

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the July 17, 2001 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, July 17, 2001 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Glen Martel
Ken Elverum
Larry Osborne
Jon Plank
Charles Wright

STAFF: John Berkich, City Manager
Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks Superintendent
Juan Guzman, Open Space Manager
Vern Krahm, Park Planner
Kathleen King, Recording Secretary
(PRC 07/17/01)

NOTE: Unless indicated otherwise, each item was introduced by Chairperson Martel. 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 (1-0001) - Chairperson Martel called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Vice Chairperson Dunn and Commissioners Cabrera, Simms and Wilke were absent.

ACTION ON APPROVAL OF MINUTES - MAY 22, 2001 (1-0008) - Commissioner Wright moved to approve the minutes. Commissioner Osborne seconded the motion. Motion carried 5-0.

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

AGENDA ITEMS:

1. DISCUSSION AND ACTION REGARDING USE AGREEMENT BETWEEN THE CITY AND THE HIGH SIERRA RADIO CONTROL CLUB ("HSRCC") (1-0017) - Mr. Fahrenbruch referred to the Use Agreement included in the agenda materials and reviewed the same. He noted there was no representative of the user group present at the meeting, and offered to answer questions regarding the Agreement. In response to a question, Mr. Fahrenbruch explained that current HSRCC President Ray English appointed Robert Brogan as the HSRCC liaison to the City. Commissioner Plank suggested that staff be prepared to respond to questions from the Board of Supervisors regarding the \$1 million liability insurance coverage. Mr. Fahrenbruch explained that the amount is prescribed by the City's Risk Manager, and acknowledged he would be prepared to respond to questions. In response to a question, Mr. Fahrenbruch advised that the clause regarding the City's assumption of responsibility for vandalism repair is fairly typical. Mr. Kastens explained that the City carries insurance on all structures erected or constructed on City property. Mr. Fahrenbruch explained that each Use Agreement has been individually

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negotiated, and that inclusion of the vandalism repair clause was requested by both parties to this particular Agreement. **Commissioner Plank moved the recommendation of staff that the Commission approve the User Agreement between the City and the High Sierra Radio Control Club as presented in the agenda packets. Commissioner Osborne seconded the motion. Motion carried 5-0.** Mr. Fahrenbruch advised that the Use Agreement between the City and the Youth Sports Association will be presented for review by the Commission prior to submitting all the Use Agreements to the Board of Supervisors for approval.

2. DISCUSSION AND ACTION ON MEMORANDUM OF UNDERSTANDING REGARDING PARK, RECREATION, AND ATHLETIC FACILITIES BETWEEN CARSON CITY, THE CARSON CITY SCHOOL DISTRICT, AND WESTERN NEVADA COMMUNITY COLLEGE (1-0125) - Mr. Kastens reviewed the staff report and provided an overview of the Memorandum of Understanding ("MOU") included in the agenda materials. He introduced Mike Mitchell of the Carson City School District, Helaine Jesse of the Western Nevada Community College, and Mr. Berkich. In response to a question, Mr. Kastens clarified that the three parties to the MOU are Carson City, the Carson City School District, and the Western Nevada Community College. A spokesperson will be appointed to speak on behalf of each of the three entities, and the school principals and facility managers will have an opportunity to provide input. Chairperson Martel invited each of the representatives to the meeting table and they introduced themselves.

In response to a question, Ms. Jesse discussed the recently completed WNCC campus master plan and long-term strategic plan. She advised that a task force will be developed to consider the feasibility of an athletic program at WNCC. Mr. Berkich thanked Ms. Jesse, Mr. Mitchell, Mr. Kastens, WNCC President Carol Lucey and Carson City School District Superintendent Mary Pierczynski for their support of the MOU. He requested the support and approval of the Commission, and commented that this is the most prudent way to move forward as one community to plan for existing and future needs without wasting resources. Chairperson Martel agreed and commented that the foresight will save time, funding, and duplication of effort in the future. Mr. Mitchell acknowledged Mr. Kastens' earlier comment that the School District will be taking the concerns of each school principal into consideration. He commended the Parks and Recreation Department staff for their assistance in resolving issues over facility use. Chairperson Martel solicited public comment; however, none was provided. **Commissioner Plank moved to support staff's recommendation to agree to participate in the Memorandum of Understanding between the School District, the Community College, and the City.** He agreed with an earlier comment that the Memorandum of Understanding will eliminate duplication of effort. **Commissioner Wright seconded the motion. Motion carried 5-0.**

3. STATUS REPORT FROM THE CARSON CITY RAILROAD ASSOCIATION ON THE OPERATION OF THE MILLS PARK RAILROAD (1-0330) - Mr. Kastens reviewed the staff report and introduced James Howard, President of the Carson City Railroad Association ("CCRA") and the Carson Mills Park Railroad. Gene Bails, CCRA Treasurer, introduced himself. Mr. Howard advised that railroad operations began April 15, 2001 with the usual free rides all day. Improvements have been made to the outside railroad, including a new crossing on the west end next to the restroom. An additional crossing will be constructed, with materials purchased through the City, near the railroad tunnel. In response to a question, Mr. Howard discussed the status of the inside train project. He advised that

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additional scenery work was recently completed and that the inside train operates on the same schedule as the outside train. He expressed appreciation for the City's assistance with materials and equipment.

Mr. Howard advised that the operation has been running smoothly with no breakdowns or shutdowns due to weather or mechanical problems. The biggest problem thus far was created by a 3½ hour shut down during the Kit Carson Rendezvous event. Mr. Howard estimated that the CCRA lost approximately \$3,000 in ticket revenue due to the shut down. He acknowledged that the shut down occurred during the concert and, in response to a question, advised that the railroad operation has been required to shut down at some point during the Rendezvous for the past two years. He indicated that last year the shut down was only for an hour and the CCRA just "swallowed it." He has discussed the problem with Joy Evans, of the Carson City Convention and Visitors Bureau ("CCCVB"), who invited CCRA representatives to the Rendezvous critique session. He discussed a feasible solution to the problem.

Mr. Howard advised that Rendezvous Committee representatives met with CCRA representatives prior to the 1999 event to discuss the event and conduct a walk through. No contact was made by Rendezvous Committee representatives prior to this year's event, and Mr. Howard acknowledged that no contact was made by CCRA representatives. Mr. Bails commented that safety should be the principal consideration, and that small adjustments can go a long way toward good public relations between all participants. Mr. Howard discussed safety considerations for the operation. Chairperson Martel suggested that CCRA representatives attend the next Rendezvous Committee meeting and provide notice that the event coordinators need to contact the CCRA prior to next year's event. Mr. Kastens offered to assist the CCRA in resolving the problem. Discussion took place regarding vehicle access to the interior of the park during the event. Commissioner Plank commented that the train is part of the park and suggested that Parks Department staff act as liaison between the CCRA and Mills Park event coordinators.

Mr. Howard acknowledged that the CCRA is still paying on loans from the City for purchase of two engines. He advised that the loan payments are made on schedule, but commented that the CCRA will be "stretched" financially because of losing revenue during the Rendezvous. Commissioner Plank commented that the railroad is an asset to the park and expressed appreciation for the effort of the CCRA members. Chairperson Martel thanked Mr. Howard and Mr. Bails for their report.

4. DISCUSSION AND ACTION ON A REQUEST TO REVISE THE DEVELOPMENT AGREEMENT BETWEEN THE CITY AND THE SILVER OAK DEVELOPMENT IN REGARD TO THE THREE-ACRE PARK SITE (1-0545) - Mr. Kastens advised he did not have the revised language mentioned in the staff report available at the meeting. He explained the revision, reviewed the staff report and attachments, and provided background information on this matter. He advised that the three-acre park site will still be available in the Silver Oak development. If the School District constructs a school at the site, the park will be shared with the playground similar to the arrangement at both Empire and Fremont Elementary Schools. A ten-acre school/park site will be created which will free up three acres for other purposes, i.e., allowing the developer to donate the land to the Boys and Girls Club for sale. Proceeds from sale of the property would be allocated to the infrastructure at the Northridge/Lompa Lane Boys and Girls Club site which will, in turn, benefit the Community Gymnasium.

Mr. Kastens introduced Mike Mitchell, of the Carson City School District, and John Anderson, representing the Boys and Girls Club Board of Directors. Chairperson Martel invited the gentlemen to the meeting table.

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Mr. Mitchell commented that the School District is firmly behind the proposal and that it will be a “win-win-win deal” for kids in Carson City. Mr. Anderson provided background information on development of the plan, and advised that the Boys and Girls Club is preparing to begin its capital campaign within the next month.

Commissioner Osborne expressed reluctance in making a motion on revised language which has not been reviewed by the Commission. He suggested that the Commission could provide direction to staff to move forward in developing the revised language for review by the Commission at a future meeting. Discussion took place regarding the time table for presenting the revised Development Agreement to the Board of Supervisors. Chairperson Martel solicited public comment; however, none was provided. Commissioner Plank suggested that Mr. Kastens could ensure the intent of the Commission is well represented prior to presentation of the revised Agreement to the Board of Supervisors. **Commissioner Osborne moved that the Carson City Parks and Recreation Commission approve a motion directing staff to revise the current Silver Oak Development Agreement to satisfy the intent of the Commission as discussed and presented here this evening. Commissioner Plank seconded the motion. Motion carried 5-0.** Chairperson Martel thanked Mr. Mitchell and Mr. Anderson for their comments and participation.

5. DISCUSSION AND ACTION REGARDING THE MOFFAT PROPERTY'S SITE MASTER PLAN (APN 10-032-31) FOR USE BY THE PARKS AND RECREATION DEPARTMENT TO CONSTRUCT TRAILS, TRAIL HEAD PARKING AND OTHER TRAIL RELATED FACILITIES AS NECESSARY SOUTH OF CARSON CREEK AND ALONG THE MEXICAN DITCH, OWNER CARSON CITY OPEN SPACE (1-0805) - Mr. Krahn provided background information on acquisition of the subject property by the Open Space Advisory Committee (“OSAC”). He reviewed the staff report and the action taken by the OSAC at its July 16, 2001 meeting to grant a 40-foot easement from Edmonds Drive to Hells Bells Road, an easement for the parking lot, and another 40-foot easement along the west side of the Mexican Ditch to the property line which will, in the future, proceed north. Mr. Krahn described the dimensions, composition, and purpose of the proposed path; reviewed the conditions of sale to construct a trail and an observation structure with a memorial plaque; and discussed the arrangement made with the OSAC for Parks staff to maintain the improvements in perpetuity. Mr. Kastens advised that the OSAC requested elimination of the existing trails and paths depicted on the displayed site plan. Mr. Krahn advised that trails on the south side of the creek will be minimized as well. Mr. Guzman indicated that he is looking forward to entering into a cooperative agreement with the Parks and Recreation Department. He discussed provisions of the Quality of Life Initiative to keep Parks and Recreation separate from Open Space.

In response to a question, Mr. Guzman displayed a rendering of the proposed site plan and reviewed the same. Commissioner Osborne read a portion of the third OSAC motion into the record and inquired as to the cost of maintenance and security. Mr. Fahrenbruch advised that staff has not yet discussed maintenance costs in detail; however, weed control and pesticide applications will be included. Mr. Kastens explained that two parking areas are encompassed in the overall plan. Parks and Recreation will construct the parking area adjacent to Hells Bells Road, a plan for which will be submitted to the Commission at a future meeting. The parking area and trail associated with the shade structure will be constructed using open space funds and maintained by Parks staff. Mr. Kastens indicated that a trash run will be made once a day and the Park Ranger will add the site to his route. He anticipates that maintenance and security for the area will be fairly minimal. The area to be constructed using Parks and Recreation funds will require more

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development and maintenance. Mr. Krahn acknowledged that the parking facility referenced in the OSAC motion refers to that which will be constructed by Parks and Recreation.

Mr. Guzman responded to questions regarding trail connections and the School District easement. Mr. Krahn responded to questions regarding trail easements. Mr. Guzman referred to a map depicting a survey conducted by Mr. Krahn of existing site elements, and discussed the route of the trail near Carson Creek. Commissioner Plank concurred with constructing the path in conjunction with existing paths.

Mr. Mitchell commented that the school district is excited to see the path improved. He emphasized the importance that the path parallel to Edmonds Drive be located on the east side of Edmonds rather than the west for safety reasons. He advised that the School District is willing to contribute funding for the path, and the School Board concurs. Chairperson Martel solicited comments/questions from the public; however, none were provided. **Commissioner Plank moved to adopt the Moffat property's site master plan as it relates to the future multi-use paths, trail head parking lot development and other trail head related facilities, as necessary, south of Carson Creek and along the Mexican Ditch, as presented, and to develop a safe, multi-use path from the east side of Edmonds Drive to the Mexican Ditch to be utilized principally by school children from the middle school. Commissioner Elverum seconded the motion. Motion carried 5-0.**

6. DISCUSSION AND ACTION ON THE DEVELOPMENT OF A LINEAR PARK PATH FROM EDMONDS DRIVE TO HELL'S BELLS ROAD UTILIZING FUNDS FROM THE QUALITY OF LIFE - PARKS CAPITAL (1-1225) - Mr. Kastens reviewed the staff report and advised that the estimated budget is \$40,000. He explained staff's recommendation and advised that the amount to be allocated from the Parks Capital account will be determined after improvements to the path between Saliman Road and Governor's Field are complete, and reimbursement is received from the developer. In response to a question, Mr. Kastens advised that the \$40,000 figure was generated by Transportation Manager John Flansberg who plans to do a great deal of the work in house. Chairperson Martel solicited public comment; however, none was provided. **Commissioner Osborne moved to approve staff's request to move forward with development of this section of the Linear Park Path utilizing the Quality of Life Parks Capital funds not to exceed \$40,000. Commissioner Wright seconded the motion. Motion carried 5-0.**

7. DISCUSSION AND ACTION ON ACCEPTANCE OF THE CARSON CITY DEVELOPMENT STANDARDS FOR PARK STANDARDS (DIVISION 8) AND TRAIL STANDARDS (DIVISION 9) (1-1301) - Mr. Krahn reviewed the staff report and thanked Chairperson Martel and Commissioner Wilke for their assistance in developing the document. Discussion took place regarding comments received and stylistic revisions to the document. **Commissioner Plank moved to accept the Carson City Development Standards for Park Standards, Division 8, and Trail Standards, Division 9. Commissioner Elverum seconded the motion. Motion carried 5-0.**

GENERAL DISCUSSION:

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-1394) - None.

COMMENTS FROM COMMISSION MEMBERS (1-1396) - None.

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STATUS REPORTS FROM COMMISSION MEMBERS (1-1398) - None.

COMMENTS AND STATUS REPORTS FROM STAFF (1-1399) - Mr. Kastens reported on the July 16th meeting of the Fuji Park Users Coalition at the Western Nevada Community College to discuss issues relating to the Fuji Park/Fairgrounds facility. He advised that Chairperson Martel and Commissioner Cabrera were in attendance at the meeting. Jack Anderson, President of the Users Coalition, will be requesting to appear before the Board of Supervisors to solicit their input regarding facilities at the current site or an alternate site. Mr. Kastens anticipates newspaper articles and ongoing discussion regarding the Fuji Park/Fairgrounds facility.

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-1423) - Mr. Kastens advised that reconstruction of the therapy pool at the Aquatic Facility is going very well. He encouraged the Commissioners to visit the Aquatic Facility to see the progress. He advised that a plumbing joint was located which had not been glued and subsequently began to leak. In response to a question, Mr. Kastens advised that an acoustical engineer has been retained to create a baffle which will be installed over the air handler hood to redirect sound and thus abate the noise. He indicated that both the engineer and the proposed noise abatement solution were recommended by the neighbors.

Mr. Krahn thanked Landmark Homes and Development for the ribbon cutting ceremony which recently took place at Steinheimer Park. He reported that Carson River Park is under construction, including installation of the boat ramp, curbs, new picnic tables, etc. He anticipates the project will be completed by the end of July. He advised that the east end renovation project at Mills Park is out to bid with bid opening scheduled for the first of August. Bids will be submitted to the Board of Supervisors at their August 16th meeting. Mr. Krahn advised that the multi-use path between Governor's Field and Saliman Road is currently under construction. He commented this is the first project for which City construction management services are being used. The City received the recreation and trails grant from the State Parks Division for the east side of Saliman Road, and the project has been turned over to Development Engineering Services to award a contract. If all goes well, a paved path from Roop Street to the freeway right-of-way should be completed by Nevada Day. Mr. Kastens provided an overview of the responsibilities of the newly formed Development Services Contracts Division.

ADJOURNMENT (1-1542) - Commissioner Plank moved to adjourn the meeting at 7:00 p.m. Commissioner Elverum seconded the motion. Motion carried 5-0.

The Minutes of the July 17, 2001 meeting of the Carson City Parks and Recreation Commission are so approved this _____ day of September, 2001.

GLEN MARTEL, Chairperson