

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 20, 2004 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, January 20, 2004 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
Michael Hoffman
Pete Livermore
Thomas Patton

STAFF: Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Parks and Recreation Director of Operations
Vern Krahn, Park Planner
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 during regular business hours.

CALL TO ORDER AND ROLL CALL - Vice Chairperson Keeton called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Commissioners Herst and McKenna were absent. Vice Chairperson Keeton introduced and welcomed Commissioners Felesina and Patton.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0007) - None.

1. ACTION ON APPROVAL OF MINUTES - December 2, 2003 and December 16, 2003 (1-0010) - Commissioner Livermore moved to approve the December 2nd and December 16th minutes, as submitted. Commissioner Curtis seconded the motion. Motion carried 7-0.

2. CHANGES TO THE AGENDA (1-0017) - None.

3. AGENDA ITEMS

3-A. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON FOR 2004 (1-0019) - **Commissioner Livermore moved to appoint Tom Keeton as chairman. Commissioner Felesina seconded the motion.** Vice Chairperson Keeton called for additional nominations and, when none were forthcoming, a vote on the pending motion. **Motion carried 7-0. Commissioner Livermore moved to nominate Donna DePauw as vice chair of the Commission. Commissioner Hoffman seconded the motion.** Chairperson-elect Keeton called for additional nominations and, when none were forthcoming, a vote on the pending motion. **Motion carried 7-0.**

Commissioner Livermore discussed the importance of the Commission to the community and to the Board of Supervisors. He expressed the hope that the chair and vice chair will have served the Commission well enough by the end of the year to be reappointed to their respective positions in 2005 in order to maintain consistency. Vice Chairperson DePauw concurred with Commissioner Livermore's comments.

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3-B. UPDATE ON CONSULTANT SELECTION FOR THE PARKS AND RECREATION ELEMENT TO THE MASTER PLAN (1-0073) - Mr. Krahn reviewed the staff report and the accompanying information included in the agenda materials. He advised that Clarion Associates / Winston Associates were selected for phase 1 of the contract. He reviewed the scope of work for phase 1, and provided background information on Clarion Associates / Winston Associates as outlined in their response to the Request for Qualifications included in the agenda materials. Mr. Krahn expressed appreciation to Commissioner Curtis for her participation in the selection process. Commissioner Curtis discussed the experience, and reviewed some of her notes.

In response to a question, Mr. Krahn advised that phase 1 will include the scoping portion of the project, i.e., the specifics of the public input process, a determination regarding the final product, assignment of individual tasks to the consultant team, and establishing time tables. Mr. Krahn acknowledged that updates will be provided to the Commission as the project progresses. In response to a further question, he advised that “stakeholders” such as the parks/facilities user groups and the Youth Sports Association will be involved in phase 2 of the process. Mr. Kastens recommended combining the user groups according to their areas of interest in order to maintain efficiency in the process. He assured the Commission that staff would ensure the user groups are given ample opportunity to provide input. He encouraged the Commissioners to attend as many meetings as possible, giving consideration to the requirements of the Nevada Open Meeting Law that a quorum cannot be present. Chairperson Keeton discussed the importance of soliciting the participation of the general public in the process. Commissioner Livermore expressed appreciation for the involvement of a consultant in the planning process. In response to a question, Mr. Kastens discussed the response of the general public to attending meetings during development of the Open Space Master Plan element. He commented on Jeff Winston’s ability to involve and solicit input from the public during the meetings. Commissioner Livermore suggested involving Mike Mitchell, of the Carson City School District, in the process and Mr. Kastens agreed.

Mr. Krahn discussed the statistical survey conducted by the Open Space Advisory Committee during their master planning process. He commented that the survey was a valuable tool in receiving valid information from the general public, and suggested this as a possibility for the Commission. In response to a question, Mr. Krahn reviewed the Tentative Schedule (Exhibit C) included in the agenda materials. Mr. Kastens reminded the Commission that the Parks and Recreation element is part of the City’s comprehensive master plan.

3-C. ACTION ON APPROVAL OF CHAIRPERSON AND TWO COMMISSION VOLUNTEERS TO SERVE AS LIAISONS TO THE COMMISSION FOR PARKS AND RECREATION ELEMENT TO THE MASTER PLAN CONSULTANT SCOPING PHASE I (1-0466) - Mr. Krahn reviewed the staff report and, in response to a question, discussed the importance of focusing on the City’s recreational aspects during the planning process. Chairperson Keeton advised that he would have no problem devoting the time necessary. Discussion took place regarding the time commitment required for phase 2 and the possibility of other Commissioners being involved as the process progresses. Commissioner Livermore suggested agendizing a monthly status report for the benefit of the entire Commission. Commissioners Patton and Livermore volunteered to participate in the recreational aspect of phase 1. Commissioners Curtis and Hoffman volunteered to participate in the parks aspect of phase 1. **Commissioner Livermore moved to approve the selection of Commissioners Hoffman and Curtis for the parks aspect of the master plan, and Commissioners Livermore and Patton for the recreational aspect. Vice Chairperson DePauw seconded the motion. Motion carried 7-0.**

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Chairperson Keeton requested staff to coordinate the schedules of the Commission liaisons, and Mr. Krahn agreed to do so. In response to a question, Mr. Krahn advised that the first meeting would most likely be scheduled within the next 2-3 weeks. Mr. Kastens acknowledged that the Commissioners may discuss various issues and concerns with the Commission liaisons as long as the discussion does not deliberate toward a decision. Commissioner Patton cautioned the Commissioners against becoming involved in serial communications, and Chairperson Keeton suggested that the safest means of communication between Commissioners is via staff.

Mr. Kastens acknowledged that other committee/commission members will be involved in providing input on issues associated with their respective goals and purview. He further acknowledged that the final draft will be approved by the Commission prior to being submitted to the Board of Supervisors. Mr. Krahn advised that other advisory committees/commissions will be considered as additional stakeholders.

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX AND CAPITAL IMPROVEMENT (1-0705) - Mr. Kastens advised that the Mills Park/Highway 50 parking lot project is complete except for fog sealing and striping, which cannot be done until the outside temperature is consistently 60 degrees or warmer. The irrigation replacement/reconstruction project at Governor's Field is progressing well. Mr. Kastens advised that the contractor, Canyon Creek Construction, is working well with staff. He anticipates that the project will be done in time for the Little League and Babe Ruth programs.

STATUS REPORTS AND COMMENTS FROM STAFF (1-0740) - In response to a question, Mr. Kastens advised that the V&T Trail project is complete. He reviewed the course of the trail and its improvements in response to an additional question. He advised that there are no current plans to extend the trail to Duck Hill. Discussion took place regarding the funding source for the trail and associated development requirements, and the possibility of an additional T21 funding allocation to extend the trail in conjunction with the Carson-Tahoe Regional Medical Facility development. Mr. Kastens advised that the trail seems to be popular. Commissioner Curtis expressed appreciation for the V&T Trail as well as the trail which runs along Highway 395.

STATUS REPORTS AND COMMENTS FROM COMMISSION MEMBERS (1-0849) - Vice Chairperson DePauw pointed out that December 21st should be deleted from the meeting schedule. She requested a current membership list, and Mr. Kastens advised that staff is awaiting the outcome of the next School Board meeting to determine if Commissioner McKenna will be returning. Chairperson Keeton requested that the Commissioners' e-mail addresses be included. In response to a question, Mr. Kastens advised that the revised bylaws will be distributed to the Commissioners.

Commissioner Livermore reported that Mayor Masayko suggested, at the last Board of Supervisors meeting, agendizing the amendments to Resolutions 1995-R-41 and 42 as part of the joint meeting between the Commission and the Board of Supervisors. Commissioner Livermore further reported that he was re-elected to the position of chairman at the January 14th meeting of the Youth Sports Association ("YSA"). John Simms was elected treasurer and Jeanine Wittenberg as vice chair. Commissioner Livermore advised the annual calendar setting was also agendized as part of the January 14th meeting, and that registration for the Little League, Babe Ruth, and Girls Softball programs is scheduled for January 31st. Little League try-

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outs are scheduled for February 21st at Governor's Field. Commissioner Livermore advised that the fees for all YSA programs will remain the same as last year. The YSA has scheduled a strategic planning session for Saturday, February 14th, and Commissioner Livermore invited Chairperson Keeton to attend. Commissioner Curtis suggested that Commissioner Livermore or another representative of the YSA provide a report to the Commission following the strategic planning session. Commissioner Livermore and Chairperson Keeton responded to questions regarding the Redevelopment Authority's plans to create additional redevelopment plan areas in the southern portion of town.

(1-1121) Commissioner Patton thanked Mr. Kastens for providing a tour of the City's parks and facilities.

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-1077) - In response to a question, Mr. Kastens advised that the master plan update would be agendized at least once a month either for a status report or for action, when appropriate. He responded to questions regarding the process and time table for drafting the agenda. Chairperson Keeton requested the Commissioners to contact him with agenda items.

5. ACTION ON ADJOURNMENT (1-1140) - Vice Chairperson DePauw moved to adjourn the meeting at 6:41 p.m. Commissioner Livermore seconded the motion. Motion carried 7-0.

The Minutes of the January 20, 2004 meeting of the Carson City Parks and Recreation Commission are so approved this 17th day of February, 2004.

THOMAS N. KEETON, Chair