A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, February 15, 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
Michael Hoffman
Pete Livermore
John McKenna

STAFF: Roger Moellendorf, Parks and Recreation Department Director

Scott Fahrenbruch, Parks and Recreation Department Director of Operations

Juan Guzman, Open Space Manager

Vern Krahn, Park 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 (1-0007) - Chairperson Keeton called the meeting to order at 5:33 p.m. Roll was called; a quorum was present. Commissioners Herst and Patton were absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0022) - None.

- **1. ACTION ON APPROVAL OF MINUTES January 18, 2005** (1-0024) Commissioner Livermore moved to approve the minutes. Commissioner McKenna seconded the motion. Motion carried 7-0.
- 2. CHANGES TO THE AGENDA (1-0029) None.
- 3. AGENDA ITEMS:

3-A. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO AUTHORIZE THE MAYOR TO SIGN A NEIGHBORHOOD PARK AGREEMENT BETWEEN THE CITY AND SILVER OAK DEVELOPMENT COMPANY TO ESTABLISH A TIME LINE AND CRITERIA FOR THE DESIGN AND CONSTRUCTION OF A THREE-ACRE NEIGHBORHOOD PARK WITHIN THE SILVER OAK PLANNED UNIT DEVELOPMENT (1-0030) - Mr. Fahrenbruch explained that Mr. Guzman is the original author of the Silver Oak Development Agreement and of the Neighborhood Park Agreement (the "Agreement"). Mr. Fahrenbruch reviewed the draft Agreement included in the agenda materials. He advised of a \$280,000 balance in the residential construction tax fund earmarked for the Silver Oak neighborhood park. He noted that the Agreement was negotiated with Garth Richards and his team, and reviewed the process by which it will be presented to the Board of Supervisors.

Mr. Moellendorf and Mr. Fahrenbruch responded to questions regarding the construction time line outlined in the Agreement. In response to a further question, Mr. Fahrenbruch explained that water and power utilities are part of the neighborhood park. The City has maintained the Silver Oak landscape since

December 2004. The Silver Oak Homeowner's Association maintains the landscape lighting. Mr. Fahrenbruch explained that the developer will be responsible for all park maintenance costs for the first two years, including all associated water and power utilities. In response to a question, he described the anticipated lighting which would mostly be limited to a small parking lot area. He advised that City parks are typically not lighted at night in order to deter vandalism. He acknowledged the plan to use reclaimed water for park irrigation. He further acknowledged that the public will be allowed to provide input only on the park design. The park location is determined by the original Silver Oak Development Agreement which calls for a three-acre park site and a seven-acre future school site. He noted that the Neighborhood Park Agreement does not address the seven-acre future school site.

In response to a question, Mr. Guzman pointed out the park location on a displayed subdivision map. He provided background information on the original designation of the three-acre park site and the seven-acre school site, a subsequent three-acre donation to the Boys and Girls Club, and the final disposition of the three sites. He acknowledged the likelihood of a development on the three-acre site which fronts College Parkway, and pointed out access to the park site from Oak Ridge Drive. In response to a question, Mr. Guzman pointed out landmarks adjacent to the park site. In response to a question, Mr. Fahrenbruch read into the record a portion of paragraph 7 of the Agreement, which provides for the developer to be responsible for access, street improvements, utility connections, drainage improvements, etc. He advised of discussions with Mr. Richards regarding the importance of access to the park from Oak Ridge Drive.

In response to a question, Mr. Fahrenbruch reviewed the time table for the neighborhood meeting and design process. He responded to additional questions regarding the notification process for the neighborhood meetings, and advised of his preference to hand deliver notices and advertise in the local newspapers. Chairperson Keeton advised of a suggestion to include the residents to the east of Silver Oak, and Mr. Fahrenbruch agreed. Commissioner Felesina suggested noticing the residents of University Heights, as well.

(1-0372) Rob Joiner, a Silver Oak resident, expressed appreciation for City staff and Commission consideration of the Silver Oak residents. He agreed that as many people as possible should be noticed of the neighborhood workshops. He discussed the importance of access to the park site from neighborhoods to the east and connectivity. He thanked Mr. Fahrenbruch, Mr. Guzman, and Mr. Krahn for keeping the Silver Oak residents informed of the progress.

Commissioner Livermore discussed the Eagle Valley detention basin park as part of the Carson-Tahoe Regional Medical Center development. He suggested that Silver Oak residents may be interested in attending the Commission meeting at which review of the detention basin park is agendized.

Chairperson Keeton called for additional public comment and, when none was forthcoming, entertained a motion. Commissioner Felesina moved to recommend to the Board of Supervisors to authorize the Mayor to sign a Neighborhood Park Agreement between the City and Silver Oak Development Company to establish a time line and criteria for the design and construction of a three-acre neighborhood park within the Silver Oak Planned Unit Development. Vice Chairperson DePauw seconded the motion. Motion carried 7-0.

3-B. ACTION TO APPROVE THE PARKS, RECREATION, AND TRAILS MASTER PLAN PUBLIC OPINION SURVEY (1-0477) - Mr. Krahn reviewed the staff report and requested input from the Commissioners. Extensive discussion followed during which the Commissioners provided suggested revisions. Chairperson Keeton called for public comment; however, none was provided.

Commissioner Hoffman moved to approve the Parks, Recreation, and Trails Master Plan public opinion survey. Commissioner Curtis seconded the motion. Commissioner McKenna requested Commissioner Hoffman to amend his motion to include the suggested revisions discussed at this meeting. In response to a question, Mr. Krahn advised that the survey could be reagendized for review at the next meeting. He responded to questions regarding the time table for mailing the survey, and Commissioner McKenna suggested approving the survey based on the discussion which took place at this meeting. Mr. Krahn discussed the need to receive feedback from the master plan consultant on the comments and suggestions provided by the Commissioners. Additional discussion took place regarding suggested revisions to the survey, and the appropriate action. In response to a question, Commissioner Hoffman indicated no problem with the survey. He noted that the consultants were hired to develop the survey, and suggested that the questions posed were relevant to the consultants' scope of work. Commissioner Hoffman amended his motion to include the language, "with comments and concerns expressed tonight." Commissioner Curtis continued her second. Motion carried 7-0. Mr. Krahn assured the Commissioners that staff would address their suggestions and concerns with the consultant. He thanked the Commissioners for taking the time to complete the surveys.

3-C. ACTION TO AMEND THE PARKS AND RECREATION COMMISSION BYLAWS 011) - Chairperson Keeton provided background information on this item. Commissioner Livermore

(1-1011) - Chairperson Keeton provided background information on this item. Commissioner Livermore noted that amending the bylaws requires an affirmative vote of 2/3 the total Commission membership. Chairperson Keeton reviewed each proposed revision to the bylaws included in the agenda materials. He called for a vote on the revision to paragraph 1, specifying that the Commission will only meet on the first Tuesday in December of each year. The revision was approved by unanimous vote of the Commission. Vice Chairperson DePauw inquired as to whether requiring a 2/3 vote of the total Commission membership to amend the bylaws complied with NRS 244.30791 and NRS 244.3089, copies of which were included in the agenda materials. In response to a further question, Chairperson Keeton advised that he had not discussed this with Chief Deputy District Attorney Mark Forsberg. Following discussion, Vice Chairperson DePauw requested a clarification from the District Attorney's office prior to the Commission's final action to approve amendments to the bylaws.

Chairperson Keeton called for a vote on the revision to replace the word "chairman" with "chair" throughout the bylaws; the revision was approved by unanimous vote of the Commission. Chairperson Keeton called for a vote on the revision to paragraph 4 to limit the terms of office for chair and vice chair to two consecutive years; the revision was denied by a vote of 3-4. Chairperson Keeton read into the record the revision to paragraph 5(c), specifying that an item must be agendized if requested by three or more commissioners. Commissioner Livermore moved to approve the revision; the motion carried unanimously. The Commissioners unanimously approved adding "rds" to the "2/3" specified in paragraph 8. Chairperson Keeton noted, for the record, that he would inquire of the District Attorney's staff whether requiring the 2/3 majority vote was statutorily compliant. The Commissioners unanimously approved deleting the proposed paragraph 11(d). Chairperson Keeton advised that action would be taken on the bylaws at the next meeting, with clarification of paragraph 8.

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT PROJECTS (1-1189) - None.

STATUS REPORT ON UPDATE OF THE PARKS, RECREATION, AND TRAILS **ELEMENT TO THE MASTER PLAN** (1-1209) - Mr. Krahn referred to the draft Press Release included in the agenda materials, and provided an overview of the same.

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

STATUS REPORTS AND COMMENTS FROM STAFF (1-1248) - Mr. Moellendorf advised that the Commission retreat is scheduled for Saturday, April 9th from 8:30 a.m. to 2:00 p.m. UNR Cooperative Extension Educator JoAnn Skelly will serve as the facilitator.

In response to a question, Mr. Fahrenbruch reported that there has been no commitment to use the existing rifle range as the reclaimed water reservoir. Once a determination is made, the working group will be reconvened, together with a consultant, to begin designing the shooting facility. In the meantime, appropriate locations, both locally and regionally, are being researched.

STATUS REPORTS AND COMMENTS FROM COMMISSIONERS (1-1309) - In response to a question, Mr. Moellendorf advised that staff could facilitate a joint meeting with the Regional Transportation Commission and the equestrian users. Chairperson Keeton offered to speak with the Regional Transportation Commission chairman, and Mr. Moellendorf suggested scheduling the joint meeting based on the outcome of that discussion. Commissioner Curtis suggested including NDOT representatives in any joint meeting with the RTC and the equestrian users.

FUTURE AGENDA ITEMS FROM COMMISSIONERS (1-1360) - Commissioner Hoffman requested staff to provide an update on the fishing pond and the fairgrounds improvements projects. (1-1380) Commissioner Curtis requested staff to agendize a presentation on the Eagle Valley detention basin park.

FUTURE AGENDA ITEMS FROM STAFF (1-1370) - Mr. Moellendorf advised that the budget presentation would be agendized for the March 1st Commission meeting, as well as a final vote on the bylaws. The recreation center presentation will be scheduled for the March 15th Commission meeting.

ACTION ON ADJOURNMENT (1-1395) - Commissioner McKenna moved to adjourn the 5. meeting at 6:56 p.m. Commissioner Livermore seconded the motion. Motion carried 7-0.

The Minutes of the February 15, 2005 meeting of the Carson City Parks and Recreation Commission are so approved this 15th day of March, 2005.

THOMAS N. KEETON, Chair