

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the July 15, 2003 Meeting

Page 1

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, July 15, 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 Krahm, Parks Planner
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 (1-0008) - Chairperson Wilke called the meeting to order at 5:32 p.m. Roll was called; a quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0016) - None.

1. ACTION ON APPROVAL OF MINUTES - May 20, 2003 (1-0022) - Vice Chairperson Keeton moved to accept the minutes, as presented. Commissioner DePauw seconded the motion. Motion carried 9-0.

2. CHANGES TO THE AGENDA - None.

3. AGENDA ITEMS:

3-A. ACTION ON REQUEST BY THE CARSON CITY HISTORICAL SOCIETY TO CONSTRUCT A TWO-STORY CARRIAGE HOUSE ON THE PROPERTY KNOWN AS THE ROBERTS HOUSE (1-0028) - Mr. Kastens reviewed the staff report and the attachments included in the agenda materials. He advised that the project will be subject to review and approval by the Carson City Historic Resources Commission, the Planning Commission, and the Board of Supervisors. He provided background information on the mission of the Carson City Historical Society to operate and maintain the Roberts House Museum. The proposed carriage house will be included in the agreement between the City and the Historical Society. Mr. Kastens advised that the Parks Department maintains the Roberts House

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the July 15, 2003 Meeting

Page 2

grounds and has limited maintenance responsibility over the existing structure.

Susan Ballew, President of the Carson City Historical Society, and Paula Cannon, Special Events Coordinator, introduced themselves for the record. Ms. Cannon discussed the purpose of the proposed carriage house and reviewed the floor plans which were included in the agenda materials. Commissioner DePauw expressed concern over the proposed composition shingle roofing. Ms. Cannon advised that the proposed shingle resembles the shake roofing material on the Roberts House but is fire proof. Ms. Ballew responded to questions regarding project costs and fund raising efforts. Mr. Kastens discussed the \$2 million in competitive grant funds allocated annually to the State Historic Preservation Office ("SHPO"). Commissioner Livermore commended the Historical Society on the carriage house design. Ms. Cannon and Mr. Kastens responded to questions regarding the ADA compliant, outdoor accessible restroom. Ms. Cannon responded to additional questions regarding the carriage house design. Commissioner McKenna pointed out that the design will be reviewed for historic accuracy by SHPO representatives and the City's Historic Resources Commission. **Commissioner Livermore moved to approve the request by the Carson City Historical Society to construct a two-story carriage house on the property known as the Roberts House. Commissioner Herst seconded the motion. Motion carried 9-0.**

3-B. ACTION REVISING THE CENTENNIAL PARK CONCEPTUAL MASTER PLAN

(1-0514) - Mr. Kastens reviewed the staff report and the Centennial Park Conceptual Master Plan which was displayed in the meeting room. He discussed the development plans of the Retired Senior Volunteer Program ("RSVP") and the Humane Society. He pointed out the locations of the archery range, the future skateboard park, and possible expansion for the softball complex and the tennis courts. He reviewed the process for amending the plan and submitting it to the Bureau of Land Management. He and Mr. Fahrenbruch responded to questions regarding parking and disposition of the existing playground equipment. In response to a question, Mr. Fahrenbruch advised of discussions with the president of the Carson Tennis Club, who indicated no opposition to the proposed location of the skateboard park. In response to a further question, Mr. Kastens advised that the proposed expansion would yield 2-3 more tennis courts. He further advised that the RSVP and Humane Society organizations would utilize the land under the public purpose designation. He suggested including, as a condition of approval, that if the land is not utilized by the two entities it will revert to the recreation and public purpose designation.

Mr. Kastens acknowledged that development of the expansion plan will include consideration of the possibility of adult baseball fields, adult soccer fields, etc. Commissioner Livermore discussed the need for an adult baseball facility. Mr. Kastens responded to additional questions regarding available property, and discussion took place regarding the appropriateness of releasing, to non-profit entities, property which could be developed for parks and recreation purposes. Commissioner McKenna expressed reluctance for releasing parks land. Mr. Kastens responded to additional questions regarding the junior golf course proposal. He discussed the importance of commercial development on the parcel to the south of Highway 50. Commissioner McKenna suggested taking a 50-year viewpoint of the Highway 50 corridor, and pointed out that recreational fields are easier to relocate, if necessary for future growth, than buildings and facilities. He expressed a preference for protecting the area for future recreational growth and suggested that this should be the overriding concern of the Commission. In response to a question, Mr. Kastens advised that the two facilities which must be added to the master plan, because of previous action by the

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the July 15, 2003 Meeting

Page 3

Commission and the Board of Supervisors, are the archery range and the skateboard park. He reviewed the recommended action included in the staff report. In response to a question, he clarified that the proposed bike/water park, future parking, future softball complex expansion, and the playground must also be approved as additions to the master plan. Chairperson Wilke agreed with earlier comments by Commissioner McKenna regarding the purview of the Commission to act as "guardians of the parks." She commented that the Commission's objective is to decide what is best for parks and recreation and that the Board of Supervisors has the responsibility of deciding the location for non-profit entities such as the RSVP and the Humane Society. Mr. Kastens acknowledged that the RSVP has exhausted all other possible locations in the community. He reviewed available BLM recreation and public purpose land throughout the community. Commissioner McKenna discussed the Don W. Reynolds Center for non-profit organizations in Incline Village. He expressed support for the RSVP and the Humane Society, but reiterated that the Commission's duty is to protect parks and recreation. Mr. Kastens acknowledged that the Board of Supervisors could override a decision by the Commission to deny the use of the parcels proposed for the RSVP and the Humane Society. Commissioner McKenna commented that his duty, as a Parks and Recreation Commissioner is to defend parks, and that the Board of Supervisors and the Mayor are charged with deciding what is best for the community. Vice Chairperson Keeton pointed out that the State of Nevada's new office complex will result in "a glut of available office space" in Carson City. He suggested that the RSVP would then be able to find plenty of inexpensive office space. **Commissioner Dunn moved to recommend to the Board of Supervisors that the conceptual master plan for Centennial Park be changed to include everything presented except for the parcel labeled public purpose office development and animal facility. Commissioner Herst seconded the motion.** Mr. Kastens acknowledged that the proposed location of the skateboard park could be revisited in the future. Commissioner Curtis commented on the importance of moving forward with a revised master plan. Chairperson Wilke called for additional questions or comments and, when none were forthcoming, a vote on the pending motion; **motion carried 7-2.**

3-C. INTRODUCTION OF BYLAWS CHANGES TO BE ACTED ON AT THE FOLLOWING COMMISSION MEETING (1-0290) - Mr. Kastens reviewed the staff report and discussed the process for amending the Commission's bylaws. Commissioner Curtis suggested adding the words "or if requested by three or more members of the Commission" to paragraph 5(c). Discussion took place regarding the process for introducing suggested language revisions, and the issue of whether the District Attorney's office should be represented at Commission meetings. Consensus was that the Chairperson or a Commissioner, in consultation with the Chairperson and the Parks and Recreation Director, could request District Attorney representation at a Commission meeting. In response to a question, Mr. Kastens advised that staff will continue to have the prerogative to request the attendance of a District Attorney's representative. With regard to posting notices on the City's web site, Commissioner Dunn agreed with staff's suggestion to revise the meeting notice language as stated in the staff report, and expressed the opinion that there should be no amendment to the Commission's bylaws until a fixed procedure can be established. The Commissioners agreed.

3-D. ACTION ON QUALITY OF LIFE PARKS CAPITAL AND MAINTENANCE FUNDING REVIEW AND TIME TABLE FOR EXPENDITURE OF THESE ITEMS (1-1347) - Mr. Kastens reviewed the staff report and the attached memo. He discussed the additional improvements and

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the July 15, 2003 Meeting

Page 4

cost estimates listed on page 2 of the memo. He noted that bonding at this time, while interest rates are so low, will most likely not trigger arbitrage for at least two years. Mr. Kastens distributed a Quality of Life bonding projection spreadsheet, advised that bonding would take place in FY04/05, and provided an overview of the spreadsheet. He emphasized that no additional Quality of Life projects should be implemented until a revised master plan element is completed. The master plan element would then direct further project development. Mr. Kastens anticipates that his proposal will not result in negative impact to any particular area of parks and recreation within the community. Improvements will continue to be made at Centennial Park, and Mr. Kastens discussed decreased utilization of the lower softball fields this year. He suggested that some time should be taken to consider future demands before expanding the lower complex.

Mr. Kastens acknowledged that the City would be ultimately responsible for the debt service if insufficient Quality of Life funds were available. Commissioner McKenna suggested bonding for the maximum amount possible, struggling through the possibility of 2-3 years of arbitrage and, if sales tax revenues don't increase to a point where Quality of Life funds cover the indebtedness, the City would have to cover it, but parks would be fully funded. He explained the options of selling bonds at a low rate today, waiting 2-3 years to sell bonds at a higher rate and averaging out the interest rates; or getting the maximum lowest interest rate and taking a little risk which would still be covered by the City. He expressed a preference for taking an aggressive approach to acquire the funds with which a construction program could be planned over the next seven years. Mr. Kastens advised that he would meet with Finance Department staff to determine the amount of bonds which can be issued without "putting anybody else in jeopardy." He agreed that if the figure is more than 4.7%, bonds should be issued to the maximum extent possible. He further agreed that this would provide the opportunity to actually plan a budget for future projects. Commissioner McKenna pointed out that if arbitrage is incurred because all the bond funds can't be spent, the money is still available for debt service. He clarified that he was not recommending any action that would jeopardize the City, but that use of the low interest rates should be maximized. If, for some reason, the sales tax projection is incorrect the whole City is probably in trouble anyway and the money would have to be used to pay back the debt. The alternative is to pay 6-8% for bonds five years from now which takes today's 3% to 4.5% or 5%. Commissioner McKenna commented that his proposal was to utilize the tax payers' money at the cheapest possible rate. Available funding creates better opportunities. Vice Chairperson Keeton agreed with the concept of borrowing money at a very low rate. In response to a question, Mr. Kastens advised that the only concern is arbitrage. He reiterated that Finance Department staff does not anticipate arbitrage to be a concern for approximately two years.

In response to a question regarding the source of the Additional Improvements listed in the memo, Mr. Kastens referred to the ballot question, which was included in the agenda materials, and reviewed the same. In response to a further question, Mr. Kastens advised that Theater Operations Supervisor Mitch Ames met with interested organization representatives to determine priorities for the theater. He advised that the Commission could establish different priorities. Discussion took place regarding the appropriate action and, in response to a question, Mr. Kastens advised that the listed priorities could be re-established with the exception of the V&T Multi-Use Path. He discussed the action agendized for the Board of Supervisors' July 17th meeting and the funding designated for the path project. Chairperson Wilke expressed appreciation that projects are being completed according to the ballot question provisions. **Commissioner**

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the July 15, 2003 Meeting

Page 5

McKenna moved to bond for the maximum amount available and that the V&T acquisition be moved to the highest priority not to exceed \$189,000. Vice Chairperson Keeton seconded the motion. In response to a question, Commissioner McKenna amended his motion to indicate a recommendation to the Board of Supervisors. Vice Chairperson Keeton continued his second. Motion carried 9-0.

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-2094) - Mr. Kastens advised that the Fuji Park improvements are winding down and the facilities are being regularly used. Mr. Krahn advised that official Building Department permission has been received to move forward with the Governor's Field irrigation system replacement project. He anticipates that the project will be implemented some time in November, and provided background information on the project phases. Mr. Krahn further advised that the Highway 50 parking lot project is in the final stages of review. He anticipates the bid process to begin within the next two weeks.

STATUS REPORTS AND COMMENTS FROM STAFF (1-2160) - Mr. Kastens reviewed the FYI items included in the agenda materials.

STATUS REPORTS AND COMMENTS FROM COMMISSION MEMBERS (1-2208) - Vice Chairperson Keeton reported that the decomposed granite paths on the south side of Kings Canyon Road are beginning to grow weeds at an alarming rate. Mr. Kastens advised that Parks staff has been checking into the activities of the trails maintenance crew. Mr. Fahrenbruch advised that chemicals have been applied to the weeds in the area and pulling them is scheduled for the near future. Vice Chairperson Keeton requested staff to install one additional "No Motorized Vehicles" sign at the intersection of Kings Canyon Road and Thames.

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-2272) - Previously covered.

5. ACTION ON ADJOURNMENT (1-2275) - Vice Chairperson Keeton moved to adjourn the meeting at 7:35 p.m. The motion was seconded and carried 9-0.

The Minutes of the July 15, 2003 meeting of the Carson City Parks and Recreation Commission are so approved this 19th day of August, 2003.

STACIE WILKE, Chair