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A workshop meeting of the Carson City Parks and Recreation Commission was scheduled for 6:00 p.m. on Tuesday, June 17, 2003 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Stacie Wilke

Vice Chairperson Tom Keeton

Donna Curtis Donna DePauw Jim Dunn Charlene Herst Michael Hoffman

Pete Livermore John McKenna

**STAFF:** Linda Ritter, City Manager

Steve Kastens, Parks and Recreation Director

Scott Fahrenbruch, Parks and Recreation Director of Operations

Vern Krahn, Parks Planner

Barbara Singer, Recreation Superintendent

Steve Lewis, Workshop Facilitator 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.

**1-2. CALL TO ORDER AND ROLL CALL** (1-0008) - Chairperson Wilke called the meeting to order at 6:03 p.m. Roll was called; a quorum was present. Mr. Kastens introduced City Manager Linda Ritter and Workshop Facilitator Steve Lewis.

### 3. AGENDA ITEMS:

**3-A. PARKS AND RECREATION COMMISSION 101 - INFORMATION REFRESHER AND NEW MEMBER ORIENTATION** (1-0044) - Mr. Lewis provided background information on the purpose of the workshop and an overview of the agenda. He referred to the Parks and Recreation Commission handbook and provided an overview of its contents. He invited the Commissioners to ask questions and make comments as the meeting progressed. Mr. Kastens provided an overview of the Commission handbook.

**3-A1. NEVADA REVISED STATUTES** (1-0130) - Mr. Kastens reviewed the applicable statutes, copies of which were included in the Commission handbooks. In response to a question, he reviewed the potential duties of the Commission as outlined in NRS 244.30792. He noted that the specific duties of the Commission are further delineated by the Board of Supervisors. He provided background information on the origin of the Commission as provided for in NRS 244A.571, and discussed the relationship between the Commission and the Fair and Recreation Board. He referred to NRS 278.497 and provided an overview of residential construction tax; discussion took place with regard to the same. Mr. Kastens explained the function of development agreements and the one-district concept under which Carson

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City operates. In response to a question, Mr. Kastens explained the residential construction tax application process. The application period ended May 1, 2003, and no new applications were received. Mr. Kastens discussed the application review process conducted by City staff, and advised that the applications will be presented to the Commission in September. He explained the responsibilities of the Commission in reviewing and prioritizing projects and, in turn, providing a recommendation to the Board of Supervisors.

Mr. Kastens referred to the applicable statute providing for eminent domain and advised that, during his tenure as Parks and Recreation Director, Carson City has never exercised that power. He referred to NRS 241, the Nevada Open Meeting Law. Mr. Kastens acknowledged that public comment on non-agendized items is allowed at the beginning of the agenda as well as at the time each agenda item is addressed by the Commission. He explained that no interaction can take place with a citizen making public comment on non-agendized items. In response to a further question, Mr. Kastens advised that Chief Deputy District Attorney Mark Forsberg has indicated that the Board of Supervisors agenda format is the best model. In response to a comment, Commissioner McKenna advised that deliberation toward a decision constitutes violation of the Open Meeting Law.

**3-A2. MUNICIPAL CODE** (1-0633) - Mr. Kastens reviewed the applicable Carson City Municipal Code ordinances, specifically Chapter 2.16. He acknowledged that the only required Commission positions are the Board of Supervisors and the School Board liaisons. Discussion took place regarding the method by which Commission members are appointed. Mr. Kastens reviewed the various responsibilities of the Commission as outlined in Chapter 2.16. Commissioner Livermore discussed the relationship between the Commission and the Board of Supervisors. In response to a question, Mr. Kastens advised that the Board of Supervisors has the responsibility of resolving conflicts between advisory commissions/committees. He provided historic information on the origin of the Shade Tree Council, the Carson River Advisory Committee, and the Open Space Advisory Committee, and advised that City staff treats each of the commission/committees the same; none is more important than the other in the City's overall scheme. He provided a brief overview of the remaining ordinances included in the Commission handbook. [Chairperson Wilke recessed the meeting at 7:06 p.m. and reconvened at 7:19 p.m.]

**3-A3. BY-LAWS** (1-1093) - Mr. Kastens referred to the Commission bylaws, discussed the process for amending the bylaws, and provided an overview of the same. Discussion took place regarding the term of the chairperson, and Commissioner McKenna expressed the opinion that elected officials should not be allowed to chair a citizens committee. Commissioner DePauw requested staff to agendize discussion regarding revision to the bylaws to provide for the ability of Commissioners to request agenda items by majority vote in the event of refusal by the chair. Additional discussion took place regarding the requirement to have a District Attorney's representative at the Commission meetings, the role of staff and the staff report format, and the requirement for posting meeting notices on the City's website. Mr. Kastens offered to make *Robert's Rules of Order* available to the Commissioners, and advised that he would check into the web posting requirement.

**3-A4. RESOLUTIONS/AGREEMENTS** (1-1445) - Mr. Kastens provided background information on the purpose and function of resolutions, and reviewed the resolutions included in the Commission handbook. Mr. Kastens discussed the process for adjusting parks and recreation fees and charges, and advised that staff will notify the Commission each time an adjustment is made. Commissioner Curtis suggested that annual review of fees and charges should be part of the City's budget process. Following discussion, Vice Chairperson Keeton expressed agreement with reviewing the fees and charges

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from a policy perspective only. Mr. Kastens acknowledged that the matter will most likely be agendized for one of the Commission meetings in September. In response to a question, he provided a brief overview of the policy which provides for collecting 25% of direct costs for a special event. Discussion took place regarding what constitutes a major special event.

Mr. Kastens distributed copies of the Parks and Recreation Department Listing of Agreements, Leases and Resolutions and provided an overview of the same. He offered to make the agreements available for review by the Commissioners at the Parks Administration Office. He advised that the Commission reviewed all the user agreements within the past two years.

3-A5. SCHOOL/CITY JOINT USE AGREEMENT (1-1867) - Mr. Kastens distributed copies and provided background information on the Joint Use Agreement. He reviewed the elements of the Agreement. Commissioner McKenna discussed the cooperative relationship between the Parks and Recreation Department and the School District, and commented on the resulting benefit to the community. Mr. Kastens acknowledged past discussions regarding the Parks Department assuming grounds keeping responsibilities at the schools. He advised that the matter never progressed past the discussion stage; the School District still has its own maintenance staff. He indicated no interest in readdressing the matter. Commissioner McKenna advised that joint maintenance of grounds does not work because of the diverse needs of both entities. He also acknowledged past discussions, and expressed the opinion that School District representatives are not interested in discussing the matter any further. He advised that the School District is always open to considering joint use of facilities, but pointed out the separate budgets and revenue sources of the two entities. Commissioner DePauw suggested keeping an open mind with regard to the grounds keeping issue. Commissioner Herst commended the parties involved in developing the Joint Use Agreement.

Mr. Lewis commended Mr. Kastens on development of the Commission handbook and on his presentation.

### 3-B. COMMISSIONER ROLES AND RESPONSIBILITIES

**3-B1. CALENDAR OF EVENTS** (1-2142) - Mr. Lewis solicited input from the Commissioners with regard to this item and discussion took place regarding the level of detail in which the Commissioners are interested. Commissioner McKenna expressed implicit trust in Mr. Kastens' ability to efficiently administer his department. He advised that the *Nevada Appeal* publishes a detailed calendar of events. Mr. Kastens circulated the *Capital City Focus* in which events are published every two months. In response to a question, Mr. Kastens advised that the City has a website but has not been able to hire a full-time webmaster. Chairperson Wilke commented that Parks and Recreation staff does an excellent job of keeping the Commissioners informed of upcoming events. Vice Chairperson Keeton agreed that Parks and Recreation staff has "done a great job," and advised that he is not interested in knowing minute details regarding events. He suggested that a spreadsheet calendar indicating the event, the location, and the hours of use would be helpful as documentation of the significant use of Parks and Recreation facilities. Ms. Singer advised that the Recreation Department will soon receive new operational software which will provide the ability to generate a calendar of events. Commissioner Hoffman requested periodic reports of facility usage, and discussion took place with regard to the same. Ms. Singer reviewed the facility reservation process. Commissioner Dunn suggested that staff should not be requested to spend additional time and effort generating reports that are already provided to the Commission during the annual budget process. Ms. Singer advised that she provides a monthly report to the Commission on Recreation

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Department statistics. Commissioner Dunn assured the newer Commissioners that staff provides the information being requested. He agreed with earlier comments by Commissioner Livermore that a calendar of events outlining matters which pertain to the Commission may be helpful and easier to provide.

Mr. Lewis provided an overview of the discussion, as follows: That the new Recreation Department software may be able to provide an easily-generated calendar of events; the website may not be a feasible means of communication at this time; existing sources of information are available, including the local newspaper and the *Capital City Focus*; and that it may be nice to have facility usage information.

3-B2. LIAISON WITH OTHER COMMISSIONS; 3-B2a. AGREE ON HOW A COMMISSIONER IS TO ACT AS A REPRESENTATIVE; 3-B2b. TWO-WAY COMMUNICATION WITH OTHER CITY COMMISSIONS; 3-B2c. REPRESENTATION AT OTHER RELEVANT AGENCY MEETINGS INCLUDING THE BLM, NEVADA DIVISION OF FORESTRY, CONSERVATION DISTRICTS, ETC. (1-2552) - Mr. Lewis reviewed a list of boards/commissions/committees with which the Commission has interests in common. In response to a question, Mr. Kastens described the liaison responsibilities. He cautioned the Commissioners that attending and providing comments at other meetings would have to be done as private citizens unless the Commission has taken official action in a public meeting. Discussion ensued, and Commissioner McKenna expressed a concern regarding any Commissioner attempting to convey details of Commission discussions to another advisory committee or outside agency. Vice Chairperson Keeton suggested that Commissioners could be designated as liaisons to provide information resulting from attendance at other meetings. Commissioner Livermore suggested that a Commission liaison could report on meetings attended under the regularly agendized item, "Comments and status reports from commission members."

**3-B2d. ADOPT-A-PARK CONCEPTS** (1-2856) - Mr. Kastens provided background information on this item, and Commissioner Curtis discussed a proposal to generate interest in City parks among and between the Commissioners and the general citizenry. Commissioner Livermore discussed corporate sponsored "park adoption" and Mr. Kastens advised that an Adopt-A-Park program has been in place for approximately 15 years. Chairperson Wilke discussed the opportunity to informally "adopt a park" based on the fact that there are so many neighborhood parks throughout the City. Based on the conversation, Mr. Lewis suggested that the Commissioners were already doing much of what had been discussed in the way of "keeping an eye" on the parks each of them frequents, getting word out to the respective community regarding upcoming agenda items, bringing back issues to the Commission and/or to staff.

**3-B3. VOLUNTEER RECOGNITION** (1-3061) - Mr. Lewis provided background information on this item and solicited comments from the Commissioners with regard to recognizing outstanding volunteer efforts. Commissioner Herst suggested certificates, and discussion took place with regard to the same. Commissioner Livermore advised that staff and the Board of Supervisors are diligent in ensuring that volunteers are recognized. Commissioner McKenna suggested scheduling one or two annual volunteer appreciation meetings.

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## 3-C. COMMISSION AGENDA

**3-C1. AGENDA CRITERIA** (1-3150) - Mr. Lewis requested the Commissioners to consider and suggest criteria by which to measure the relevance of matters to be placed on the Commission's agenda. The Commissioners had the following suggestions: fees/charges, expenditure of funds, policies, use agreements. In response to a question, Commissioner McKenna suggested criteria for items which would be inappropriate to the Commission agenda, as follows: Items which are outside the purview of the Commission or which would place the Commission in the position of taking action in place of the Board of Supervisors; and items which interfere with or micromanage the functions of staff. Discussion took place regarding the purview of the Commission and the importance of the public process. Mr. Lewis commented on the importance of this item to avoid the frustration of spending time discussing matters which should never have been agendized. He expressed the hope that the criteria will provide a more efficient guideline for determining relevant agenda items.

**3-C2. STANDING AGENDA ITEMS** (1-3396) - Mr. Lewis and Mr. Kastens provided background information on this item, and Mr. Kastens reviewed the purpose of the current standing agenda items. Commissioner DePauw expressed support for the previously suggested "park-a-month" review. Vice Chairperson Keeton suggested simply agendizing one park each month to provide the opportunity for public comment and discussion. Mr. Kastens expressed support for grouping parks geographically and agendizing them accordingly. Mr. Lewis summarized the discussion and, in response to a comment, Mr. Kastens suggested moving forward with the idea and informing the Commission if the project becomes burdensome to staff.

**3-C3. ORDER OF AGENDA** (1-3647) - The Commissioners concurred with reporting staff items prior to Commission items under the "Non-Action Items" section of the agenda.

**3-C4. SHOULD WE ADD A SECTION ON PROJECT UPDATES AND LIST THEM** (1-3687) - Consensus of the Commission was that this is already being done.

### 3-D. FUTURE MATTERS FOR COMMISSION TO CONSIDER AND WORK ON:

**3-D1. BRIEFLY REVIEW THE CURRENT MASTER PLAN AND DISCUSS STATUS AND NEED/INTEREST TO UPDATE** (2-0027) - Mr. Krahn provided background information on this item and an overview of the existing master plan element, including the most recent revisions. He discussed reasons for updating the master plan element, including new funding opportunities. Discussion took place regarding Question #1 opportunities for Carson City. Mr. Krahn noted the shift in Carson City over the last several years to a more proactive attitude toward parks and recreation, conservation, open space, habitat improvement, environment, etc. He advised that most master plan elements are reviewed every 5-7 years just to keep current with the community's trends. He noted that, of the 20 implementation goals in the current master plan, only one refers to recreation. He suggested that revisions to the master plan element should consider the recreational aspects of the community.

Mr. Krahn reviewed the scope of work included in the agenda materials which was developed in cooperation with Jeff Winston & Associates, the consulting firm which assisted the City in developing the Open Space Master Plan element. Discussion took place regarding costs associated with hiring a consulting firm, the time frame for updating the master plan element, and the master planning process. Commissioner

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McKenna suggested agendizing discussion regarding development of a framework for the master plan discussion over the next 2-3 Commission meetings. Mr. Kastens agreed and suggested that the Commissioners review the scope of work in preparation for future discussions. Commissioner Curtis suggested reviewing the current master plan element in terms of the goals and objectives.

Mr. Lewis reviewed the workshop accomplishments. Chairperson Wilke thanked Mr. Lewis for his involvement in facilitating the workshop.

- 3-E. ACTION ON SELECTING TWO COMMITTEE MEMBERS TO SERVE ON A SUBCOMMITTEE TO DEVELOP A PROJECT LIST AND PRIORITY RANKING MATRIX FOR CARSON CITY'S STATEWIDE BALLOT QUESTION #1 PROJECTS (2-0345) Chairperson Wilke requested volunteers to serve on the subcommittee which will meet Wednesday, July 23<sup>rd</sup>. Commissioners Hoffman and Curtis volunteered.
- **4. ACTION ON ADJOURNMENT** (2-0361) Commissioner Hoffman moved to adjourn the meeting. Commissioner Herst seconded the motion. Motion carried 9-0.

The Minutes of the June 17, 2003 Parks and Recreation Commission workshop meeting are so approved this 19<sup>th</sup> day of August, 2003.

STACIE WILKE, Chair	 	