vegas. She reported that Mr. Wertz attended a November conference as a representative of the Nevada Shade Tree Council. She further reported that trees were planted at Governor's Field in observance of Nevada Shade Tree Week.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2680) - Ms. King inquired as to the possibility of rescheduling the council's October meeting from the 26th to the 19th in order to avoid conflicts with the Nevada Day Holiday on October 27th. Neither the council members nor staff had any objection, and Mr. Krahn agreed to check into the availability of the meeting room.

FUTURE AGENDA ITEMS FROM COUNCIL MEMBERS (1-2753) - Chairperson Roberts suggested the following items for the February agenda: Review of the seminar evaluation results; discussion and action regarding the Arbor Day Celebration; discussion and action regarding the council's 2006 goals and membership assignments; and review and discussion of the council's bylaws and the ordinance which established the council. Ms. Sinnott discussed the importance of reviewing the council's ordinance, and suggested also reviewing the council's web page.

5. ACTION ON ADJOURNMENT (1-2904) - Member Ozawa moved to adjourn the meeting at 7:44 p.m. Member Trenoweth seconded the motion. Motion carried 5-0.

The Minutes of the January 26, 2006 Carson City Shade Tree Council meeting are so approved this 6th day of March, 2006.

CAROL ROBERTS, Chair