A regular meeting of the Carson City Parks and Recreation Commission was held on Tuesday, February 4, 1997 in the Community Center Sierra Room, 851 East William Street, Carson City, NV at 6:00 p.m.

PRESENT: Chairperson Ken Elverum
Vice Chairperson Robert Kennedy
George Chapman
John McKenna
Jay Meierdierck
Jon Plank
Charles Wright

STAFF: Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks Superintendent
Fran Smith, Recording Secretary
(PR 2/4/97 1-0000.5)

NOTE - Unless otherwise indicated each item was introduced by Chairperson Elverum. Individuals speaking are identified following the heading of each item. A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours.

A. CALL TO ORDER - Chairperson Elverum called the meeting to order at 6:00 p.m. A roll call was taken and a quorum was present although Commissioners Osborne and Scholley were absent. (Excused absences.)

B. APPROVAL OF MINUTES - Commissioner Kennedy moved to approve the Minutes of the December 3, 1996 meeting. Commissioner Wright seconded the motion. Motion carried 7-0.

C. PUBLIC COMMENT - None.

AGENDA ITEMS

1. REVIEW AND POSSIBLE ACTION ON COMMENDATIONS TO PARKS AND RECREATION EMPLOYEES FOR EFFORTS RELATED TO SNOW STORM AND FLOODS - (1-0037.5) Commissioner McKenna had suggested this item be agendized to recognize the efforts of the employees who had worked diligently during the snow and flood periods and had requested this be forwarded to the Board of Supervisors for their action. Mr. Kastens had provided an extensive staff report detailing all the assistance Parks employees had provided during the December and January storm periods. He talked about all the areas in which those employees had helped and the hours they had put in. He had also provided a list of those employees and felt that the public should be made aware of their contributions. He concluded his remarks by stating how proud he was to be associated with them and that he was happy to work with them. Commissioner McKenna then moved that the Parks and Recreation Commission formally commend the employees of the Parks and Recreation Department for their extraordinary efforts during the Christmas and New Year's storms and the latest January flood; the employees of the Parks and Recreation Department provided invaluable assistance to insure the safety and comfort of the citizens of Carson City while suffering personal discomfort during the holidays and placing themselves in hazardous situations; additionally the Parks and Recreation Commission asks that the Director of the Parks and Recreation Division forward a formal request to the Board of Supervisors for a special commendation for these employees; additionally the Parks and Recreation Commission thanks the employees of the Parks and Recreation Department for the extraordinary service to Carson City. Commissioner Kennedy seconded the motion. Motion carried 7-0.

2. REVIEW AND POSSIBLE ACTION ON POTENTIAL NATIONAL RECREATIONAL TRAILS FUND GRANT APPLICATION - (1-0161.5) Commission Meierdierck had put this on the agenda. He explained that this is a Federal program that has only been in existence for a few years and has been funded in the past but typically is of a short duration. He felt since this is available to the City and trails are an important part of the recreational program, being the highest in demand of the recreational facilities the City has, and that in an urban land study trails were recognized by land owners and developers as more desirable recreational facilities than even golf courses. He added that since the Commission has in their Master Plan the priorities for implementation of parks and several trail plans, those being the Citywide bicycle and trails plan, the Eagle Valley Trail system, the V&T trail system, and the Carson River linear parks. He noted they are all planned but very few are developed and since this program is for the implementation of existing plans he felt it pertinent and opportune for the City to proceed and put in their request for funding. He also said an article in the local newspaper had come to his attention in January where the Indian Hills GID was making an application and he felt if that group should see it available Carson City should also take advantage of it. He expressed his belief that there are several areas where the City should make an easy application. He said in the Minutes the Commission had just approved there is a call for bridges over the Carson River in cooperation with BLM. He also said there are other trails that are needed within the Carson River corridor and trailheads are needed at Camp Carson, Lakeview Park as part of the linear park, and probably the most glaring example that the City cannot come up with the matching money would be to apply for a grant to implement the Paiute Pipeline section of the Eagle Valley Trail using their contributions as the matching funding. He noted that the deadline for applications is February 14 and felt it was pertinent for the City to apply for those monies.

(1-0215.5) Mr. Kastens agreed with what Commissioner Meierdierck had said. He said trails are a priority and that he has been pursuing those as diligently as possible. He said all the areas Commissioner Meierdierck mentioned had been discussed with Mr. Fahrenbruch. He said they had even done some brain storming as to whether they felt they could apply for maintenance money because this is one of the few grants that allow for maintenance and upkeep of trails. He said short of the purchase of some type of an implement that could be put on the back of a tractor that would assist them in grooming and repairing trails, they had two problems they were faced with. One was the match where in-kind services can be used. The other is Mr. Fahrenbruch's operation and maintenance budget which is pretty much spoken for. He said it was his understanding that the grant carries for one year which would put it into the next fiscal cycle. He felt the bottom line is that, as stated in the staff report, he currently has a district type of grant with State Parks and he is six months into it at this point. He added he has not had the opportunity to pursue it to fruition. He expressed a concern if he applied for another grant and did the same thing or asked for an extension any time in the future they would not look favorably on it. He added if the majority of the Commission directs him to pursue a grant he would pursue it. However, he did not have a problem telling the Commission up front that he thinks they are at the limit at this point and for him to pursue a grant of this type would create a hardship. He concluded his remarks by suggesting that a grant not be sought at this point. Chairperson Elverum asked if there is a time limit on the program. Commissioner Meierdierck reiterated it is a Federal program and felt it is similar to the Land and Water Conservation Fund and others that are on the books although he felt each year there is a question if they would continue to be funded. Chairperson Elverum commented there were only ten days left to apply and felt perhaps it should have been on an agenda several months ago and had a concern whether or not there was enough time to put together a successful application. Commissioner Kennedy felt that staff, given circumstances which were beyond anyone's control, does not need another burden put on them. He felt it would be inappropriate to pursue it at this point.

(1-0305.5) Commissioner Plank referred to a statement by Mr. Kastens that there is a need to do some repair and maintenance in the Riverview Park area. He asked if the existing grant could be used for restoration. Mr. Kastens explained that the current grant is for the development of the trail along the linear ditch from Roop Street to the east property line at Governors Field so it could not be used for Riverview. He added that the City is working diligently and Mr. Fahrenbruch and Larry Nair have probably dedicated ninety percent of their days since the first of the year to doing FEMA reports. He added they are attempting to make their reports as accurate and as concise as possible so that they can be successful in securing FEMA funds which would give the City a seventy-five percent reimbursement for their costs. He added that the Riverview restoration is part of the application. He also said they have identified $149,026 for purposes of re-establishing the banks and culverts along the wetlands, regrading the paths, filling in the washouts, and hauling in DG to put back on top. He also expressed the hope that the State would assist the cities and counties in their twenty-five percent match to FEMA. Commissioner Plank then said he was in agreement with Commissioner Kennedy with respect to adding to staff's workload and felt it probably unreasonable and could be counter-productive, especially if they still have work to do on the FEMA reports. Commissioner Wright agreed with the positions of both Commissioners Kennedy and Plank. He also expressed his feeling that there was not enough time before the deadline to submit an application.

(1-0359.5) Commissioner Plank then asked for an estimate of how long the FEMA reports would continue. Mr. Fahrenbruch said it would be ongoing. He said as of now they are getting cost estimates and cost projections. He felt the work would really start when they have to start rehabilitating all the sites and then they have to start making out bid documents and specifications, etc. He also commented that other City departments involved in trying to get FEMA funding will be competing with each other trying to get these out to bid.

(1-0385.5) Commissioner Chapman asked about the memo in the packet from the Division of State Parks dated November 26, 1996 outlining the requirements when applying for National Recreation Trails Fund grants. He wondered if they sent this information to other political subdivisions. Mr. Kastens said he assumed so. He noted that in December he was contemplating an application and had discussions on what could be applied for but, because of the storms, personnel were not available to work on it. He also said personnel limits were as much of the decision not to pursue this as dollar limits and provided details on this. No formal action was taken.

3. REPORT ON OPEN SPACE COMMITTEE APPOINTMENTS AND RECAP OF MUNICIPAL OPEN SPACE ACQUISITION SEMINAR ATTENDED BY CITY STAFF AND VARIOUS COMMISSION MEMBERS - (1-0419.5) Mr. Kastens and Commissioner Elverum had attended the seminar in Salt Lake City the previous week. In the packet Mr. Kastens had provided a list of the applicants. He reviewed the names and terms of those who had been appointed by the Board of Supervisors. He said he knew some of the members of that committee and has worked with them over the years. He provided a copy of the agenda at the Salt Lake City meeting and also provided a packet of information they had been given on this type of organization. (The clerk did not get copies.) He commented on several of the topics that had been presented and said he was looking forward to proceeding with the project. Chairperson Elverum said the presentations were very educational, especially to those who were new to the process. He said the next thing is to learn how to implement it and how they could work with the Planning Commission and the other entities who are involved. He noted this was not covered at the seminar and hoped it would be at a future meeting. Mr. Kastens said as with most seminars a lot of valuable information is exchanged outside of the meeting. Commissioner Plank commented on what could be helpful in getting the initiative passed by the Legislature. No formal action was taken.

4. REPORT ON JANUARY 25 AND 26 FLOOD EVENT - (1-0601.5) Chairperson Elverum said he had asked Mr. Kastens to give the Commission an update on what had taken place. He said he had visited a future park site on Koontz Lane and that it was not only flooded but overflowing and had created a new channel down Koontz. He said it was his understanding of a retention pond idea was that this was not supposed to happen. Mr. Kastens said he had not been able to visit it and what is lacking is as you go down Roop Street to the south there are large concrete culverts in an open field. He added these will be placed along Koontz as soon as weather allows the construction company to come in. He noted the culverts will be tied in somewhere to the east to the storm drain system. He said once that takes place the water that is flowing into the pond now, unless it is a significant event, will not flow into the pond. He added if it does it will only stay for a short period of time before it flows out and continues down the tubing. He said the tubing is designed to handle the majority of the events that occur in that area and it is only when the tubing cannot handle the flow that it will flow into the pond. He said he has been in communication with the developer and had recommended they try to develop some type of a temporary weir where they can lower the depth of the pond at certain times and not cause the eroding problems. He added what was happening is that they were going out and breeching the bank and then the City was getting calls from the neighbors that the pond was flooding. He said his people would go out and stop it but then the developer would breech it again. He added that the situation had been resolved with the developer and that in the future the City will not have anything to do with the pond because the developer will be responsible for mitigating them. He noted that none of the City's park facilities had been damaged to any extent. However, Chairperson Elverum commented on the flotsam and jetsam at the trail at Riverview Park and asked about the timetable for clearing this out. Mr. Fahrenbruch said he had just turned in the preliminary cost to FEMA and said he wanted to go out to bid with this as soon as possible. He commented that anything that was a safety or liability concern would be done first. He also noted that Riverview Park was a high density, high use facility which would be a high priority. Commissioner McKenna asked how the overtime for Mr. Kastens' employees would be handled. Mr. Kastens said he had been directed to pay for the overtime costs out of his budget and if FEMA does not reimburse him he would probably go to the Board of Supervisors for some type of augmentation to the budget. He said he had directed his staff to take cash pay for their approved overtime because he did not feel he should have to lose their services in the form of comp time due to events that were not related to Parks and Recreation. No formal action was taken.

GENERAL DISCUSSION

1. **Future Agenda Items from Commission Members** - (1-0783.5) Commissioner Meierdierck said the Master Plan calls for several items, one being an annual plan for action and asked if there were any plans to handle this. This will be on the agenda for the next meeting.

2. **Comments from Commission Members** - (1-0798.5) Commissioner Plank referred to the newspaper article regarding a new youth center. He noted this was a cooperative effort with the Bureau of Alcohol and Drug Abuse and the Community Council on Youth. He also mentioned that the Community Center was tied in somehow and asked if this was a normal part of Parks and Recreation. Mr. Kastens explained it was the Community Council on Youth Delinquency Prevention Project. He said the project had been put together by several local agencies and that one was the Recreation Division whose director, Barbara Singer, had done the work on the grant application on behalf of the other agencies which are Carson City Recreation Division, Hispanic Services, Boys and Girls Club, the Cooperative Extension, JOIN, and the Childrens' Museum. He explained they were successful in receiving a grant of $48,000. He said the description of the project on the application was to provide positive opportunities for at risk youth, to develop activities for those youth, provide information and resources, provide services to at risk youth in their neighborhoods, and to use adult and youth volunteers in administration of the project. Mr. Kastens also said the Community Center is involved in the program and what they are doing is fulfilling their goals to provide services to at risk youth. He said they had identified four neighborhoods - one being the Broadleaf/Sage area - where this program was intended to go but over the years the owners of Positive Energy Gymnastics on Hot Springs Road have worked with the Community Center teaching gymnastics and had volunteered their facility for use by the program. He said what he would like to do at a future meeting was to have the community outreach manager come and give the Commission a report on the program and what it is intending to accomplish.

(1-0885.5) Commissioner Wright reported he had heard that the Boys and Girls Club was going to move into the Silver Oak development. Mr. Kastens said in their development agreement Silver Oak opted to set aside land for a park site and a school site. He noted that Steve Hartman of Silver Oak had come to a meeting where the park site had pretty much been finalized. However, he said the Boys and Girls Club has been pursuing a site somewhere near their current location but if that is not possible the Silver Oak site could be considered. Commissioner McKenna said some of the School Board members have talked about this and said the Boys and Girls Club is going to build and if they can get a cooperative facility with all the groups involved it would be good for the children of the City. Commissioner Meierdierck said it was his understanding that the plans for the Silver Oak park are nowhere near the stage of being completed. He also felt it would be important if the Commission reviewed the criteria being used to locate that facility as far as what neighborhoods or what population would be served. Chairperson Elverum commented that the State wants the current facility relocated and provided details. Commissioner McKenna said he wanted to make sure everyone understands that all the groups are looking to maximize the use of the taxpayers' dollars for the best possible facility for the people of Carson City. Commissioner Kennedy said he did not have a sense that anyone wanted to rush into choosing the Silver Oak location as being the answer.

(1-1083.5) Commissioner Chapman asked about the status of the skateboard park. Mr. Kastens said it is in the Purchasing and Contracts Department awaiting bid documents to be put on the street but did not have a timetable. He also said all the materials have been secured and the bid document was re-written to facilitate the removal of any material costs and will be re-bid for labor only. He added he has letters of commitment from local business and individuals to provide the materials once the bid is let and the contractor is ready to start the work. Commissioner Chapman also asked if the Parks and Recreation Department is prepared to meet any funding contingency that might occur. Mr. Kastens said the City has $10,000 set aside for this. Commissioner Meierdierck noted that the Commission is an advisory group to the Board of Supervisors and at a recent meeting there had been an agenda item regarding an update to them on the skateboard facility.

(1-1141.5) Commissioner Meierdierck then said on the agenda for the Board's February 6 meeting there were two items relating to Parks and Recreation Department issues. He added that the Commission had not had the opportunity to review them and make a recommendation to the Board. The items were fencing at Governors Field and the outdoor pool enclosure design. He felt that the Commission should have the opportunity to advise the Board on these issues. Mr. Kastens said the item on the skateboard park appears on the agenda of every meeting. He added that he has not provided the Board any information regarding that item since he notified this Commission of the donations Ed Shaw had made on Ms. Orcutt's behalf. Mr. Kastens then referred to the fence at Governors Field and said it is the contract for the funds that were allocated to re-do all the fencing at Governors and the T-ball fields. He added that once the Commission makes a recommendation to the Board to pursue the funding and once it has been granted staff pursues the contract to do the work. With regard to the outdoor pool cover design he said after he put it on the Board agenda he questioned whether he should have brought it to the Commission. He said that the City had allocated $40,000+ of RCT funding in fiscal year 1990-91 and that there had been a feasibility study costing $8,000-$9,000. He added that the rest of the funding has been sitting since then. He noted that he had gotten a schematic design from Clark Gribben and Associates and that it was on the agenda for the February 6 Board meeting and if any Commissioners felt it was premature to put it on the agenda he would explain that to the Board and pull it.

(1-1251.5) At this point Commissioner Chapman said he would like to have a report on the feasibility of when the skateboard contract can go out. He suggested that a motion be made giving that project some kind of priority.

3. Status Reports from Commission Members - Chairperson Elverum commented that last year the Commission had appointed representatives to various task forces and said he was not sure if there was a need to re-appoint them. He noted he had served on the swimming pool task force and that they had only met twice. Commissioner Chapman said he would continue on the bicycle and trail task force.

4. Comments and Status Reports from Staff - (1-1289.5) Mr. Kastens provided the Commission with copies of the schedule for a Shade Tree Council tree seminar to be held February 12. He encouraged the Commission to attend but if they could not be there for the full seminar perhaps they could stop by for a few minutes.

(1-1325.5) Mr. Kastens also provided copies of the Recreation Review publication.

(1-1331.5) He noted he had received a fax from Carson Access Television who would be installing new microphones in the Sierra Room. They had suggested that once the system is installed they would like all televised Board and Commission members to plan on coming at least fifteen minutes prior to their meeting so that they can get a feel for how it operates.

At this point Chairperson Elverum welcomed Supervisor Plank to the Commission and bade Commissioner McKenna goodbye, wished him well, and said he would be replaced by Rick DeMar as the representative of the School Board.

There being no further business Chairperson Elverum entertained a motion to adjourn. Commissioner McKenna moved to adjourn. Commissioner Wright seconded the motion. Motion carried 7-0. Chairperson Elverum adjourned the meeting at 7:28 p.m.

The Minutes of the February 4, 1997 meeting of the Carson City Parks and Recreation Commission

ARE SO APPROVED____3/18___, 1997

/s/_____________________________
Ken Elverum, Chairperson