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A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, February 6, 2001 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Glen Martel

Vice Chairperson Jim Dunn

Ken Elverum Larry Osborne Jon Plank John Simms Stacie Wilke Charles Wright

STAFF: Steve Kastens, Parks and Recreation Director

Walter Sullivan, Community Development Director

Scott Fahrenbruch, Parks Superintendent Barbara Singer, Recreation Superintendent Joel Dunn, Recreation Specialist/Sports Kurt Meyer, Recreation Supervisor Mitch Ames, Recreation Supervisor Kathleen King, Recording Secretary (PRC 02/06/01; Tape 1-0001)

(PRC 02/06/01; Tape 1-0001)

NOTE: Unless indicated otherwise, each item was introduced by the chairperson. 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 AND ROLL CALL (1-0001) - Chairperson Simms called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioner Cabrera was absent. Commissioner Wilke arrived at 5:34 p.m.

ACTION ON APPROVAL OF MINUTES - JANUARY 16, 2001 (1-0006) - Commissioner Wright moved to approve the minutes. Vice Chairperson Martel seconded the motion. Motion carried 7-0-2-0.

PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0015) - None.

AGENDA ITEMS

1. ACTION ON ELECTION OF OFFICERS FOR 2001 (CHAIRPERSON AND VICE CHAIRPERSON (1-0021) - Chairperson Simms expressed appreciation for the opportunity to have served as chair of the Commission, and thanked the Commissioners for their work over the last year. He called for nominations for chairperson. Commissioner Osborne thanked Chairperson Simms for his leadership role over the past year. Commissioner Osborne nominated Vice Chairperson Martel as chairperson. Commissioner Plank seconded the nomination, and moved to close nominations for chairman. Commissioner Osborne seconded the motion. Motion carried 8-0-1-0. Chairperson Simms passed the

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gavel to Chairperson-elect Martel. Chairperson Martel thanked Commissioner Simms, and expressed appreciation for his service as chairperson. Chairperson Martel called for nominations for vice chairperson. Commissioner Osborne nominated Commissioner Dunn for the position of vice chairman. Commissioner Wright seconded the nomination. Commissioner Plank moved to close nominations. Commissioner Wright seconded the motion. Motion carried 8-0-1-0. Commissioner Plank thanked Commissioner Simms and Chairperson Martel for their service to the Commission. He commented on a recent meeting with a former Commissioner who remarked on the progress and accomplishments throughout the parks system. He commended the Commission and the Parks Department staff.

2. ACTION ON USER AGREEMENT FOR THE ARCHERY RANGE LOCATED AT CENTENNIAL PARK (1-0075) - Mr. Kastens reviewed the staff report, and discussed the issues raised by Gunny Benson at a recent meeting with City staff. He reviewed the temporary lease agreement included in the agenda materials. He discussed the residential construction tax allocation for purchase of the storage shed, the purpose of the storage shed, and concerns expressed by Mr. Benson with regard to the same. He referred to the letter included as Exhibit B in the agenda materials, and discussed the City's policy not to compete with private businesses.

Mr. Kastens acknowledged that the archery range is situated on City park land. In response to a question, he advised that the Clear Creek Bowmen ("CCB") use the facility without being charged a fee in exchange for improvements, maintenance, operation, management, etc. A similar arrangement has been made with the users of the radio controlled flying field, the rifle and pistol range, and other non-profit groups. Commissioner Osborne expressed the opinion that the wording of the temporary lease agreement seems to be designed to limit outside use of the facility. In response to a question, Stephen Lani, of the CCB Board of Directors, explained the reason for the \$2 million liability insurance policy carried by the CCB. He acknowledged that the City required the \$2 million policy and indicated that the amount has to do with the type of activity and the level of exposure.

Mr. Lani and Rick Battaglia, also of the CCB, responded to questions regarding the proposed security deposit and user fee; the one-day limit for weekend events; the requirement to furnish insurance two weeks prior to a scheduled event; the four-week advance notification requirement; the right to have on-site monitors during an event and the authority of the monitors. Commissioner Osborne expressed appreciation for the improvements and maintenance provided by the CCB. He commented that the \$500 fee seems "a little out of line." Mr. Battaglia advised that the basis for the \$500 fee is the "thousands of hours of volunteer work" which CCB members have put into the archery range. In response to a question, Commissioner Osborne indicated that he would consider reimbursement of out-of-pocket expenses a fair fee for use of the archery range. Mr. Lani advised that the temporary lease agreement was developed for profit generating organizations only.

Commissioner Elverum inquired as to whether the City allows "outside" groups to utilize facilities such as the trap range and the radio controlled airplane range. Mr. Kastens advised that the trap range does not have other groups utilizing the facility. The National Guard, the Silver Sage Pistol Club, and the Capitol Gun Club are generally the only groups which organize events at the rifle and pistol range. In response to a question regarding precedent, Mr. Kastens advised that an "outside" group would have to enter into a similar temporary lease agreement for use of facilities such as the trap range or the rifle and pistol range. Commissioner Elverum expressed a concern over charging a \$500 fee, and expressed the opinion that the

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CCB should not be allowed to profit from a separate event. He pointed out that the archery range is a City facility. He expressed appreciation for all the work done by the CCB members, and commented that this is the reason why the Commission approved purchase and construction of the storage shed.

Commissioner Elverum referred to item twelve of the temporary lease agreement, and suggested that approval of a planned event should be made through the Parks and Recreation Commission. Mr. Kastens disagreed and explained the difficulties this would present to the Parks and Recreation Department in that staff would then have to become involved in every event at every City park facility. He indicated that the non-profit organizations at the radio controlled airplane facility, the rifle and pistol range, the trap range, etc. are responsible for overseeing, managing, and maintaining the facilities. Mr. Kastens clarified that he would get involved in a situation where a group was denied access to a facility. He advised that the City charges a different fee for non-profit and profit organizations, and suggested that the CCB could do the same. He expressed support for the CCB in charging a fee for use of the facility because of the time, energy, and funding they have put into the facility. He pointed out that if the CCB hadn't made the improvements and continued to maintain the facility, there wouldn't be an archery range.

In response to a question, Mr. Battaglia indicated that Aspen Archery is the only organization which has asked to use the facility. Commissioner Osborne reiterated his concern over the amount of the proposed fee, and disagreed that the main user groups of City facilities should be allowed to make profits from other user groups. Mr. Lani requested a recommendation from the Commission with regard to the amount of the user fee. Commissioner Wright inquired as to the fee for the Fuji Park Exhibit Hall. At the request of Mr. Kastens, Ms. Singer brought a fee schedule from the Recreation office. Chairperson Martel requested the CCB members to establish a basis for the proposed fee. Mr. Kastens requested input from the Commission with regard to the temporary lease agreement. He indicated that staff would research information regarding fees for the use of other City facilities and return to the Commission with a revised proposed fee.

(1-0676) Jim Davis, past president of the CCB, expressed his understanding at the time of establishing the agreement between the City and the CCB that people using the archery range had to be insured. In order to obtain NFAA insurance, users had to become CCB members or provide separate insurance coverage. He advised that the CCB has been in existence in Carson City for approximately thirty years, and discussed arrangements made for the Boy Scouts and other guests of the CCB in the past. He indicated that the concern of the CCB members is another organization should not be allowed to hold a profit-generating event using the improvements and maintenance done by the CCB.

Mr. Lani reiterated that the temporary lease agreement would not be used for non-profit organizations. Commissioner Osborne requested that language be incorporated into the agreement accordingly.

(1-0750) Ingrid Bauder Benson, of Aspen Archery, advised that her business operates an indoor archery range and is insured through NFAA. She expressed the opinion that the proposed fee is excessive. She referred to paragraph 7 of the temporary lease agreement, and advised that Aspen Archery would provide their own targets. She referred to Exhibit B and commented that other City parks are allowed to be used by businesses for commercial gain. Mr. Lani clarified that the targets referenced in paragraph 7 are the 3-D targets and paper targets purchased by the CCB. The fixed target butts are available to any user. Mr. Lani indicated that this language would be clarified in the temporary lease agreement. In response to a question regarding removing trash generated by the user, Chairperson Martel suggested that both parties walk the

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site prior to the scheduled event and agree on its condition prior to the start of the event. Chairperson Martel requested additional public comment; however, none was provided. Commissioner Wright moved to continue the item until the first meeting in March. Commissioner Osborne seconded the motion. Motion carried 8-0-1-0.

3. ACTION ON AMENDMENT TO A NEVADA BELL ACCESS EASEMENT LOCATED AT ROSS GOLD PARK FOR THE PURPOSE OF INSTALLING A DSL CABINET (1-0844) - Mr. Kastens referred to the schematic drawing included in the agenda materials, and reviewed the staff report. He indicated the location of the easement and the proposed DSL cabinet. He advised the City has requested that Nevada Bell remove the existing pipe rail fencing and install a 4' chain link fence. He further advised that the easement would be changed to a permanent easement from an access easement.

Bob Edwards, of Nevada Bell, advised that DSL stands for "digital subscriber line", and indicated that its primary purpose is high speed Internet connection. The line will also allow Nevada Bell to provide for continued commercial growth in the area. He advised that Nevada Bell has agreed to the requests of the Parks Department to remove the pipe rail fence, to install a chain link fence, and to match the paint for the new facility as closely as possible to the existing facility.

Commissioner Plank advised of a concern over visual impairment from the intersections of Overland Street and California Street. After checking on this, however, he advised that there is no interference. Commissioner Simms moved to approve the amendment to the existing easement which would change the easement from an access easement to a permanent easement and facilitate the installation of a DSL cabinet with the improvements outlined in the letter in the packet. Commissioner Wilke seconded the motion. Motion carried 8-0-1-0.

4. ACTION ON 2000-2001 PARKS AND RECREATION BUDGET (1-0960) - Mr. Kastens reviewed the staff report, and indicated that the volume of information presented has been decreased from previous years by Commission consensus. He provided an overview of the information included in each division's budget, and indicated that only new requests which will be submitted to the Board of Supervisors were included.

Recreation (1-0978) - Ms. Singer advised that the sports portion of the budget has been separated from the recreation budget, and that Mr. Dunn will be managing the sports budget beginning in July. Ms. Singer advised that sports includes adult softball, youth basketball, men's basketball, and volleyball. Mr. Kastens explained the reason for separating sports from the recreation budget.

Commissioner Plank pointed out the large increase in group insurance for each budget. Commissioner Simms inquired as to major changes in the budget. Mr. Kastens indicated that the programs are supporting themselves according to the established fee policy. Ms. Singer advised that there will be an increase in fees for summer programs. In response to a question, Mr. Kastens advised that the City Finance Department provides direction with regard to increases in utility costs.

Ms. Singer introduced Bonnie Dietrich and Kathy Walsh, of the Movers and Doers Program, and reviewed the supplemental request. Ms. Dietrich referred to the Justification of Request attached to the supplemental request and reviewed the same. In response to a question, Ms. Dietrich explained the Wal-Mart Foundation

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donation. Commissioner Wilke commended Ms. Dietrich and Ms. Walsh on their work with the Movers and Doers Program, and commented that the program adds to Carson City's quality of life. Ms. Singer discussed the special needs of the participants, and the subsidization provided to each program participant. Ms. Dietrich clarified that each participant is asked to pay something and they all do. Ms. Walsh explained that the need for another driver is because of the increase in program participants. Ms. Singer discussed additional programming to be implemented with the additional funding. Commissioner Plank commented that the request is modest compared to the growth of the program. Commissioner Osborne commended Ms. Dietrich and Ms. Walsh on the program, and commented on the working relationship between Wal-Mart and the Movers and Doers Program. Chairperson Martel commended Ms. Dietrich and Ms. Walsh for their participation in the program.

Sports (1-1204) - Mr. Dunn introduced himself, and reiterated that the sports budget has been separated from the Recreation Division budget. He indicated that the budget will be much easier to track, and will provide the opportunity to more closely monitor the programs. He referred to the spreadsheet and the organizational chart included in the agenda materials, and solicited questions. When none were forthcoming, Chairperson Martel thanked Mr. Dunn for his presentation.

Community Center (1-1230) - Mr. Ames noted the increase in the utilities line items, and advised that the services and supplies line items remained the same. Ms. Singer referred to the small furnishings line item, and advised that new chairs will be purchased for the Community Center. Chairperson Martel thanked Mr. Ames for his presentation.

Aquatic Facility (1-1250) - In response to a question, Mr. Meyer explained that the heat and electricity line item will be subsidized by salary savings from the Question 18 budget. Chairperson Martel thanked Mr. Meyer for his presentation.

Parks (1-1287) - Mr. Fahrenbruch referred to pages 11 and 12, and advised that minor line item adjustments had been made based on additional areas which will be maintained by Parks staff this year. These include the east end of Mills Park, Long Ranch Estates Phases 4 and 5, the Graves Lane Extension Project, and the north soccer fields at the Edmonds Sports Complex. Mr. Fahrenbruch explained that the adjustments were made to the line items which these projects will affect such as water charges, irrigation supplies, etc. In response to a question, Mr. Fahrenbruch indicated that the reimbursement received from the Regional Transportation Commission for median maintenance is for personnel only.

Commissioner Simms inquired as to the outcome of a previous Commission recommendation that Mr. Kastens request a line item for parks maintenance equipment replacement. Mr. Kastens advised of a recent meeting with the Capital Improvement Projects ("CIP") Committee wherein discussion took place regarding this request. He plans to present the matter to the Internal Finance Committee during budget meetings this week. He advised that the CIP Committee recommended that parks maintenance equipment replacement be funded from the Capital Improvement Projects budget this year. He will continue to pursue non-competitive funding for this item. Commissioner Osborne suggested making the recommendation to the Board of Supervisors during budget hearings. Mr. Kastens indicated that he will be seeking the direction of the Internal Finance Committee first. Commissioner Osborne requested that this matter be agendized for the joint budget hearing between the Commission and the Board of Supervisors. Discussion

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took place regarding the increase in the hourly/seasonal salaries line item, and Mr. Fahrenbruch indicated that there should have been no change and he will check into this.

Mr. Fahrenbruch reviewed the priority 1 supplemental request. He advised that a seasonal employee, whose position was funded from the softball account revenues, has traditionally been stationed at the softball fields. Based on the operating costs over the past couple of years, this position will most likely no longer be possible. Mr. Fahrenbruch is considering the possibility of raising fees as there are not enough funds to hire a seasonal employee this year. Operating costs for the softball fields include umpires, concessionaires, field coordinators, increased power costs, and equipment supplies. He proposed funding 50% of the seasonal position through the general fund, 25% through the softball revenue account, and 25% through savings generated by using reclaimed water.

Mr. Fahrenbruch reviewed the priority 2 supplemental request. He advised that because of the impacts on Parks staff of the Edmonds Sports Complex and Governor's Field, this position would be assigned to assist with neighborhood parks. He explained that when the Parks Department took over Long Ranch Estates, the seasonal positions were shifted from the neighborhood parks in order to cover the maintenance and level of service required at Long Ranch Estates. Mr. Fahrenbruch advised that the east end of Mills Park will be an additional impact, as Riley Circle Park, Sunland Vista Park and other small neighborhood parks have been. He commented that "all these little areas add up", and advised that the Parks Department has not received funding for any additional personnel from the general fund. In response to a question, Mr. Fahrenbruch explained the difference in salaries between the two seasonal positions. Commissioner Wilke suggested developing a list for the Board of Supervisors of the additional responsibilities taken on by Parks Department staff over the last couple of years with no additional staff. Chairperson Martel thanked Mr. Fahrenbruch for his presentation.

Parks Administration (1-1525) - Mr. Kastens advised that there are no significant changes to the budget. He reviewed his supplemental requests for increases in the travel and training line items.

Quality of Life - Parks Capital (1-1580) - Mr. Kastens referred to page 20, and explained that some of the categories are being reduced because projects are being completed. He referred to the examples of the Edmonds Sports Complex; Trails, Paths, Bike Paths; and the Rifle/Pistol Range line items. He reviewed some of the projects to be addressed within the next one-two years, as follows: Continue to make improvements at the Centennial Softball Fields, including fence improvements, improvements to the lower fields, new infields for the upper fields, etc. He indicated that the new gymnasium will need to be started in the next couple of years. He solicited questions, however, none were provided.

Quality of Life - Maintenance (1-1632) - Mr. Kastens noted that this budget is starting to be tapped because of opening the Aquatic Facility. He advised that staff is beginning to find that estimates on utility costs were fairly close. As Mr. Meyer pointed out, however, the demand fee on the power bill was not anticipated and adjustments will have to be made. Mr. Kastens advised that this budget has also provided funding for a part-time position to assist Mr. Fahrenbruch at the Edmonds Sports Complex. He explained that this budget reflects the impacts of previously constructed facilities such as the Aquatic Facility, the T-Ball Fields, and the Edmonds Sports Complex addition. Staff is allocating some of the budget, which is not needed at this time for maintenance and operation, to purchase capital items such as trucks, mowers, etc. so that when the other facilities come on line the maintenance equipment will be available. He advised

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that funding not spent in this budget each year is reallocated to the Parks Capital budget and can be used as additional funding for projects.

Grants, Gifts and Donations (1-1669) - Mr. Kastens explained the purpose of this account. He advised that the softball account will be moved to better align with the fact that the sports budget was removed from the recreation budget.

Pony Express Pavilion (1-1683) - Mr. Kastens advised that the City continues to provide power for the users.

Residential Construction Tax (1-1700) - Mr. Kastens reviewed the projects currently under construction and the funding set aside for their reimbursement.

Park Bond (1-1719) - Mr. Kastens explained the purpose of this budget to retire the debt created in 1997 for the bonds sold to develop the east end of Mills Park and the Pony Express Pavilion.

Mr. Kastens reviewed the CIP requests, as follows: Minor Capital - A&E costs for Mills Park restroom remodel; and a safety audit on all outside lighting, particularly at the sports complexes. Major Capital - the Pony Express Pavilion dasherboards; parks equipment replacement; and, through the facilities maintenance division, a generator hookup for the community center. Chairperson Martel solicited additional questions; however, none were provided. Commissioner Simms moved that the Commission approve the Parks and Recreation budget as presented. Commissioner Wright seconded the motion. Motion carried 8-0-1-0. Chairperson Martel thanked Mr. Kastens and Mr. Fahrenbruch.

5. ACTION ON AMENDMENT TO THE NORTHRIDGE DEVELOPMENT AGREEMENT REGARDING ACCEPTANCE OF DEDICATION TIME TABLE (1-1797) - Mr. Kastens referred to the staff report and advised that this item will be reagendized for a future meeting.

GENERAL DISCUSSION

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-1807) - None.

COMMENTS FROM COMMISSION MEMBERS (1-1810) - None.

STATUS REPORTS FROM COMMISSION MEMBERS (1-1811) - None.

COMMENTS AND STATUS REPORTS FROM STAFF (1-1812) - Mr. Kastens advised of his attendance, with Mr. Fahrenbruch and Mr. Krahn, at the Nevada Parks and Recreation Society Conference in Las Vegas. He further advised that the Parks and Recreation Department received another Elmer Anderson Park Excellence Award under the specialty category for the Pony Express Air Park (the radio controlled air field.) Since the facility was constructed primarily by members of the High Sierra Radio Club, and the plaque received would typically be awarded to the architect or engineering firm, staff had it made for the High Sierra Radio Club. He discussed the Program Excellence Award and advised that Carson City Parks and Recreation has received awards for various programs in the past. He commented on the interesting programs developed by various agencies and entities.

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In response to a question, Mr. Kastens advised of a recent meeting with the Wellington Crescent Property Owners Association (the "Association"). He indicated that Commissioner Cabrera was unable to attend: however, Commissioner Wilke and Supervisor Williamson were in attendance. The Association president was the only one in attendance that night and he asked Mr. Kastens to consider talking to the Joost family, the property owner to the west of the subdivision, to determine whether there was any willingness to allow the City to reroute the bike path around the subdivision, up Ash Canyon Road, along the west property line, and back down to the north on community college property. Mr. Kastens advised that Supervisor Williamson made the phone call; however, the Joosts were not interested in this proposal. The Association president also requested that Mr. Kastens speak to the Bourne family, residents east of the Wellington Crescent entrance, regarding the possibility of sharing the bike path. Mr. Kastens indicated that he talked to Mrs. Bourne, who expressed strong support for the path, but was reluctant to give up part of her yard when all the Association is being asked to do is give up part of their street. Mr. Kastens advised the Association president that he would respond in writing with the responses of the Joosts and the Bournes. He will then await the response of the Association to his letter. He advised that NDOT engineers developed a turning radius sketch showing Ash Canyon Road going into Wellington Crescent. He discussed necessary adjustments to the island in order to accommodate a school bus. The Association members also asked that NDOT develop a conceptual picture showing what the fence would look like. NDOT staff advised they could have this prepared within two weeks.

(1-1983) Mr. Kastens acknowledged that a neighborhood workshop on the revised bicycle element is scheduled for February 7th at 7:00 p.m. at Seeliger School. Approval of the plan will then be agendized for this Commission, as well as the Regional Transportation Commission, the Regional Planning Commission, and the Board of Supervisors. Commissioner Plank advised that the Regional Transportation Commission will review the revised plan on February 14th in the Sierra Room.

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX AND CAPITAL IMPROVEMENT (1-1971) - Previously covered.

ADJOURNMENT (1-1996) - Commissioner Osborne moved to adjourn the meeting. Commissioner Simms seconded the motion. Motion carried 8-0-1-0.

The Minutes of the February 6, 2001 meeting of the Carson City Parks and Recreation Commission are so approved this _____ day of April, 2001.

GLEN MARTEL, Chairperson