

**CARSON CITY PARKS AND RECREATION COMMISSION**

**Minutes of the December 6, 2005 Meeting**

**Page 1**

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, December 6, 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  
Charlene Herst  
Michael Hoffman  
Pete Livermore  
John McKenna  
Tom Patton

**STAFF:** Linda Ritter, City Manager  
Roger Moellendorf, Parks and Recreation Department Director  
Scott Fahrenbruch, Parks and Recreation Director of Operations  
Barbara Singer, Recreation Superintendent  
Vern Krahn, Park Planner  
Kathleen King, Recording Secretary

**NOTE:** A recording of these proceedings, the commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are considered public record and are on file in the Clerk-Recorder's Office. These materials are available for public review during regular business hours.

**CALL TO ORDER AND ROLL CALL (5:31:23)** - Chairperson Keeton called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Commissioner McKenna arrived at 5:44 p.m. Vice Chairperson DePauw arrived at 6:01 p.m.

**CHANGES TO THE AGENDA (5:31:53)** - None.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:32:06)** - None.

**1. ACTION ON APPROVAL OF MINUTES - October 18, 2005 (5:32:24)** - Ms. King advised of a revision to the last sentence of "Status Reports, Comments, and Concerns from Commissioners" which was made following a message received from Commissioner Curtis. Commissioner Curtis moved to approve the minutes, as amended. Commissioner Herst seconded the motion. Motion carried 7-0.

**2. AGENDA ITEMS:**

**2-A. DISCUSSION ONLY REGARDING CARSON CITY'S CONSOLIDATED MUNICIPALITY BOARD POLICY RELATING TO ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES COMMUNICATION POLICY (POLICY NO. CM-05-001) (5:33:37)** - Mr. Moellendorf introduced Ms. Ritter, and reviewed the staff report. In response to a question, Ms. Ritter advised of having previously met with Vice Chairperson DePauw with regard to this matter. Ms. Ritter

## CARSON CITY PARKS AND RECREATION COMMISSION

### Minutes of the December 6, 2005 Meeting

#### Page 2

provided background information on this item, and reviewed the policy, a copy of which was included in the agenda materials. She discussed the goal to develop annual work plans between advisory committees and the Board of Supervisors.

Ms. Ritter acknowledged that the policy pertained to written communication from the advisory committees. Commissioner Livermore related an example as to the importance of the policy. Ms. Ritter provided additional examples and, in response to a question, clarification of policy item 2B. Commissioner Patton discussed the importance of communicating to the public and to the press that the commission takes action to provide recommendations to the Board of Supervisors. [Commissioner McKenna arrived at 5:44 p.m.] Commissioner Patton suggested the policy statement should include language indicating that boards, commissions, and committees are prohibited from communicating that final decisions regarding any matter have been made.

In response to a comment, Ms. Ritter advised that the annual work plan was a recommendation from the internal auditor which has yet to be implemented. She emphasized that annual work plans represent communication tools, not policies. In response to a question, she advised that the annual work plan would be a working document. She provided examples of items which would be included in the annual work plan, and advised that "smaller issues" would not necessarily need to be included. Commissioner Curtis discussed situations in which commission position papers would be appropriate. Discussion took place regarding a presentation made to the Board of Supervisors which included a recommendation about acquisition of the Silver Saddle Ranch. Mr. Moellendorf advised that the presentation was not part of an item agendized for Board of Supervisors action. He further advised that the change, referenced by Commissioner Curtis, was made in the draft master plan. Ms. Ritter advised that master plan documents are usually revised after having received comments from all the advisory committees, the public, and the Board of Supervisors. Commissioner McKenna noted that the relationship between advisory boards, commissions, and committees and City departments was not specifically addressed in the policy. He suggested adding language specifying that advisory boards have no authority over City staff. Chairperson Keeton thanked Ms. Ritter. He called for public comment; however, none was provided.

**2-B. ACTION TO RECOMMEND TO THE PLANNING COMMISSION AND THE BOARD OF SUPERVISORS ADOPTION OF THE PARKS AND RECREATION MASTER PLAN** (5:57:03) - Mr. Moellendorf reviewed the staff report. Mr. Krahn referred to the minutes of the November 21, 2005 joint meeting of the Carson River Advisory Committee ("CRAC") and the Open Space Advisory Committee ("OSAC"), together with written comments provided by OSAC Member Howard Riedl, which were included in the agenda materials. He distributed to the commissioners and staff a portion of the master plan with advisory committee and public comment incorporated. [Vice Chairperson DePauw arrived at 6:01 p.m.] Mr. Krahn described the method by which the comments were incorporated and advised that the revisions were redlined. He referred to recently received written comments, copies of which were included in the agenda materials. He advised that no further public comment had been received, either oral or written. He reviewed the revisions included in the redlined handout. Mr. Moellendorf compared tables 3.4 and 3.5, and discussion ensued. In response to a question, he advised that one statistical table "doesn't tell the whole story" with regard to outdoor recreation activities.

(6:14:30) Beth Scott expressed appreciation for the Parks and Recreation Department researching the issues outlined in her November 29, 2005 letter, a copy of which was included in the agenda materials. She discussed statistics associated with horse competition shows, and suggested the unlikelihood that the tables

## CARSON CITY PARKS AND RECREATION COMMISSION

### Minutes of the December 6, 2005 Meeting

#### Page 3

included in the handout reflected the recreational equestrian use involved in competition shows. She advised that competitors participate in indoor and outdoor events. Many competitors are recreational; some are professional. Ms. Scott suggested that the data reflected in the tables is underestimated, but advised she would pursue it no further "because it's a really difficult issue." She advised that the elements are of such concern to equestrians "because this is the only document" where such concerns will be reflected. "During the past couple years, we've had every kind of obscure piece of information obtusely interpreted in order to try to overlook the importance of equestrian recreation and equestrian concerns in Carson City." Ms. Scott expressed appreciation for the commissioners' and staff's attention. She thanked staff for including, at page 49 of draft #12, language with regard to "working with local equestrian groups to identify activities that will have local appeal that could be cost effectively developed at other appropriate sites." She acknowledged that all equestrian recreation cannot possibly be contained at the Fuji Park / Fairgrounds facility, and advised that "we need to come up with plans for equestrian recreation at other locations." With regard to Neighborhood #11, she clarified that the language should read "California / Overland Trail." With regard to the implementation strategies listed under Neighborhood #11, she advised that the word "corral" defines an area for keeping livestock. She suggested the term "practice arena" would be more appropriate. She thanked the commissioners and staff for their consideration of equestrian issues. Discussion took place regarding the language of the implementation strategy under Neighborhood #11. Mr. Moellendorf explained the idea behind the word "corral" was actually an exercise ring. Ms. Scott acknowledged that deleting the word "corral" from the implementation strategy would be acceptable.

Mr. Krahn continued reviewing revisions delineated in the handout, and discussion took place regarding other suggested revisions. Commissioner Livermore discussed the possibility of adding a section regarding Community Center Theater signage. Ms. Singer advised that Community Center Operations Manager Mitch Ames continues to pursue funding for signage. In response to a comment, Commissioner Livermore noted that the Foundation for the Betterment of Parks and Recreation is well organized and viable. Additional discussion took place regarding suggested revisions.

Mr. Krahn reviewed Public Works Operations Manager Tom Hoffert's written comments, copies of which were included in the agenda materials. Commissioner Livermore requested Mr. Krahn to also add cell towers to the language of Paragraph 8.3(3). Commissioner Curtis requested Mr. Krahn to add language regarding reciprocal arrangements with the City Utilities Division. Commissioner McKenna suggested deleting the concept of limitations from Paragraph 8.3(3), and the commissioners concurred.

Commissioner Curtis reviewed an extensive list of suggested revisions to draft #12, and discussion followed. Commissioner Livermore noted there was no reference to the Eagle Creek Detention Basin area. Commissioner Herst commended staff and the consultant on the maps and legends. In response to a question, Mr. Krahn reviewed the various means by which the master plan is available to the public. In response to a further question, he advised that the Planning Commission would receive a revised version of the document approved by the commission at this meeting. Chairperson Keeton reviewed suggested revisions to draft #12, and discussion followed. He called for public comment.

(7:35:56) Jay Meierdierck distributed written comments to the commissioners and staff, and reviewed the same. He expressed support for the vast majority of the master plan. He expressed concern that approval of the parks and recreation master plan element is ahead of some other pending projects, including the Vicee Canyon special planning area. He advised that a master plan schedule indicated decisions on the Vicee Canyon special planning area were to be made prior to the parks and recreation master plan and the

## **CARSON CITY PARKS AND RECREATION COMMISSION**

### **Minutes of the December 6, 2005 Meeting**

#### **Page 4**

comprehensive land use master plan proceeding. The Planning Commission held one meeting on the Vicee Canyon special planning area at which a large number of citizens were present. All hearings on the special planning area were subsequently postponed. Mr. Meierdierck advised that the parcel of land, which is the subject of the Vicee Canyon special planning area, has been a part of two other master planning processes. He provided background information with regard to the same.

Mr. Krahn provided background information on the Vicee Canyon special planning area public hearing schedule. He explained that a number of the residents of Lakeview, Timberline, and the surrounding area had expressed opposition to further public hearings during the Christmas / holiday season. Staff subsequently took steps to postpone the public hearing process to January 2006. Discussion took place regarding the public hearing schedule.

With regard to the "pending public lands exchange proposal," Mr. Meierdierck advised of "numerous implications and ramifications on parks and recreation." He agreed that an increase in residential construction tax is needed. He advised that residential construction tax "is supposed to be used for neighborhood recreational facilities." With regard to the Vicee Canyon special planning area, he noted "numerous discussions of joint venturing with the college for a sports complex, sports fields, a community center theater, amphitheater" in the master plan. He expressed the opinion that the state lands associated with the Vicee Canyon special planning area "are the best opportunity to implement" those amenities. He noted that the subject lands are adjacent to City, WNCC, and other public lands. They have access to a collector street and are currently in public ownership. The topographic and geographic characteristics of the parcel "provide a fantastic opportunity to include a community park, open space, sports fields, mixed-use activity center, including a theater and amphitheater, open space and other facilities." He advised that State and City officials have been in discussion regarding the Vicee Canyon special planning area parcel for "at least ten years now." He expressed the opinion that the parcel, in a special planning area, should be considered prior to the commission forwarding recommendations to the Planning Commission and the Board of Supervisors.

Mr. Meierdierck advocated neighborhood parks, and read into the record a portion of his written comments. He noted that neighborhood parks are defined as "walk-to" facilities, but that there are some which are not accessible by the walking public. He provided an example. He advised that over half of the 17 neighborhood parks identified in the master plan are comprised of less than one acre. He expressed support for requiring all new developments to provide finished neighborhood parks to meet the needs of their residents. He read statistical information from his written comments into the record. He expressed the opinion that Carson City needs two additional community parks, and that the best location for one would be in cooperation with WNCC on the adjacent State-owned or Vicee Canyon lands. His reasons included the necessary access, acreage, topography, geography, and that the lands are currently in public ownership. He expressed a preference for the JohnD Winters and the Vicee Canyon proposed sites over the Arrowhead Drive site.

Mr. Meierdierck read a portion of this written comments regarding sports fields and the public lands bill into the record. He recommended that the master plan call for two additional community parks, eleven sports fields, three to four additional mixed-use activity centers, and 133 acres of natural parks. He noted eight possible sites, and expressed the opinion that some discussion should be included in the plan with regard to "what is going to go where." He expressed the further opinion that all eight sites are needed "to meet the minimum demands of the parks and recreation master plan." He read into the record his

## CARSON CITY PARKS AND RECREATION COMMISSION

### Minutes of the December 6, 2005 Meeting

#### Page 5

recommendations regarding the Vicee Canyon area, and the “public lands bill exchange properties.” He expressed the opinion that recommending approval of the master plan at this point would void it before it is adopted.

Commissioner Livermore related comments made earlier in the day, by WNCC Baseball Coach Whittemore, regarding funding anticipated to be allocated to WNCC. Discussion took place regarding the proposed Combs Canyon planned unit development. Mr. Meierdierck discussed athletic programs offered by WNCC in conjunction with the provisions of the master plan. He reiterated the opinion that a community park, open space, a neighborhood park, a community center, an amphitheater, and a theater could be developed in cooperation with WNCC. Commissioner Livermore clarified that, in light of the information provided by Coach Whittemore, the City should be prepared to carry the cost burden of any projects developed in conjunction with WNCC. Mr. Meierdierck pointed out that the master plan spans twenty years. Within that time frame, there is the possibility WNCC could convert to a four-year college and that funding opportunities may change. Chairperson Keeton advised that the parks and recreation master plan will be reviewed annually and amended as necessary.

Commissioner McKenna expressed an interest in staff’s input with regard to Mr. Meierdierck’s comments. Mr. Moellendorf thanked Mr. Meierdierck for his effort in reviewing the plan. He noted that neighborhood parks range in size from smaller than one acre. He advised that Carson City has neighborhood recreation facilities which “sometimes fall out of the boundaries of that range.” He acknowledged there are physical barriers to certain neighborhood parks. He advised that staff would further assess Mr. Meierdierck’s comments with an eye toward possible additional revisions to the draft master plan. He acknowledged Mr. Meierdierck’s points with regard to the public lands bill, and advised that this is a “process that’s several years down the road.” He noted that the public lands bill relates back to the neighborhood park issue. The “changing face” is leaning more toward natural amenities which lends itself well to open space acquisition of public lands strategically placed to serve several purposes, including trail heads and natural parks. Commissioner McKenna expressed the hope that Mr. Meierdierck’s comments would be considered and possibly incorporated. He expressed a preference that the master plan not be returned to the commission for further review. Commissioner Curtis anticipated that Mr. Meierdierck’s comments would become more germane to the master plan as it is implemented. Commissioner Livermore provided background information on Mr. Meierdierck’s participation in developing previous parks and recreation master plans as a former commissioner.

Chairperson Keeton thanked Mr. Meierdierck and called for additional public comment. When none was forthcoming, he entertained a motion. **Commissioner McKenna moved to approve and recommend to the Planning Commission and the Board of Supervisors adoption of the Parks and Recreation Master Plan, as amended. Commissioner Hoffman seconded the motion.** In response to a question, Mr. Moellendorf advised that staff would take the comments provided and include them in the final draft to be presented to the Planning Commission. Commissioner McKenna discussed the intent of his motion, and noted that the Board of Supervisors will be the final decision makers. Mr. Moellendorf advised that public comment would continue to be received between now and the time the final document is approved. Commissioner Patton expressed support for the process. Chairperson Keeton called for a vote on the pending motion; **motion carried 9-0.**

**CARSON CITY PARKS AND RECREATION COMMISSION**

**Minutes of the December 6, 2005 Meeting**

**Page 6**

**3. NON-ACTION ITEMS:**

**STATUS REPORTS AND COMMENTS FROM STAFF (8:12:13)** - Mr. Fahrenbruch advised that the Chamber of Commerce Leadership Class would be planting 26 trees in phases 5 and 6 of the open space area of Long Ranch Estates on Saturday, December 10<sup>th</sup>. The Parks and Recreation Department will supply equipment. In response to a question, Mr. Fahrenbruch advised that Question #18 funding would be used to match the Healthy Kids Grant from GameTime. He provided background information on the grant, and advised that the equipment will be placed at the upper portion of the JohnD Winters Centennial Sports Complex. He advised that the modular system will be comparable to that which is located at the Edmonds Sports Complex playground. Mr. Moellendorf commended Mr. Fahrenbruch on having written the grant and obtaining the funding. He congratulated Mr. Fahrenbruch and Recreation Supervisor Joel Dunn.

Mr. Moellendorf advised that the Board of Supervisors approved the commission's recommendation to earmark \$500,000 in Question #18 funds toward the Ronald D. Wilson Memorial Park. Mr. Krahn has contacted a landscape architect to begin design work. Mr. Moellendorf advised there may be design changes based on comments and input received during the master plan process. He referred to the proposed master plan presented for Fuji Park and the Fairgrounds, presented at the November 15<sup>th</sup> commission meeting. He advised of having received a great deal of public input, and that staff is in the process of meeting with members of the Fuji Park Users Coalition. Kevin Coleman, the casino developer, will also participate. He advised of a meeting scheduled for Wednesday, December 7<sup>th</sup>. He reviewed information presented at an Athletic Business Conference he recently attended in Orlando, Florida. He will provide a report on each of the sessions attended. Mr. Krahn reviewed the Notice of Possible Quorum distributed to the commissioners and staff prior to the start of the meeting.

**STATUS REPORTS, COMMENTS, AND CONCERNS FROM COMMISSIONERS (8:20:55)** - Commissioner McKenna advised of a complaint regarding a tree down in Riverview Park, and that the tree was removed, by Parks staff, within twelve hours. Commissioner Livermore advised that Mr. Krahn and Mr. Plemel will present the master plans to the Carson City Rotary Club on December 27<sup>th</sup>. He further advised that the Board of Supervisors will conduct Parks and Recreation Commissioner interviews at their December 16<sup>th</sup> meeting. (8:30:31) Chairperson Keeton commended Vice Chairperson DePauw on her service to the commission and to the City. Vice Chairperson DePauw expressed appreciation to the commissioners.

**FUTURE AGENDA ITEMS FROM COMMISSIONERS (8:23:17)** - Mr. Krahn responded to questions regarding the linear park path in reference to the December 8<sup>th</sup> meeting notice provided by the Nevada Department of Transportation, a copy of which was included in the agenda materials. Commissioners McKenna and Patton requested staff to agendize a presentation by NDOT staff on the linear path. Commissioner Patton advised he would be unable to attend the January 3, 2006 meeting. In response to a question, Mr. Moellendorf reviewed the time line associated with the recreation center site selection process.

**FUTURE AGENDA ITEMS FROM STAFF (8:29:44)** - Mr. Moellendorf discussed the possibility of developing an annual work plan, and advised that discussion regarding an annual goal-setting session would be agendized.

**CARSON CITY PARKS AND RECREATION COMMISSION**

**Minutes of the December 6, 2005 Meeting**

**Page 7**

**4. ACTION ON ADJOURNMENT (8:32:03)** - Vice Chairperson DePauw moved to adjourn the meeting at 8:32 p.m. Commissioner Patton seconded the motion. Motion carried 9-0.

The Minutes of the December 6, 2005 Parks and Recreation Commission meeting are so approved this 3<sup>rd</sup> day of January, 2006.

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THOMAS N. KEETON, Chair