

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the February 1, 2005 Meeting

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A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, February 1, 2005 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Tom Keeton
Vice Chairperson Donna DePauw
Donna Curtis
John Felesina
Charlene Herst
Mike Hoffman
Pete Livermore
Tom Patton

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Scott Fahrenbruch, Parks and Recreation Department Director of Operations
Vern Krahn, Park Planner
Barbara Singer, Recreation Superintendent
Scott Keith, Recreation Supervisor
Kathleen King, Recording Secretary

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

CALL TO ORDER AND ROLL CALL (1-0007) - Chairperson Keeton called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioner McKenna was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0017) - None.

1. ACTION ON APPROVAL OF MINUTES - January 5, 2005 (1-0022) - Commissioner Livermore moved to approve the minutes, as presented. Commissioner Curtis seconded the motion. Motion carried 8-0.

2. CHANGES TO THE AGENDA (1-0029) - Vice Chairperson DePauw requested Chairperson Keeton to address item 3-G following item 3-B.

3. AGENDA ITEMS:

3-A. DISCUSSION ONLY WITH THE CHAIRPERSON OR REPRESENTATIVE OF THE OPEN SPACE ADVISORY COMMITTEE REGARDING ISSUES RELEVANT TO BOTH COMMITTEES (1-0044) - Open Space Advisory Committee ("OSAC") Chairman Steve Hartman introduced himself for the record. Commissioner Hoffman thanked Mr. Hartman for his attendance, and inquired as to the relationship between the Commission and the OSAC, and between open space and recreation. He reviewed portions of Question #18 pertinent to open space and recreation. Mr. Hartman discussed the "fuzzy line" relationship between parks and recreation and open space; active versus passive recreation. He advised that the intent of the OSAC has always been to pursue open space opportunities which might include the potential for recreation. He explained a provision in the Open Space Master Plan

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element which allows for acquisition of properties by the Open Space Program and subsequent acquisition by the Parks and Recreation Department as part of the Parks and Recreation Master Plan element. Mr. Hartman explained the goal to facilitate connections between open space areas and those places where citizens typically congregate or move through the community. He discussed the Moffat Property open space acquisition as an example of a location which had existing trails and vistas of the River and the mountains to the west. He noted that the Moffat Property acquisition accomplished more than one goal, and expressed the opinion that the charge of the OSAC is to accomplish both whenever possible.

Mr. Hartman advised that, from an open space standpoint, two priorities designated by the community were the vistas and the Carson River corridor. He advised of recent discussions regarding the Horse Creek Ranch property and concerns over access. The OSAC is supportive of pedestrian and, potentially, equestrian access, but is opposed to motorized vehicle access. Mr. Hartman noted that motorized vehicle access is appropriate in some areas, and not in others. Creating the balance is difficult. In response to a question, Mr. Hartman explained that the meadow portion of the Horse Creek Ranch property will be the subject of a conservation easement. He further explained the property owner's desire to present to the Board of Supervisors a proposal to develop a retreat center which would require limited access to the southern portion of the property. The meadow would stay open, and the hope is that public access will be established along the edge of the meadow. Mr. Hartman anticipates that the meadow will continue to be grazed. He acknowledged that the meadow will be privately owned, subject to the conservation easement, in favor of the community.

In response to a question, Mr. Hartman explained that maintaining open space becomes more and more difficult as recreation facilities are developed. He clarified that the Parks and Recreation Department is not precluded from identifying an area for acquisition and presenting a proposal to the OSAC. Mr. Hartman explained the problem of the "fuzzy line" between active and passive recreation. He advised that Question #18 always envisioned the community would continue to evolve, and locations for parks and recreation facilities would continue to be identified. The procedure would be for the Parks and Recreation Department to present a proposal to the OSAC, and eventually to the Board of Supervisors, to exchange land ownership and reimburse the Open Space Program the value of the land. Mr. Hartman discussed the importance of keeping in mind that the OSAC and this Commission represent the citizens of the community. Commissioner Hoffman thanked Mr. Hartman.

Commissioner Livermore advised that the OSAC considers acquired properties in light of open space uses. He expressed the wish that every piece of ground in the valley could be used as the public sees fit, but pointed out that the OSAC has been charged with considering environmental sensitivities and the importance of maintaining open space without allowing public access, if necessary, in order to protect the watershed, wellheads, etc. He noted the relationship between City staff and the OSAC members, and the understanding of how recreation fits, if possible. Commissioner Livermore provided an overview of discussions between the Board of Supervisors and Michael Fagen, the owner of the Horse Creek Ranch. He noted that the City has never purchased a conservation easement before. Mr. Guzman acknowledged that the purchase price of a conservation easement is generally 50-75% of the property value.

Mr. Hartman explained the process by which the OSAC evaluates potential acquisitions, using a comprehensive matrix which considers cultural, historic, slopes, wildlife habitat, and other values. In addition, the OSAC utilizes a series of maps which consider all property in the valley from various angles in order to determine visibility from different places within the community. The less visible a property,

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the less of a priority it becomes to the OSAC based on the community's prioritization of the viewshed. Certain properties may be more appropriate for acquisition by the Parks and Recreation Department or the Utilities Department. The OSAC works together with City staff. Mr. Hartman discussed the issue of watershed protection, especially in light of the conditions created by the Waterfall Fire.

In response to a question, Mr. Hartman explained that the OSAC considers trail heads as an opportunity to collaborate with other City departments. He advised of opportunities presented as a result of the Waterfall Fire to develop joint trail heads which will have a variety of uses. In response to a further question, Mr. Hartman advised that the OSAC provides easements to the Parks and Recreation Department for property maintenance. He explained that the Moffat Property was the first time the OSAC was presented with maintenance issues. He noted the "superb work" done by local Boy Scouts to clean up open space property around the community. He advised that the Parks Department maintains the trails at the Moffat Property. Mr. Hartman explained that the maintenance issue is another reason to explore conservation easements because, for the most part, the open space nature of the property will be retained as well as the historic use of grazing in the case of the Horse Creek Ranch. The property would then not require maintenance other than if a trail is incorporated. Mr. Hartman noted that maintenance is an issue because it can become expensive. The OSAC's practice is to marshal funds until a deal is presented; the Committee doesn't like spending money and doesn't like incurring ongoing expenses. Mr. Hartman acknowledged the need for maintenance, and expressed the opinion that open space property should be maintained in the state with which the community is familiar.

Mr. Guzman advised that open space programs in other communities eventually allocate most of the open space budget to maintenance as opposed to property acquisition, as a natural transition of the program. He explained that the OSAC took action, approximately three years ago, to set aside \$100,000 annually toward future maintenance expenses. In addition, the OSAC adopted a template which provides for application of values to potential property acquisitions. Additional research is conducted with regard to certain required services, such as archaeological surveys, environmental assessments, etc. and funding mechanisms for the same. The information is then used in developing management plans for Open Space properties. Mr. Hartman clarified that the other communities referenced by Mr. Guzman generate \$60 million annually. He discussed the need to be selective and intelligent with regard to purchases.

Commissioner Livermore suggested that Mr. Guzman present the OSAC wish list to the Commission in the near future as it may be helpful in determining recreation opportunities. He explained the Question #18 funding mechanism for Open Space Program operations. In response to a question, Mr. Hartman advised there are currently 60+ properties on the Open Space Program wish list; some are small and some are reasonably large. He discussed the importance of the balance between economic activity and quality of life in the community as part of the success of Question #18 and the Open Space Program. He described the concept of clustering within planned unit developments, which allows for development, parks and recreation, and open space. He emphasized that the OSAC always considers the balance. "Government can't own everything or there'll be no tax revenues to generate the things we want."

In response to a question regarding the Horse Creek Ranch, Mr. Hartman advised that the property can be sold but it will always be subject to the restrictions of the conservation easement. He acknowledged that the City could purchase the property if it were offered for sale. The community's goal is to keep the property open. Mr. Hartman advised that discussions will take place with Mr. Fagen regarding the types

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of activities which can be envisioned while still keeping the property open. The issue is keeping the property open while ensuring the restricted uses are enforced. Chairperson Keeton called for public comment; however, none was provided. He thanked Mr. Hartman for his attendance and participation.

3-B. DISCUSSION ONLY ON POLICIES AND PROCEDURES FOR ACCOMMODATING PERSONS WITH DISABILITIES IN RECREATION PROGRAMS (1-0544)

- Mr. Moellendorf provided background information on this item, and invited Ms. Singer and Mr. Keith to the meeting table. Ms. Singer displayed the most recent edition of the *Discover Us* publication, and read into the record an inclusion statement which has been printed in the last several editions. Mr. Keith described the process by which Recreation Aid Supervisor Lucinda Connell was recently hired to address inclusion policies and programs. He responded to questions with regard to the same.

Mr. Keith read into the record the Inclusion Policy set forth in the staff report, and provided background information with regard to the language. He reviewed and discussed the Youth Program Policies outlined in the staff report. He advised that research is being conducted into inclusion policies in various parks and recreation departments in Nevada and California. Each of the parks and recreation departments in Douglas, Lyon, and Washoe Counties have different inclusion policies. Recreation Division staff is in the process of determining a "happy medium." Mr. Keith expressed a personal belief that the Recreation Division should strive to meet the needs of all citizens in Carson City to the extent reasonable. He explained that those services which would fundamentally alter Recreation Division programs on a day-to-day basis will be avoided.

In response to a question, Mr. Keith advised that, as a Title 2 community under the Americans with Disabilities Act, Carson City could not use costs associated with program services as a litigation defense. He further advised of discussions with District Attorney's staff, and the understanding that the "line" is drawn at fundamentally altering a recreation program. He expressed a willingness to incur the cost to place an extra staff member at a recreation site if it were in conjunction with parent participation to improve a situation with a behavioral plan, etc. However, if doing so would create a situation where the staff person was hired to "hang out with one child that wasn't really included in the [recreation] program, that was just kind of doing their own program off in a corner because that's all that they could handle, that's fundamentally altering" the program. Ms. Singer advised that there are children in both the Summer Kamp and Latch Key programs who are, to some extent, disabled.

In response to a question, Ms. Singer explained the role of Bonnie Dietrich and Cathy Walsh in the Movers and Doers Program. She advised that the Board of Supervisors annually allocates \$15,000 for the program, and she reviewed the associated expenses. In response to a further question, Ms. Singer advised that a needs assessment has never been conducted. She advised of a survey conducted years ago to determine interest in an after-school program for handicapped individuals. The survey results indicated there was not enough interest to develop a program "unless it was free."

Mr. Keith expressed the opinion that a major issue in developing inclusion policies and programs is lack of information. Recreation Division staff is developing a method by which program registration forms will include a simple check box inquiring as to accessibility needs. The next step will be to call and gather information regarding the individual's accessibility needs. Mr. Keith suggested this would be "a very good first step" because at this point problems are only identified on a case-by-case basis. Inclusion training for Recreation Division staff is another goal for the year.

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Commissioner Herst suggested that the Commission consider a vision for becoming more inclusive, associated costs, and funding sources. In response to a question, Mr. Keith advised that he is currently developing Ms. Connell's job description. He discussed training in which he has been participating on the subject of inclusion. He explained the concepts of segregated programs, integration, and inclusion. He expressed the opinion that the necessary research must be conducted in order to determine program criteria. He discussed the importance of identifying the current population of program participants who define themselves as disabled. Disabilities range from ADD / ADHD to wheelchair confinement. Mr. Keith explained that getting a handle on the population will direct development of a plan and, therefore, Ms. Connell's job description. He anticipates that, once the population is identified, a major component of Ms. Connell's job will be maintaining contact with people to ensure accessibility needs are being met, and developing a plan for meeting them on a case-by-case basis. He discussed the City of Reno's success in addressing inclusion needs on an individual, case-by-case basis. Ms. Singer advised that the research done by Ms. Connell will determine the need to approach the Board of Supervisors for an additional position.

In response to a question, Mr. Keith expressed appreciation for the direction provided by Ms. Singer and Mr. Moellendorf with regard to levels of service. Commissioner Livermore suggested statistics could be obtained from the School District which would be helpful in determining levels of service. Commissioner Herst described an aspect of her employment which investigates grant opportunities. She noted that Carson City is large geographically, but small demographically. She discussed the lack of needs identification as a reason for not receiving many of the grants. She advised that the Recreation Division could assist by providing data. She acknowledged the magnitude of the process, but agreed that gathering data should be the first step in developing policies.

Mr. Moellendorf agreed that the magnitude of the situation needs to be defined. In response to an earlier question, he advised that the Recreation Division philosophy informs the budget and vice versa. He expressed appreciation for Commissioner Herst's comments with regard to the disabled senior population, and discussed the importance of keeping in mind the wide spectrum of age groups and disabilities within the community. He pointed out the challenge of designing programs inclusive of all disabilities. Commissioner Herst volunteered her assistance in any way possible, after March 1st, with regard to designing assessments, etc.

Mr. Keith advised that the role of the inclusion coordinator would be for all Carson City recreation programs. He offered Ms. Connell's assistance to the Youth Sports Association. Chairperson Keeton requested Mr. Moellendorf to return to the Commission, at the appropriate time, once the needs assessment is completed. Mr. Moellendorf thanked Commissioner Herst for her offer of assistance. Chairperson Keeton called for public comment; however, none was provided.

3-C. DISCUSSION AND POSSIBLE ACTION WHETHER THE PARKS AND RECREATION COMMISSION SHOULD HOLD AN ANNUAL GOAL SETTING SESSION (1-1254) - Mr. Moellendorf distributed documentation pertinent to this item. Commissioner Curtis explained the purpose of this agenda item, and inquired as to the Commissioners' interest in scheduling an annual goal setting session. Chairperson Keeton advised of City Manager Linda Ritter's interest in participating in a goal setting session. Commissioner Livermore expressed support for an annual goal setting session. Vice Chairperson DePauw agreed, and expressed appreciation for the City Manager's willingness to participate.

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Mr. Moellendorf suggested considering the timing of the annual goal setting session, in that City staff and the Board of Supervisors recently met to develop a list of nine critical issues which could be considered goals. He referred to the list which was included in the agenda materials, and inquired as to whether the Commissioners would want to wait until after the Board of Supervisors has established overall goals for the City. Discussion took place with regard to the same, and consensus of the Commission was to schedule the annual goal setting session prior to the Board of Supervisors goal setting session. Additional discussion took place with regard to scheduling a date and the meeting format, and **Commissioner Curtis moved to set the date for March 12th, or as an alternative April 9th, for an annual goal setting session.** **Commissioner Livermore seconded the motion. Motion carried 8-0.**

3-D. DISCUSSION AND POSSIBLE ACTION WHETHER THE PARKS AND RECREATION COMMISSION SHOULD PREPARE AN ANNUAL REPORT OF SIGNIFICANT COMMISSION ACTIVITIES AND ACTIONS (1-1677) - Commissioner Curtis explained the purpose of this agenda item. Discussion took place with regard to the purpose of the report, and Chairperson Keeton discussed the intent to present the report to the Board of Supervisors and retain it for the Commission's uses. The report would not be widely distributed to the public. Commissioner Herst expressed support for developing an annual report, and suggested that the minutes could be used as a resource. **Commissioner Curtis moved to develop an annual report. Commissioner Herst seconded the motion. Motion carried 8-0.**

3-E. DISCUSSION AND POSSIBLE ACTION REGARDING HOLDING A COMMISSION/STAFF RETREAT TO DISCUSS "ORGANIZATIONAL ISSUES AND INTERNAL PROCESSES," I.E., ROLE OF THE COMMISSION; RELATIONSHIPS WITH STAFF, THE CITY MANAGER, AND THE BOARD OF SUPERVISORS; RELATIONSHIPS WITH "SISTER COMMITTEES"; PROCEDURE FOR PLACING ITEMS ON THE AGENDA; TOUR OF PARKS; ADOPTING A PARK; AND REVIEW OF FUTURE PARK DEVELOPMENT METHODS (1-1784) - Commissioner Curtis discussed her vision for this agenda item, and offered to work with the facilitator to develop the agenda. Commissioner Livermore expressed support for discussing organizational issues and internal processes with the understanding that the Commission be sensitive to staff's current responsibilities. Chairperson Keeton suggested agendizing discussion with regard to methods for engendering more cooperation and awareness between advisory committees. Commissioner Curtis acknowledged that the topics listed as the subject of this agenda item would be included as part of the annual goal setting session. **Commissioner Curtis moved to hold a commission / staff retreat, either on March 12th or April 9th, to discuss organizational issues and other internal processes as outlined in the staff report.** Vice Chairperson DePauw seconded the motion. Motion carried 8-0.

3-F. DISCUSSION AND POSSIBLE ACTION RECOMMENDING THAT THE BOARD OF SUPERVISORS AMEND THE CITY ORDINANCE ESTABLISHING THE CARSON CITY PARKS AND RECREATION COMMISSION DESIGNATING THAT ONE MEMBER OF THE COMMISSION SHALL BE AN APPOINTED MINOR (1-1866) - Chairperson Keeton provided background information on this item, and read a portion of the staff report into the record. He noted that the Carson City Municipal Code provides for including a minor as a member of the Commission, but that it is not required. He suggested that since the language of the Municipal Code provides for the Commission to choose to include a minor, the issue is moot. **Commissioner Hoffman moved to leave the current language as it appears in the Carson City Municipal Code. Commissioner Felesina seconded the motion. Motion carried 8-0.**

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3-G. DISCUSSION ONLY REGARDING PROPOSED AMENDMENTS TO THE PARKS AND RECREATION COMMISSION BYLAWS (1-1081) - Chairperson Keeton distributed revised versions of the draft bylaws to the Commissioners and staff, and provided background information on this item. He advised of having discussed with Chief Deputy District Attorney Mark Forsberg the Commission's authority to organize and dissolve subcommittees. Mr. Forsberg cautioned that the Commission should avoid organizing subcommittees as doing so invokes the provisions of the Nevada Open Meeting Law. Chairperson Keeton suggested deleting paragraph 7(b). He acknowledged that the Commission can form working groups of less than a quorum of the membership. He further advised that Mr. Forsberg suggested eliminating proposed paragraph 12(d) regarding agenda packets and late material. Discussion took place with regard to the procedure for approving the revised bylaws, and action taken by the Commission at the January 18th meeting.

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT PROJECTS (1-1972) - Mr. Moellendorf reported on several meetings regarding "decision issues" associated with Ronald D. Wilson Memorial Park. He further reported that the lighting project at Governor's Field will begin in the next couple weeks. Public meetings for the neighbors adjacent to Governor's Field were recently held to discuss light spill issues. Mr. Moellendorf advised that Commissioner Livermore attended, as well as a representative of Landmark Homes. Mr. Moellendorf further advised that the new lights will be very efficient with regard to light spill into the neighborhoods. Commissioner Livermore advised that the measurement taken on the existing lights at Governor's Field was 7.5. The new light measurement will be .5, and Mr. Moellendorf advised that this is equivalent to the light provided by a full moon. Mr. Moellendorf reported on a recent meeting with regard to the Fuji Park/Fairgrounds Improvement Project. The project is at the 30% design stage.

STATUS REPORT ON UPDATE OF THE PARKS AND RECREATION ELEMENT TO THE MASTER PLAN (1-2034) - None.

STATUS REPORT ON STATEWIDE BALLOT QUESTION #1 PROGRAM, GRANT APPLICATIONS, AND PROJECTS (1-2037) - None.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2039) - None.

STATUS REPORTS AND COMMENTS FROM COMMISSIONERS (1-1940) - In response to a question, Mr. Moellendorf explained the concept of a "green" ice rink. [Vice Chairperson DePauw left the meeting at 7:22 p.m. A quorum was still present.] (1-2044) In response to a question, Mr. Moellendorf advised that City staff is awaiting a response from NDOT staff with regard to scheduling a tour of the freeway bypass.

Commissioner Livermore reported on the Youth Sports Association meeting held January 27th, at which Boys and Girls Club representatives presented a proposal for a Rookie Baseball Program. The YSA has authorized the Boys and Girls Club to utilize Governor's Field or the Edmonds Sports Complex after school is out in June. The significance of the Rookie Baseball Program is that a small athletic facility will be included with the Boys and Girls Club facility to which Major League Baseball may contribute funding. Commissioner Livermore advised that the YSA also recognized the WNCC soccer program calendar setting

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for the fall of 2005. Helaine Jesse presented the John Harvey baseball facility being planned at WNCC. Commissioner Livermore suggested inviting Ms. Jesse to make a presentation to the Commission. He described plans for the facility, and advised that substantial donations have been received. He noted that the facility represents another recreation opportunity for the community, and that WNCC has pledged to make it available. Commissioner Livermore responded to questions regarding how the Rookie Baseball Program will be accommodated, and advised that it will not conflict with existing sports programs.

Chairperson Keeton reported on a meeting with Mr. Moellendorf and City Manager Linda Ritter, and requested that a running list of future agenda items be kept by staff and included in the FYI portion of the Commission agenda packets. (1-2266) Commissioner Curtis thanked Mr. Fahrenbruch and his staff for clearing the walking paths in the Long Ranch subdivision.

FUTURE AGENDA ITEMS FROM COMMISSIONERS (1-2167) - In response to a question, Mr. Moellendorf advised that a presentation will be made at the second meeting in March regarding the recreation facility to be funded by Question #18. He provided an overview of the recent planning charette in which Chairperson Keeton and Commissioners Curtis and Felesina participated. (1-2285) Chairperson Keeton acknowledged that City Manager Ritter will be making a presentation to the Commission with regard to her plan of action associated with the boards, commissions, and committees internal audit.

FUTURE AGENDA ITEMS FROM STAFF (1-2298) - Mr. Moellendorf reviewed the tentative agenda for the next Commission meeting.

5. ACTION ON ADJOURNMENT (1-2339) - Commissioner Livermore moved to adjourn the meeting at 7:39 p.m. Commissioner Hoffman seconded the motion. Motion carried 7-0.

The Minutes of the February 1, 2005 meeting of the Carson City Parks and Recreation Commission are so approved this 1st day of March, 2005.

THOMAS N. KEETON, Chair