

**CARSON CITY SHADE TREE COUNCIL**  
**Minutes of the January 25, 2001 Meeting**  
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A regular meeting of the Carson City Shade Tree Council was scheduled for 5:30 p.m. on Thursday, January 25, 2001 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

**PRESENT:** Chairperson Sally Zola  
Vice Chairperson Michael Enright  
Jean Bondiatt  
Craig Hartman

**STAFF:** Scott Fahrenbruch, Parks Superintendent  
Molly Sinnott, Urban Forester Consultant  
Kathleen King, Recording Secretary  
(STC 01/25/01; 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 (1-0001)** - Chairperson Zola called the meeting to order at 5:35 p.m. Roll was called; a quorum was present. Members Ford, Geisler, and Young were absent. Chairperson Zola noted for the record that the absences of Members Ford and Geisler were excused.

**2. APPROVAL OF MINUTES OF NOVEMBER 16, 2000 (1-0015)** - In response to a question, Chairperson Zola advised that language can be deleted from the minutes. Member Hartman moved to approve the minutes. Vice Chairperson Enright seconded the motion. Motion carried 4-0-3-0.

**3. PUBLIC COMMENTS AND DISCUSSION OF NON-AGENDIZED ITEMS (1-0053; 1-2436)** - Member Hartman inquired as to whether or not the Council should consider making changes to its attendance policy. Chairperson Zola read a portion of the bylaws into the record, and advised that three unexcused absences could result in being removed from the Council. Discussion took place with regard to what constitutes an unexcused absence and the process required to change the bylaws.

**4. ACTION ON ELECTION OF OFFICERS FOR 2001 (1-0060)** - Chairperson Zola opened the meeting for nominations for chairperson. Member Hartman nominated Sally Zola as chairperson. Vice Chairperson Enright seconded the nomination. Chairperson Zola called for additional nominations; however, none were forthcoming. She called for a vote on the pending nomination; nomination carried 4-0-3-0. Vice Chairperson Enright nominated Member Bondiatt for vice-chairperson. Chairperson Zola seconded the nomination, and called for additional nominations. When none were forthcoming, she called for a vote on the pending nomination. Nomination carried 4-0-3-0.

**5. REVIEW AND ACTION ON PROPOSED ARBOR DAY TREE PLANTING CEREMONY AT THE ADAMS HOUSE, AFFILIATED WITH CARSON-TAHOE HOSPITAL (1-0092)** - Pam Graber, Executive Director of the Carson-Tahoe Hospital Foundation (the "Foundation"), distributed information on the Adams House and reviewed the same. She advised that maintenance of the landscaping is done by hospital crews who perform regular upkeep on all hospital property. She provided background

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information on the restoration project, and referred to a landscape plan drawing which was displayed. Ms. Graber discussed the many donations which have been received and pledged for the landscaping project, provided background information on the landscaping design, and described the various activities which will take place in the yard. She reviewed some of the specific trees and shrubs proposed in the landscaping design, and discussion took place regarding the occupants of the Adams House, existing landscaping, proposed features of the landscape design, and the City's policy on memorial trees. Chairperson Zola commended Ms. Graber on the appearance of the plan and the grounds.

In response to a question, Ms. Graber reviewed the donations to the landscape project which have been pledged and received. Ms. Sinnott acknowledged that the hollow cottonwood tree is slated to be removed. She commented on her involvement with the landscape design committee, and indicated that the design has been very well thought out. Vice Chairperson Bondiott commented that the site has good logistics for an Arbor Day celebration.

In response to a question, Mr. Fahrenbruch advised that he has worked with the hospital's landscape maintenance staff and that they do a good job. Discussion took place regarding the possibility of planting a pin oak on the property, and Ms. Sinnott advised that a soil test will have to be done first. Discussion followed regarding the dimensions of the lot, and the amount of room needed to accommodate an Arbor Day celebration. Member Hartman suggested that the head of the hospital's landscaping crew be present during the planting. Discussion ensued regarding the various plants, shrubs, and trees designated on the landscape plan. Ms. Graber advised of a drainage problem identified some time ago which was subsequently remedied by Cassinelli Landscaping. Further discussion took place regarding the landscaping design, and Ms. Graber invited the Council members to stop by for a tour of the house and the grounds. **Member Enright moved that the Council authorize a soil test to accommodate whatever type of tree the Parks Department determines available and plant a tree in the spot designated as #15 on the landscaping plan at the Adams House for the Arbor Day Celebration. Member Hartman seconded the motion. Motion carried 4-0-3-0.** Ms. Graber thanked the Council, and offered to assist with facilitating the celebration. In response to a question, Chairperson Zola advised that Arbor Day is scheduled for Friday, April 27, 2001.

**6. REVIEW AND ACTION ON 2001 ARBOR DAY CELEBRATION (1-0685)** - Discussion took place regarding possible speakers, and Council consensus was to ask Ms. Graber and State Archivist Guy Rocha. Chairperson Zola suggested assigning responsibilities for the celebration. Member Enright volunteered to develop the flyers. Member Hartman volunteered to telephone Mr. Rocha and Ms. Graber. Vice Chairperson Bondiott agreed to handle publicity. With regard to refreshments, Chairperson Zola indicated that she would call Ms. Graber and discuss the extent to which the Foundation staff wants to be involved in the celebration. She will advise Ms. Graber that Vice Chairperson Bondiott will be calling her with regard to the Foundation's involvement in publicity. Vice Chairperson Bondiott agreed to contact the Mayor's and Governor's offices regarding proclamations. In response to a question, Chairperson Zola advised that the Mayor read the City's proclamation last year and that the main speaker read the Governor's proclamation. She suggested that Mr. Rocha could read the Governor's proclamation. Mr. Fahrenbruch acknowledged that he would work with the Foundation staff regarding coordination of the PA system, bleachers, tables, etc.

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Discussion took place regarding possible George Washington Ferris award recipients. Ms. Sinnott suggested Richard Wipfli, Metcalf Builders, the Nevada Department of Transportation, and the Bureau of Land Management. Mr. Fahrenbruch advised that George Washington Ferris awards were given to Donna Kuester and Southwest Gas last year. Ms. Sinnott acknowledged that Mr. Wipfli assisted with the Adams House renovation. Discussion took place regarding the criteria for the commercial award, additional suggested recipients, the wording of the award, whether or not to award an individual and a business, and Mr. Wipfli as the award recipient. Mr. Fahrenbruch commented that the Adams House would be a fitting place for Mr. Wipfli to receive the award. **Member Hartman moved that Richard Wipfli be given the George Washington Ferris award at this year's Arbor Day Celebration. Member Enright seconded the motion. Motion carried 4-0-3-0.** Member Hartman agreed to contact Mike Tanchek regarding his standing offer to purchase the award plaque.

**7. REVIEW AND STATUS REPORT OF APPLICATION FOR NATIONAL ASSOCIATION OF COUNTIES PROJECTS AND PROGRAMS AWARDS (1-1382)** - Mr. Fahrenbruch advised that at the direction of the Council during the November meeting, he began work on the application for the National Association of Counties Projects and Programs Awards. He reviewed the eligibility standards and criteria on the application included in the agenda materials, and indicated that the tree inventory and the street tree program have not been in existence long enough to generate any measurable results. He recommended that the Council wait another year until measurable results are available, and the Council members concurred.

**8. REVIEW AND REPORT OF AVAILABLE FUNDING BALANCE IN SHADE TREE COUNCIL'S GRANTS, GIFTS AND DONATIONS ACCOUNT (1-1462)** - Mr. Fahrenbruch advised that a balance of \$3,242.25 is available in this account. This amount includes eight registration fees for the Fall Tree Care Seminar which have yet to be received. Mr. Fahrenbruch indicated that the eight people were government employees and he is confident that the delay is only due to bureaucratic processes. He discussed the revenue generated by the seminar (\$2,250), the expenses (including Kathy Kosta's hotel room and speaking fee, the refreshments and lunch provided by Linda Marrone, and miscellaneous costs - \$1,213.21), and the profit (\$1,036.79).

**9. REVIEW AND ACTION TO ASSIGN SPECIFIC DUTIES AND RESPONSIBILITIES TO INDIVIDUAL MEMBERS OF THE SHADE TREE COUNCIL BY THE CHAIRPERSON (1-1518)** - Chairperson Zola reviewed an assignment list from several years ago. This list included public relations, scrapbook, bi-monthly inventory control, school liaison, budget keeper, grant coordinator, volunteer hours coordinator, Tree City U.S.A. liaison, and Parks/RCT budget. Mr. Fahrenbruch acknowledged that he takes care of the Parks/RCT budget. Chairperson Zola advised that Member Ford had previously agreed to serve as the volunteer hours coordinator. She suggested assigning the school liaison responsibility to Member Geisler. Vice Chairperson Bondiatt agreed to continue serving as the public relations coordinator. Discussion took place regarding the responsibilities involved in maintaining the scrapbook, and Vice Chairperson Bondiatt agreed to take on this responsibility as well. Chairperson Zola also assigned Member Young to assist with the scrapbook. Discussion took place regarding the bi-monthly inventory and the Tree City U.S.A. liaison, and Mr. Fahrenbruch indicated that these responsibilities are already covered by Parks staff.

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Chairperson Zola advised that also included in the assignments list is the responsibility to review goals and objectives for the coming year. Discussion took place regarding revisions to the Tree Selection Guide, the arboretum, the Council stationery, transferring the stationery to another printer, and the origin of the logo. Chairperson Zola provided a piece of Council letterhead to Member Enright who agreed to talk to local printers about the logo. Chairperson Zola expressed support for using recycled stock but requested that the letterhead be printed on a different color paper. In response to a question, Member Hartman indicated that his assignment was the Arbor Day Celebration.

**10. REPORTS: PARKS SUPERINTENDENT (1-2061)** - Mr. Fahrenbruch distributed and reviewed an article from *Parade* magazine regarding designation of a national tree. Vice Chairperson Bondiett agreed to advise the local newspapers, and Chairperson Zola suggested that Member Geisler could notify the schools. Mr. Fahrenbruch agreed to reagendaize the matter for the February meeting. Mr. Fahrenbruch distributed an updated Council membership list and discussion took place regarding term expiration dates. Mr. Fahrenbruch referred to the list of 2001 meeting dates included in the agenda materials and, in response to a question, advised that the July and August meeting dates should be marked out.

Mr. Fahrenbruch reviewed the memo from Sewer Operations Chief Kelvin Ikehara, included in the agenda materials. With regard to the freeway landscaping, Mr. Fahrenbruch advised that Mr. Krahn is working on a vision document. A meeting is scheduled next week with GROW and the City Manager to review the document and, once something is finalized, it will be presented to the Council for review. Mr. Fahrenbruch advised that the street tree program bid will go out next month and staff hopes to have a functional program by March 2001. He reported that the intern is beginning to go into the field to log information for the tree inventory program. Vice Chairperson Bondiett suggested asking the intern to note any particularly nice specimens which could later be used in photographs for the Tree Selection Guide. Mr. Fahrenbruch indicated that the Tree Selection Guide would be agendaized for the next meeting.

**11. REPORTS: CHAIRPERSON (1-2304)** - Chairperson Zola advised of receiving a fax from time to time from the Community Development Department regarding the Zoning Ordinance Update and Development Standards Handbook. She inquired as to a Council member who would be interested in participating in this process, and read the list of participants into the record. In response to a question, Ms. Sinnott provided information on the status of the committee. Chairperson Zola advised that the next time she is notified of a meeting, she will notify the Council members and whoever wants to attend can do so. She read a portion of the fax into the record, and Member Hartman volunteered to obtain a copy of the Development Standards Handbook for review. Chairperson Zola reminded the Council members to turn in their volunteer hours forms to Member Ford.

**13. ADJOURNMENT (1-2540)** - Member Enright moved to adjourn the meeting at 7:35 p.m. Vice Chairperson Bondiett seconded the motion. Motion carried 4-0-3-0.

The Minutes of the January 25, 2001 meeting of the Carson City Shade Tree Council are so approved this \_\_\_\_\_ day of February, 2001.

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SALLY ZOLA, Chairperson