

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 6, 2003 Meeting

Page 1

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, May 6, 2003 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Stacie Wilke
Vice Chairperson Tom Keeton
Donna Curtis
Donna DePauw
Jim Dunn
Charlene Herst
Michael Hoffman
Pete Livermore
John McKenna

STAFF: Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks and Recreation Director of Operations
Vern Krahn, Parks Planner
Sandy Tschumperlin, Administrative Assistant
Barbara Singer, Recreation Superintendent
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 and inspection during regular business hours.

CALL TO ORDER AND ROLL CALL (1-0009) - Chairperson Wilke called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Vice Chairperson Keeton arrived at 6:11 p.m.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0013) - None.

1. ACTION ON APPROVAL OF MINUTES - April 15, 2003 (1-0019) - Commissioner McKenna moved to approve the minutes. Commissioner Livermore seconded the motion. Motion carried 8-0.

2. CHANGES TO THE AGENDA (1-0023) - None.

3. AGENDA ITEMS:

3-A. ACTION ON SETTING JUNE 17, 2003 AS THE DATE FOR THE PARKS AND RECREATION COMMISSION WORKSHOP FOR THE PURPOSE OF: (1) ESTABLISHING GOALS OF THE COMMISSION; (2) DETERMINING AGENDA CRITERIA; (3) SCOPE AND FUNCTION OF THE COMMISSION IN CITY GOVERNMENT; AND (4) OTHER ITEMS COMMISSIONERS WANT TO REVIEW IN A WORKSHOP SETTING (1-0025) - Mr. Kastens reviewed the staff report and provided background information on this item. Commissioner DePauw advised that the memorial tree planting ceremony in honor of Supervisor Jon Plank is scheduled for June

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 6, 2003 Meeting

Page 2

17th at 5:30 p.m. Mr. Krahn discussed the ceremony format, which has been reviewed and approved by Mrs. Rita Plank, and advised he anticipates the ceremony to last approximately thirty minutes. Commissioner McKenna indicated that the June 17th workshop date "is fine." He requested that a short presentation on the cooperative relationship between the School District and the Parks and Recreation Department be included. Mr. Kastens acknowledged that the Commissioners will most likely need to bring their Commission handbooks to the workshop. Commissioner Livermore discussed including the public and suggested the possibility of scheduling the workshop on a Saturday. He further suggested reviewing the Commission's role in relationship to the Nevada Revised Statutes, the Carson City Municipal Code, the resolutions passed from 1984 to the present, and the Commission bylaws. In response to a question, Mr. Kastens explained one purpose of the workshop is to clarify the Commissioners' understanding with regard to agenda criteria.

Commissioner Curtis offered to assist facilitator Steve Lewis in structuring the workshop. She requested staff to include information on the function and purpose of the Open Space Advisory Committee and the Carson River Advisory Committee. She expressed agreement with a previous suggestion to review one City park at each Commission meeting, and discussed ways to facilitate this idea. Commissioner Herst suggested that 2-3 hours will not be sufficient for the workshop, and agreed with scheduling the workshop on a Saturday. Following additional discussion with regard to scheduling the workshop, Commissioner Herst suggested meeting with Mr. Lewis to develop a workshop plan and scheduling the workshop accordingly. Commissioner McKenna expressed the opinion that staff is capable of determining the workshop format, and requested that the workshop be scheduled on a day other than Saturday. He suggested that the workshop should be viewed as more of a training session, and that workshop discussion could be included as part of each regular Commission agenda, if necessary. Commissioner DePauw expressed support for a meeting between Parks staff, Mr. Lewis, and Commissioners Curtis and Herst to develop the workshop format and submit possible dates to the Commission at the May 20th meeting. Commissioner Dunn expressed a preference for scheduling the workshop during one or several regular Commission meeting nights. Chairperson Wilke noted that the Commission's agendas during the summer have usually been shorter, and suggested this may provide more of an opportunity for workshop discussion. She agreed with scheduling a meeting between Parks staff, Mr. Lewis, and Commissioners Curtis and Herst. Mr. Kastens reviewed the direction of the Commission, as follows: that Commissioners Curtis and Herst had volunteered to assist him in developing a workshop agenda; that dates will be proposed with Mr. Lewis; and that Parks staff will inform the Commissioners of the workshop meeting. No formal action was taken.

3-B. REVIEW AND DISCUSSION ONLY REGARDING QUESTION 18 QUALITY OF LIFE FUNDS (1-0366) - Mr. Kastens reviewed the staff report and provided a brief overview of the Seven Year Projection spreadsheet included in the agenda materials. Mr. Kastens acknowledged that the Quality of Life Initiative is perpetual. He reviewed the line items in the Seven Year Projection spreadsheet, and advised he would provide detailed information on park maintenance expenditures to the new Commissioners. He discussed the status of the listed capital projects, explained the debt service/bond cost line item, and advised of the purpose for pending projects funding. He explained the Commission's role in designating project priorities.

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 6, 2003 Meeting

Page 3

Commissioner DePauw expressed concern over the portion of Quality of Life funding which has been allocated to staff salaries. She suggested reviewing this issue at an appropriate time, such as during the budget process. Mr. Kastens advised that allocating funding to staff salaries has been the direction of the Internal Finance Committee and the Board of Supervisors over the past two years in developing the Parks and Recreation Department budget. Commissioner Livermore advised he would discuss the matter with the Internal Auditor. Mr. Kastens and Ms. Tschumperlin responded to questions regarding total sales tax actual figures and estimated projections. [Vice Chairperson Keeton arrived at 6:11 p.m.] Ms. Tschumperlin advised that the FY02/03 estimate was recently revised by the Internal Finance Committee to a figure of \$2 million from the \$2,165,833 listed, which will affect future years' estimates.

In response to a question, Mr. Kastens expressed the opinion that pending projects funding should not be allocated to additional projects until those which were approved by the voters are completed. He acknowledged that the FY02/03 funding can be allocated for projects now. He discussed issues surrounding operation and maintenance for projects completed using 1986 bond funding, and advised that he is seriously considering future projects from an operation and maintenance point of view. He noted that the majority of the City's general fund is comprised of sales tax revenue, and that the Quality of Life fund decreases or increases at the same rate. He referred to the Ballot Question included in the agenda materials and pointed out the \$120,000 allocation for maintenance of the Boys and Girls Club facility. He advised that the Boys and Girls Club is aggressively pursuing construction of a new facility; once it opens, up to \$120,000 will be annually allocated from the park maintenance account. Mr. Kastens discussed options available to build reserves for larger projects, and described the Aquatic Facility, the Edmonds Sports Complex, and Mills Park as examples. In response to a question, Ms. Tschumperlin explained the difference in the salaries and wages line item for FY03/04. She responded to additional questions regarding the debt service/bond cost line item. In response to a comment, Mr. Kastens advised that staff has discussed with the Finance Director the possibility of rebonding; however, it is not practical to do so at this time.

3-C. REPORT ONLY REGARDING THE COMPLETED CLEANUP PROJECTS AT THE MOFFAT OPEN SPACE PROPERTY AND THE WETLANDS AT FULSTONE PARK (1-0872) - Mr. Krahn reviewed the staff report. Fred Stanio, President of the Foundation for the Betterment of Parks and Recreation (the "Foundation"), provided background information on the Foundation's donation toward purchase of tools and equipment for the Community Cleanup Trailer. At the request of Mr. Krahn, Mr. Stanio discussed the Foundation's mission to receive donations for park projects, stewardship of the Wungnema House and the memorial wall, and work with the Historical Society. In response to a question, Mr. Stanio advised that the Foundation has been in existence for approximately twenty years. Chairperson Wilke expressed appreciation for the work of the Foundation.

Mr. Krahn invited Jason Strull to the meeting table and expressed appreciation for the "privilege" of working with him. At Mr. Krahn's request, Mr. Strull discussed the theme of his senior project, climbing access/conservation, and described the cleanup project developed for the Moffat Open Space Property. Mr. Krahn discussed Mr. Strull's efforts at publicity and, in response to a question, Mr. Strull advised that approximately thirty people were in attendance during the April 19th cleanup project. Chairperson Wilke and the Commissioners commended Mr. Strull. Mr. Krahn invited Loren Wooldridge to the meeting table,

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 6, 2003 Meeting

Page 4

expressed appreciation for his “outstanding” efforts, and provided background information on development of the project. At Mr. Krahn’s request, Mr. Wooldridge discussed his Eagle Scout project to design and build the interior of the cleanup trailer. Mr. Krahn invited the Commissioners to tour the cleanup trailer following the meeting, and described the excellent, efficient, and well-thought-out design. He commended Mr. Wooldridge on an outstanding job. Mr. Wooldridge thanked Parks staff for the opportunity and for their assistance. Chairperson Wilke thanked Mr. Wooldridge and advised that his project will have a long-standing effect on the community.

Mr. Krahn invited Josh Rausch to the meeting table and discussed the cleanup project he developed at the Fulstone Park Wetlands on Monday, April 21st. At Mr. Krahn’s request, Mr. Rausch described his Eagle Scout project which utilized the clean up trailer, involved Boy Scouts and other members of the community, and accomplished removal of trash/debris and installation of signage. Chairperson Wilke commended Mr. Rausch on the project. Mr. Krahn provided details of Mr. Rausch’s involvement and commended him on an outstanding job. He thanked each of the Eagle Scouts for their attendance and participation.

Chairperson Wilke commended Parks staff on developing the project list. Mr. Krahn discussed development and annual review of the project list and the involvement of Parks Department staff in supporting project implementation.

3-D. REPORT ONLY REGARDING THE UPCOMING EAGLE SCOUT PROJECTS: (1) RIVERVIEW PARK EXERCISE COURSE; (2) LANDSCAPING AT NORTHGATE OFFICE COMPLEX; (3) LINEAR PARK CLEANUP; AND (4) LOMPA LANE OPEN SPACE WETLANDS (1-1212) - Mr. Krahn reviewed the staff report and provided additional detail on each of the listed projects. He responded to questions regarding publicity of the projects and acknowledged that staff would provide flyers to the Commissioners for distribution throughout the community.

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-1386) - Mr. Kastens advised that the Fuji Park improvements are nearly complete. Fuji Park will be reopened on Saturday, May 3rd. Arrival of the restroom building is anticipated on or around June 4th and Mr. Kastens expects it to be operational by approximately mid-June. He advised that events have continued to be scheduled and coordinated around the improvement project.

STATUS REPORTS AND COMMENTS FROM COMMISSION MEMBERS (1-1412) - Commissioner DePauw commended Mr. Kastens on the article he wrote about Supervisor Jon Plank for the *Discover Us* publication. She discussed the Arbor Day Celebration on Friday, April 25th at the Eagle Valley Golf Course. Commissioner Herst thanked Mr. Kastens for the parks tour he provided to her and Commissioner Curtis several weeks ago. (1-1507) Commissioner Livermore complimented Parks staff on the articles in the *Capitol City Focus* regarding the east end renovation at Mills Park, Blackwells Pond Park, and the Viet Nam Veteran’s Memorial. He provided a status report on Youth Sports Association projects and activities, including efforts to “bring soccer under a common umbrella,” the status of

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 6, 2003 Meeting

Page 5

parking/access at the Edmonds Sports Complex, and the \$20,000 donation to the Parks and Recreation Department by the AYSO for construction of a trail. (1-1647) Commissioner Curtis requested Mr. Fahrenbruch to meet and tour some of the open space areas at Long Ranch Estates.

STATUS REPORTS AND COMMENTS FROM STAFF (1-1445) - In response to a question regarding the status of Question #1, Mr. Kastens discussed the meeting held Monday, May 5th to review proposed criteria for the \$65.5 million grant funding allocation. Division of State Lands staff will be conducting additional meetings throughout the State and will update their website following each meeting. Mr. Kastens advised that the Commissioners will be provided copies of the draft criteria and that the comment period will remain open until the end of June. Mr. Kastens discussed the status of the request for the Legislature to approve bond sales in June 2003. He advised that Parks staff will continue to monitor and participate in the process.

Mr. Kastens responded to questions regarding the V&T bike path on the west side of town. (1-1580) Mr. Kastens provided background information on the *Capitol City Focus* publication. Mr. Krahn responded to questions and discussed plans to schedule a joint meeting between the Commission, the Open Space Advisory Committee and the Carson River Advisory Committee to discuss Question #1 priorities. (1-1658) In response to an additional question, Mr. Krahn advised that signage for the Edmonds Sports Complex has been ordered. (1-1670) Mr. Kastens provided an overview of the "FYI" items included in the agenda materials.

Mr. Kastens introduced Ms. Singer, who distributed copies of the *Discover Us* publication to the Commissioners and staff, and reviewed the publication schedule. She provided statistical information on participation in winter break activities, the youth basketball program, the men's basketball program, the junior ski program, and youth dances. She discussed the recent spaghetti feed co-sponsored by the Kiwanis Club and Jaycees and the upcoming skateboard tournament. She advised of the lifeguard training class held at the Aquatic Facility over spring break during which nine new lifeguards were certified. Mail-in registration for swim lessons has begun, and the resurfacing project at the outdoor pool is nearly complete. The Aquatic Facility summer schedule begins June 7th and swim lessons begin June 16th. The outdoor pool is anticipated to be open at the end of May. Ms. Singer discussed registration for Summer Kamp which took place last Thursday and Friday, May 1st and 2nd, for Latch Key participants; open registration is scheduled for Saturday, May 10th. Approximately thirty Summer Kamp counselors will be hired and staff training is scheduled for the week of June 9th. Two new programs have been added to Summer Kamp - Leaders in Training and Road Trips. Ms. Singer provided statistical information on participation in the Latch Key programs. She advised that the spring volleyball and softball programs have begun and that she will provide reports on these programs in the near future.

In response to a question, Mr. Kastens discussed issues surrounding the Railroad Association at Mills Park. He advised that the skateboard park repair is complete; metal edges were installed and the park is again open.

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-1991) - Commissioner Livermore stated he felt his request to agendaize discussion of park fees, made at the April Commission

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the May 6, 2003 Meeting

Page 6

meeting, “was ignored.” He referred to a resolution included in the Commission handbook regarding calendar setting, and suggested that the Commission is responsible for ensuring that park fees cover 25% of direct costs. Mr. Kastens advised that Commissioner Livermore’s request was not ignored, that he is in the process of researching issues associated with non-resident park fees, and that the matter will be agendized as soon as possible. Mr. Kastens further advised that requested agenda items are not automatically agendized for the next Commission meeting. Discussion took place regarding park fees and fee waiver requests. Mr. Kastens advised that the Commission took action, approximately 6-8 months ago, to reconfirm a recommendation that the Board of Supervisors not waive park fees for any organization. He responded to questions regarding policies and procedures associated with waiving park fees. Commissioners Keeton and DePauw agreed that this matter should be agendized for discussion at a future Commission meeting.

Commissioner McKenna suggested revising the wording of this agenda item in order to avoid discussion of future agenda items at the time they are proposed. He expressed a concern regarding violation of the Nevada Open Meeting Law.

INTERNAL COMMUNICATIONS AND ADMINISTRATIVE MATTERS (1-2181) - None.

5. ACTION ON ADJOURNMENT (1-2188) - Vice Chairperson Keeton moved to adjourn the meeting at 7:31 p.m. Commissioner Livermore seconded the motion. Motion carried 9-0.

The Minutes of the May 6, 2003 meeting of the Carson City Parks and Recreation Commission are so approved this 20th day of May, 2003.

STACIE WILKE, Chair