

# CARSON CITY PARKS AND RECREATION COMMISSION

## Minutes of the March 4, 2003 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, March 4, 2003 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Stacie Wilke  
Vice Chairperson Tom Keeton  
Donna DePauw  
Pete Livermore  
John Simms

**STAFF:** Steve Kastens, Parks and Recreation Director  
Scott Fahrenbruch, Parks and Recreation Director of Operations  
Vern Krahn, Parks Planner  
Barbara Singer, Recreation Superintendent  
Joe McCarthy, Economic Development/Redevelopment Manager  
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, ROLL CALL, AND DETERMINATION OF QUORUM (1-0007)** - Chairperson Wilke called the meeting to order at 5:33 p.m. Roll was called; a quorum was present. Commissioners Dunn and McKenna were absent.

**ACTION ON APPROVAL OF MINUTES - February 18, 2003 (1-0014)** - Commissioner DePauw noted a correction to the vote which adjourned the meeting. Discussion took place regarding the votes for nomination of chairperson, and the recording secretary agreed to add the 3-0 vote for the nomination of Commissioner Keeton as chairperson. **Commissioner DePauw moved to approve the minutes, as amended. Commissioner Livermore seconded the motion. Motion carried 5-0.**

**PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0073)** - None.

### **AGENDA ITEMS:**

**1. DISCUSSION AND ACTION TO SUPPORT THE COMMUNITY DEVELOPMENT BLOCK GRANT PROPOSAL FOR "KIDS ON THE GO" YOUTH TRANSPORTATION SYSTEM (1-0079)** - Ms. Singer introduced Kathy Blankenship of the Boys and Girls Club, provided background information on the Community Council on Youth ("CCOY") and the Kids on the Go program, and reviewed the staff report. Ms. Blankenship provided background information on the community development block grant ("CDBG"), and discussed the history of, and provided statistics on, the youth transportation program. She is awaiting cost estimates from the School District on operation and maintenance of the school buses. Replacement of the heating system at the Boys and Girls Club is estimated to cost \$24,000 and the cost for the two buses is estimated at \$150,000. The City would then be requested to fund the bus driver and fuel, and all other costs would be absorbed by the School District. The CDBG funding would extend the Kids on the Go program for an additional three years. Ms. Blankenship

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requested the Commission's support of the grant application, and advised that it will be submitted to the Board of Supervisors at their March 6, 2003 meeting.

Commissioner Livermore expressed the opinion that the Commission must support the youth transportation program, and advised of four other projects competing against the program for the CDBG funding. Commissioner Simms advised that he serves as vice chairman of the Community Council on Youth and of the significant decrease in funding the CCOY will receive this year due to budget cuts. He further advised that, without the CDBG funding, the transportation program will either be non-existent or other projects which share CCOY funding will be further cut. In response to a question, Ms. Blankenship advised that the transportation program provided 3200 rides last summer. In response to a further question, she advised that the heating system would be installed at the Boys and Girls Club facility. The two school buses would be purchased for the School District which would, in turn, own, operate and maintain them. Chairperson Wilke expressed support for the program. Ms. Blankenship acknowledged that the school buses will be full size, and advised that each bus costs approximately \$78,500. She further acknowledged that the bus drivers will be School District employees. Chairperson Wilke called for public comment; however, none was provided. **Commissioner Simms moved that the Carson City Parks and Recreation Commission fully support the community development block grant as written by the Boys and Girls Club for the Kids on the Go bus program. Commissioner Livermore seconded the motion. Motion carried 5-0.**

**2. ACTION ON A REQUEST TO THE CITY MANAGER TO DIRECT THE PARKS AND RECREATION DEPARTMENT TO SOLICIT NAMES FOR THE NEW COMMUNITY GYMNASIUM (1-0660) - Mr. Kastens reviewed the staff report. Vice Chairperson Keeton moved to recommend that the Commission request the City Manager to direct the Parks and Recreation Department to solicit names for the new community gymnasium. Commissioner Livermore seconded the motion. Motion carried 5-0.**

**3. PRESENTATION AND ACKNOWLEDGMENT OF THE VARIOUS CITY PARTNERSHIPS THAT HAVE CONTRIBUTED TO THE INSTALLATION OF INTERPRETIVE SIGNAGE AT THE LINEAR PARK, CARSON RIVER PARK, AND RIVERVIEW PARK (1-0267) - Mr. Krahn reviewed a portion of the staff report, and introduced Mr. McCarthy, who provided background information on partnerships developed to install interpretive signage along the Linear Park. He discussed design of the signage, which included the expertise of local artists, architects, and City staff, who incorporated Carson City's history, native culture, and natural environment. Mr. Krahn thanked Mr. McCarthy, Brewery Arts Center staff, Scoutmaster John Copoulos and his Boy Scout Troop, and Mr. Fahrenbruch for their participation. Mr. McCarthy acknowledged that grant opportunities continue to be explored. Chairperson Wilke thanked Mr. McCarthy.**

Mr. Krahn introduced Terry Knight, of the Bureau of Land Management ("BLM"), and reviewed the portion of the staff report pertinent to the Carson River Park/Silver Saddle Ranch signage. Mr. Knight expressed appreciation to Chris Miller, of the BLM, for her involvement in developing the grant which funded the signage project. He discussed acquisition of the Silver Saddle Ranch in 1997, and expressed appreciation to the City and Parks Department staff for their partnership in projects at the Ranch. He described the composition, location, and design of the signage, and advised that installation of the signs by Parks Department staff was used to satisfy grant funding match requirements. He expressed appreciation for the ongoing partnership between the BLM and the City, and discussed future project

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opportunities. Chairperson Wilke thanked Mr. Knight and requested him to convey the Commission's thanks to Ms. Miller. Mr. Krahn described the location of a "you are here" sign, funded by an additional grant, which depicts various trails throughout both the Carson River Park and Silver Saddle Ranch properties.

Mr. Krahn advised of the number of Eagle Scout project requests received by the Parks Department each year. He discussed the excellent results achieved on every project done thus far, and commented that the Eagle Scouts are assets to the community. He reviewed the portion of the staff report pertinent to the Riverview Park signage project, and introduced Mike Reynolds, who circulated photographs of the project. Mr. Reynolds provided background information on development of the project and, at the request of Mr. Krahn, discussed the steps involved in design and installation of the signs. Chairperson Wilke expressed appreciation for the efforts of Mr. Reynolds and troop 341. Mr. Reynolds expressed appreciation to Parks Department staff for their assistance. Vice Chairperson Keeton complimented Mr. Reynolds on documentation of his project. Commissioner Simms commended Mr. Reynolds on this project, and commented that his parents should be very proud.

Mr. Krahn discussed the involvement of Ms. Singer, Administrative Assistant Liz Teixeira, and Environmental Health Department Director Daren Winkelman in documenting the signage projects on video. Mr. Kastens advised that the video documentation is broadcast on channels 10 and 26. In response to a question, Mr. Krahn advised that anyone interested in community projects should contact him. He thanked all those involved in presenting information on this item. Mr. Kastens discussed the list developed by staff for Eagle Scout projects, and reviewed upcoming projects.

### **GENERAL DISCUSSION:**

**FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS** (1-0685) - Commissioner DePauw requested staff to agendize review of the Commission's bylaws, and that a representative of the District Attorney's office provide a presentation on the Nevada Open Meeting Law.

**COMMENTS FROM COMMISSION MEMBERS** (1-0714) - Commissioner Livermore displayed a *Reno-Gazette Journal* article regarding development of a park near the future location of Carson-Tahoe Hospital. He suggested that the Eagle Creek Detention Basin provides an opportunity for park development in a portion of the community that is "sorely lacking in park space." He commented that the park could be used to promote healing and the well-being of patients as well as for recreation. In addition, it may create an economic stimulus in the area. Commissioner Livermore advised that he would be requesting staff to agendize discussion of this matter at a future meeting. He further advised of having applied for a \$400,000 grant (\$200,000 a year for the next two years) through the Carson Water Subconservancy District to assist in development of the drainage facilities in the area of the future location of the hospital. In response to a question, Mr. Kastens advised that the storm drainage facilities will be City property.

In response to a question, Mr. Kastens advised that he is continuing to research the requirement for including a "Disclosures" item on agendas developed by Parks Department staff. The research is in conjunction with a recent effort to standardize all agendas developed by the Parks Department. He advised that initial research of the Nevada Open Meeting Law indicates no requirement to include a "Disclosures" item.

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Chairperson Wilke thanked Commissioner Simms for all his years of service to the Commission, and commented that he will be sorely missed. Commissioner Livermore advised that he will be assuming the responsibility of the Commission's liaison to the Youth Sports Association. He reported that practices for the spring sports program are underway.

#### **STATUS REPORTS FROM COMMISSION MEMBERS (1-0894) - None.**

**COMMENTS AND STATUS REPORTS FROM STAFF (1-0896)** - Mr. Kastens advised that there will be no joint meeting between the Commission and the Board of Supervisors on the Parks and Recreation Department budget because the Department is submitting no special requests. In addition, the City's budget process has been moved back.

Mr. Krahn reported on the Shade Tree Council's action, at its February 27<sup>th</sup> meeting, to plant a memorial tree in honor of Jon Plank. He advised of Mr. Fahrenbruch's suggestion to plant the tree in the northeast planter at the Community Center, and of Mrs. Plank's agreement. Mr. Krahn advised that the ceremony will take place on June 17<sup>th</sup> at 5:30 p.m. and that the Commission meeting scheduled for the same day will be moved to 6:00 p.m. in order that the Commissioners can participate. In response to a question, Mr. Krahn reported on the Council's action to hold the Arbor Day Celebration at the Eagle Valley Golf Course clubhouse. He acknowledged that the tree planting ceremony is scheduled for April 25<sup>th</sup> at 5:30 p.m., and advised that Mayor Masayko has confirmed his attendance and that he will read the Mayor's Proclamation.

(1-1049) In response to a question, Mr. Kastens advised that the Parks and Recreation Department reduced spending by 3% and increased fees by 3%, where appropriate, in order to accommodate the request of the Finance Department that every City department decrease its budget by 3%. He indicated that this resulted in an approximate \$670,000 reduction in the entire Parks and Recreation Department budget. He discussed the review process of each division, and the resulting increase in sports fees, reduction in hours of operation at the Aquatic Facility, reduction in contractual services for Parks Maintenance, and reduction of staff in the early morning and late afternoon hours for the Latch Key Program. He commended Parks and Recreation Department staff for seriously considering the request, and advised that services levels have definitely been cut. He emphasized that a 3% across-the-board reduction cannot be made without cutting service levels. He expressed appreciation for the opportunity to have reduced his Department's budget rather than having it reduced by another department.

(1-1133) Commissioner Simms expressed appreciation to the Board of Supervisors for the privilege of serving on the Commission. He thanked Parks and Recreation Department staff for all their efforts, commented that "the City is really lucky to have Steve, Vern, and Scott ...," and discussed their dedication to the City. He noted, for the record, that his "meetings were a lot quicker than Larry Osborne's." He discussed his reasons for resigning from the Commission which were outlined in his February 20, 2003 letter included in the agenda materials.

**STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-0996)** - Mr. Kastens reported on the status of improvements at Fuji Park, and advised that major modifications to the exhibit hall area will be necessary to accommodate the users due to construction delays caused by inclement weather. Temporary fencing and barricades have been installed in the meantime, and Parks Coordinator Dennis Howard is working with the user groups. Mr. Kastens advised that the parking lot will be paved once outside temperatures warm up.

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Mr. Kastens reported that all capital improvements projects have been put on hold for the current year and into the future; however, staff has the opportunity to appeal to the Internal Finance Committee for projects which are critical to facilities or operations. He advised that resurfacing the outdoor pool may be one of the projects appealed.

**ADJOURNMENT** (1-1182) - Commissioner Simms moved to adjourn the meeting at 6:41 p.m. Vice Chairperson Keeton seconded the motion. Motion carried 5-0.

The Minutes of the March 4, 2003 Carson City Parks and Recreation Commission meeting are so approved this 18<sup>th</sup> day of March, 2003.

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STACIE WILKE, Chair