# Minutes of the January 16, 2007 Meeting Page 1

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, January 16, 2007 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Donna Curtis

Vice Chairperson John Felesina

Sam Bauman Leanndra Jones Tom Keeton Pete Livermore John McKenna Glenn Tierney Rich Wontorski

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director

Scott Fahrenbruch, Parks and Recreation Director of Operations

Barbara Singer, Recreation Superintendent

Vern Krahn, Park Planner

Mary-Margaret Madden, Senior Deputy District Attorney

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 public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

**CALL TO ORDER AND DETERMINATION OF QUORUM** (5:31:07) - Chairperson Curtis called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Chairperson Curtis welcomed Commissioner Wontorski, and Mr. Moellendorf provided background information on his experience.

#### CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:32:35) - None.

- **1. ACTION ON APPROVAL OF MINUTES December 5, 2006** (5:32:45) Commissioner Livermore moved to approve the minutes, as presented. Commissioner Wontorski seconded the motion. Motion carried 9-0.
- **2. MODIFICATIONS TO THE AGENDA** (5:33:17) None.
- 3. AGENDA ITEMS:
- 3-A. PRESENTATION REGARDING THE ROLE AND PURPOSE OF THE CARSON RIVER REGIONAL RECREATION STEERING COMMITTEE IN THE DEVELOPMENT OF THE CARSON RIVER AQUATIC TRAIL MASTER PLAN; and 3-B. ACTION TO RECOMMEND TO THE PLANNING COMMISSION AND BOARD OF SUPERVISORS THE

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FOLLOWING CHANGES TO THE ADOPTED UNIFIED PATHWAYS MASTER PLAN: (1) INCORPORATION OF THE CARSON RIVER AQUATIC TRAIL MASTER PLAN; (2) REMOVAL OF THE SHARED STREET BICYCLE ROUTE ON ARROWHEAD DRIVE FROM GONI ROAD TO JOHND WINTERS CENTENNIAL PARK, AND THE ADDITION OF A PAVED MULTI-USE PATH ON CARSON CITY AIRPORT PROPERTY FROM GONI ROAD TO JOHND WINTERS CENTENNIAL PARK; (3) ACCEPT TECHNICAL CORRECTIONS, INCLUDING MINOR TEXT AND MAP REVISIONS, ALONG WITH DOCUMENT AND APPENDIX COORDINATION AS IDENTIFIED BY STAFF IN THE UNIFIED PATHWAYS MASTER PLAN (5:33:40) - Chairperson Curtis introduced this item, and Mr. Krahn provided an overview of the presentation. He introduced Nevada Commission on Tourism ("NCOT") Public Information Officer Chris Chrystal, Carson Water Subconservancy District ("CWSD") Administrator Ed James, and Resource Concepts, Inc. Hydrologist / Fluvial Geomorphologist Lynn Zonge.

(5:36:06) Ms. Chrystal provided background information on NCOT's overall mission, its involvement in development of the aquatic trail master plan, and formation of the steering committee.

(5:39:20) Commissioner Livermore discussed Ms. Chrystal's presentation to the Board of Supervisors and the Board's subsequent decision to allocate funding to the aquatic trail feasibility study. He noted the benefit of the aquatic trail master plan to promote safety and appropriate use of the River. He discussed his involvement in the steering committee, and noted the benefit of partnership between the City, State agencies, Lyon County, and other entities to bring this recreation opportunity to the community.

(5:44:17) At Mr. Krahn's request, Ms. Chrystal discussed NCOT's vision to improve recreational experiences on the Carson River, which will add an element to regional water-based activities. She discussed the importance of managing the River "before things get out of control and create a problem that eventually will require management anyway." She noted the tourism, recreation, and resource management opportunities represented by the aquatic trail plan.

(5:48:10) Mr. James provided background information on Ms. Zonge's presentation of the aquatic trail plan concept to the CWSD. He advised of initial concerns over liability, private property rights, and water resources. He discussed his involvement in the steering committee, and the concerns addressed as part of the aquatic trail master plan. He expressed the belief that the plan effectively deals with the previously listed concerns and provides for a recreational resource to be enjoyed by the community.

Commissioner Livermore commented on the public meeting held at Eagle Valley Junior High School. In response to a question, Ms. Chrystal discussed the economic component of the Truckee River Aquatic Trail feasibility study. She advised that, as the Carson River Aquatic Trail has evolved, it has become a completely different type of project than the downtown Truckee River Aquatic Trail project. The Carson River project has a different focus.

Mr. Krahn provided an overview of the staff report and the public review process. Ms. Zonge expressed appreciation for the opportunity to have worked with City staff and State representatives. She narrated a SlideShow presentation of the Carson River Aquatic Trail Master Plan. At Mr. Krahn's request, Ms. Singer

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discussed the potential benefits of the plan to the Recreation Division and its programming. Mr. Krahn advised that Fire Chief Stacey Giomi had reviewed the plan. He read into the record Chief Giomi's January 12, 2007 memo, copies of which were distributed to the commissioners prior to the start of the meeting.

Mr. Krahn reviewed proposed amendments to the unified pathways master plan element which was displayed in the meeting room. Commissioner Livermore discussed possible funding mechanisms for the aquatic trail master plan, the potential for commercial outfitters, and benefits to Recreation Division programs. He encouraged support of the plan. In response to a question, Mr. Krahn discussed match requirements associated with Question #1 funding and other possible funding sources. He provided background information on Question #1 priority projects, and noted that the aquatic trail plan was listed as a priority. Mr. Moellendorf reviewed other possible grant funding opportunities for the aquatic trail plan. He discussed private property in the Carson canyon which the Open Space Advisory Committee is interested in acquiring. Acquisition of these properties would be key to the aquatic trail plan in addressing private property concerns as well as securing and identifying a rest area through the canyon. In response to a comment, Mr. Krahn reviewed the purpose for the \$2.5 million Question #1 River allocation. He discussed other grant funding sources and the purposes for which they have been allocated.

Commissioner Keeton expressed concerns over ongoing costs for maintenance and personnel. Mr. Krahn discussed the possibility of commercial outfitters / vendors to assist the Recreation Department with programming; Fire Department personnel, rescue certification and training; and project funding. He advised that the aquatic trail master plan serves as a vision document for the River and the community. It is not fiscally constrained and will have to be implemented project-by-project. Commissioner Felesina commended City staff, the consultants, and everyone involved in developing the plan. He expressed the hope that implementation of the aquatic trail plan would coincide with construction of the V&T Railway. In response to a question, Ms. Zonge advised that the Desert Research Institute has a monitoring station near Brunswick Canyon. She further advised of having recently participated in a water sampling project which revealed that the water quality is good.

Chairperson Curtis opened this item to public comment. (6:44:04) Sue Newberry, representing Muscle Powered, expressed support for the plan. She requested that funding not be re-allocated from sources which have already been earmarked for surface trails.

Chairperson Curtis called for additional public comment and, when none was forthcoming, entertained a motion. Commissioner McKenna moved to incorporate the Carson River Aquatic Trail Master Plan into the unified pathways master plan. Commissioner Livermore seconded the motion. Motion carried 9-0.

In response to a question, Ms. Chrystal discussed historic resources along the River. She commented on the benefit of the V&T Railway and the aquatic trail occupying the same canyon. "We think these two attractions are going to fit together nicely." Ms. Chrystal described historic resources which can only be viewed from a raft or a kayak on the River.

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Mr. Krahn reviewed that portion of the staff report pertinent to the recommendation to amend the unified pathways master plan element by removing the shared street bicycle route on Arrowhead Drive. He oriented the commissioners to the subject route using a displayed map, and reviewed pertinent agenda materials. Mr. Moellendorf and Commissioner Livermore provided additional background information regarding removal of the shared street bicycle route designation. Mr. Moellendorf discussed the importance of a non-motorized transportation connection to Centennial Park, and expressed the opinion that the recommended solution provides that opportunity.

Commissioner McKenna reviewed the proposed route, and expressed concern over bicycles in close proximity to airport taxiways. Mr. Moellendorf advised that the actual route is yet to be determined, but the purpose of the recommendation is to reroute bicycles and pedestrians from Arrowhead Drive. Commissioner McKenna agreed with eliminating the bicycle route designation from Arrowhead Drive, and requested that staff return to the commission with "a viable plan that will work." Mr. Moellendorf advised that bicycles can't be banned from Arrowhead Drive due to its shared-use roadway designation. The purpose is to promote the other route. Commissioner McKenna expressed support for removing the Arrowhead designation from the master plan element. He reiterated the opinion that the alternative is not viable, and requested staff to return to the commission with a viable alternative. Commissioner Keeton inquired as to costs associated with developing the alternate route, and the project time table. Mr. Moellendorf advised that the unified pathways master plan element is a vision document with no itemized costs for the subject pathway or any other project included in the plan. As opportunities arise and implementation strategies are considered, costs and funding sources will be determined. In response to a comment, Mr. Moellendorf advised that the purpose of this agenda item was to indicate that Arrowhead Drive will not be promoted as a primary route for non-motorized transportation. Commissioner Keeton agreed with Commissioner McKenna's comments to remove the designation from Arrowhead Drive and to consider an alternative route at a future meeting. Mr. Moellendorf reviewed the recommended action included in the staff report.

(7:07:22) Carson City Airport Authority Member Collie Hutter discussed the Airport Master Plan. She provided background information on the proposed alternate route and assured the commissioners that the path will be outside the airport fences. She advised of the possibility that fences may be moved and new gates installed. She discussed the five-year implementation schedule associated with the Airport Master Plan, and how the master plan correlates with the City's comprehensive master plan. She expressed support for the proposed alternate route in that it would draw attention to the airport.

Chairperson Curtis expressed concern over removing the Arrowhead Drive designation without indicating a different route. Commissioner McKenna thanked Ms. Hutter for the information, and expressed support for the alternate route outside the airport fence.

(7:11:10) Sue Newberry expressed the opinion that the recommendation is a "great example" of compromise. She expressed support for not removing one designated route without adding another. She expressed understanding that the alternate route may not be in place for some time. She advised that Muscle Powered members agreed to support the proposed amendment to the unified pathways master plan

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element. In response to a question, she explained the term "bicycle route" as defined by the Manual on Uniform Traffic Control Devices. She advised that removal of the designation won't "really change anything except that you're not going to see that on a map now."

Commissioner Livermore thanked Ms. Newberry for her comments. He agreed that, with few exceptions, every street in Carson City can be ridden by a bicyclist. He advised that the amendment will prevent the manufacturers from having to address construction, development, operation, and maintenance of a bicycle route. Chairperson Curtis called for additional comments and discussion and, when none was forthcoming, entertained a motion. Commissioner McKenna moved to recommend to the Planning Commission and the Board of Supervisors the following change to the adopted unified pathways master plan: removal of the shared street bicycle route on Arrowhead Drive from Goni Road to JohnD Winters Centennial Park, and the addition of a paved, multi-use path on Carson Airport property, outside the fence, from Goni Road to JohnD Winters Centennial Park. Commissioner Livermore seconded the motion. Motion carried 9-0.

Mr. Krahn provided background information and reviewed that portion of the staff report pertinent to recommended technical corrections to the unified pathways master plan element. Mr. Moellendorf emphasized that the recommended revisions do not, in any way, change the initial concepts or philosophies of the unified pathways master plan element. He described the recommended revisions as "housekeeping issues." He clarified there are additions which provide information on the public process associated with development and adoption of the master plan element. He suggested the revisions would have been incorporated over the course of time as the plan evolves, and that this item was presented, as a matter of convenience, with the aquatic trail master plan and the revision to the Arrowhead Drive bike route designation.

Chairperson Curtis discussed her preferences for addressing future recommended revisions to the master plan, and requested that each commissioner be provided a copy of the master plan "regardless of the expense." Mr. Krahn discussed the reproduction budget associated with the parks and recreation master plan element, and explained that the unified pathways master plan element had no reproduction budget. He discussed corresponding costs for reproducing the unified pathways master plan element, and advised that, with the current budget constraints, making multiple copies of the master plan element has not been feasible. Mr. Moellendorf agreed, and advised that an exception for providing a paper copy of the master plan element could be made for any commissioner who doesn't have access to the Internet. Once the unified pathways master plan element is finalized, with the aquatic trail master plan incorporated, paper copies will be provided to the commissioners in a loose-leaf binder which will accommodate future revisions. Mr. Moellendorf noted that the master plan element is available on line not only for the commissioners but also for the community.

Chairperson Curtis entertained a motion. Commissioner Keeton moved to recommend to the Planning Commission and the Board of Supervisors the acceptance of technical corrections, including minor text and map revisions, along with document and appendix coordination, as identified by staff in the unified pathways master plan. Commissioner Livermore seconded the motion. Motion carried 9-0.

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3-C. ACTION TO APPROVE AND RECOMMEND TO THE BOARD OF SUPERVISORS AN "INTERLOCAL AGREEMENT FOR THE CONSTRUCTION AND OPERATION OF A MULTIPURPOSE INDOOR RECREATION, HEALTH, WELLNESS, AND EDUCATIONAL FACILITY" (7:29:49) - Chairperson Curtis introduced this item and advised that it would be discussion only. Mr. Moellendorf reviewed the staff report and the provisions of the draft agreement. He anticipated the draft agreement would be ready for review by the commission at the February 6, 2007 meeting. In response to a question, he advised that the draft agreement will be provided to the commissioners in advance of the meeting. He commended Ms. Madden and WNCC's counsel on their efforts with the draft agreement. Chairperson Curtis called for public comment; however, none was forthcoming.

3-D. ACTION TO APPROVE AMENDING THE PARKS AND RECREATION BYLAWS TO CHANGE THE FREQUENCY OF THE COMMISSION MEETINGS FROM TWO MEETINGS PER MONTH TO ONE MEETING PER MONTH DURING THE MONTHS OF JANUARY, FEBRUARY, MARCH, APRIL, MAY, SEPTEMBER, OCTOBER, AND NOVEMBER (7:36:36) - Chairperson Curtis introduced this item, and Mr. Moellendorf reviewed the staff report. Mr. Moellendorf emphasized that staff's recommendation stemmed from concerns over productivity; that rather than spending time preparing agendas and attending meetings, staff's time would be better spent on the projects listed in the staff report.

Commissioner Keeton suggested removing the word "for" before the word "December" in staff's recommended action. Commissioner Livermore expressed disagreement with staff's recommendation to amend the commission's bylaws. Commissioner McKenna advised of the School Board's policy to not become involved in matters concerning the operation of the commission, and that he would not participate in the discussion. Commissioner Felesina expressed concern over calling special meetings, and over "sending a message that half of our meetings ... the agenda items are irrelevant ..." He suggested that oncea-month meetings would "take twice as long." Chairperson Curtis committed to doing her best to "try to move the meetings along," and to cancel meetings, if necessary. She suggested "we would all have to really change our ways," to accomplish commission business in one meeting a month. She further suggested revising the agenda to allow Parks and Recreation Department staff to provide reports at the beginning of the meeting. She expressed the opinion that the number of "FYI" items included in the agenda materials is "kind of excessive." She suggested agendizing further discussion of ways to "move agendas along" at an upcoming workshop meeting. Commissioner Bauman suggested that once-a-month meetings would constrain the commissioners regarding their "extraneous remarks." Commissioner Wontorski suggested hiring additional Parks and Recreation Department staff. He expressed support for once-a-month meetings to free up staff.

Mr. Moellendorf advised that this item was re-agendized based on a consensus of the commission to do so. He expressed the opinion that one meeting a month would result in more efficiency. In addition, the commissioners would be afforded more preparation time for each meeting. This may result in less discussion and fewer questions which would also contribute to meeting efficiency. Mr. Moellendorf advised that staff has worked, over the past year, to eliminate items which are more administrative in nature and do not need to be discussed or reviewed by the commission. He agreed that hiring more staff would

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be ideal; unfortunately, the current budget constraints will not permit doing so. Mr. Moellendorf anticipated that, as positions are lost through attrition, preparing for two commission meetings per month will becoming increasingly more difficult for Parks and Recreation Department staff.

Commissioner Keeton expressed the opinion that the 77-hour estimate of staff time spent on commission meetings could be attributed to the master planning process. He expressed the belief that the commission could continue meeting twice a month and cancel meetings "if we don't have some really important stuff to do." He expressed a preference for retaining the option to have two meetings per month in light of the "important stuff coming up." He expressed the opinion that information-only or non-action items could be covered by "the written material only." He agreed with Chairperson Curtis that the meeting could be opened with staff reports. He offered to pick up agenda packets for himself and the commissioners who live on the west side of town. He requested Chairperson Curtis and Vice Chairperson Felesina to work with Mr. Moellendorf "to see what items we constantly bring up that we don't have to, that can be done to reduce your work load." Commissioner Felesina referred to the list of future agenda items and, expressed concern over the public having opportunity to provide input. Chairperson Curtis suggested reviewing this matter in six to eight months.

#### 4. NON-ACTION ITEMS:

STATUS REPORTS AND ANNOUNCEMENTS FROM STAFF (7:58:49) - Mr. Moellendorf reported on the swim meet hosted at the Aquatic Facility and the adult footsall program held in the gymnasium last weekend. He further reported that the Community Center was opened last evening to accommodate citizens from the north side of town who were without power due to an outage. Ms. Singer invited the two new commissioners and any interested citizen to tour the Community Center, the Aquatic Facility, and some of the LatchKey program sites. She requested any interested commissioners or citizens to contact her.

**COMMISSIONERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (8:02:07) - At Chairperson Curtis' request, Mr. Moellendorf discussed goals to be presented to the Board of Supervisors at their January 18<sup>th</sup> meeting, including the indoor recreation center and a task force to consider funding for parks and recreation services and programs, cultural and library service programs.

- **5. FUTURE AGENDA ITEMS** Previously covered.
- **6. ACTION ON ADJOURNMENT** (8:05:23) Commissioner Keeton moved to adjourn the meeting at 8:05 p.m. Commissioner Bauman seconded the motion. Motion carried 9-0.

The Minutes of the January 16, 2007 Carson City Parks and Recreation Commission meeting are so approved this 20<sup>th</sup> day of February, 2007.

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