

# CARSON CITY PARKS AND RECREATION COMMISSION

## Minutes of the August 17, 2004 Meeting

### Page 1

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, August 17, 2004 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Tom Keeton  
Vice Chairperson Donna DePauw  
Donna Curtis  
Charlene Herst  
Michael Hoffman  
Pete Livermore

**STAFF:** Scott Fahrenbruch, Acting Parks and Recreation Director  
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 (1-0016)** - Chairperson Keeton called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioners Felesina, McKenna, and Patton were absent.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0025)** - None.

**1. ACTON ON APPROVAL OF MINUTES - July 20, 2004 (1-0031)** - Commissioner Livermore moved approval, as presented. Vice Chairperson DePauw seconded the motion. Motion carried 6-0.

**2. CHANGES TO THE AGENDA (1-0046)** - None.

**3. AGENDA ITEMS:**

**3-A. UPDATE ONLY ON THE CARSON CITY URBAN FISHING POND PROJECT AND THE FAIRGROUNDS / FUJI PARK IMPROVEMENT PROJECT - PHASE 2 (1-0048)** - Mr. Krahn reviewed the staff report and the attached exhibits, including details of the project time table (Exhibit B). At Mr. Krahn's request, Chairperson Keeton discussed his impression of the August 11, 2004 kick-off meeting. He noted the distance of the pond site from the rest of the park and described its location. He advised that funding was discussed in terms of the pond size, and expressed the opinion that everyone in attendance at the meeting seemed to be supportive of the project. Mr. Krahn expressed appreciation for Chairperson Keeton's attendance at the meeting.

In response to a question, Chairperson Keeton advised that water was flowing in Clear Creek at the time of the August 11<sup>th</sup> meeting. Mr. Krahn discussed utilization of the City's water rights on Clear Creek to fill the pond, and the inflow/outflow design of the pond. He advised that diversion during low flow and drought periods will have to be seriously considered. In response to a question, Mr. Fahrenbruch discussed

## CARSON CITY PARKS AND RECREATION COMMISSION

### Minutes of the August 17, 2004 Meeting

#### Page 2

City staff's preference that the pond never be stagnant. Many questions will be answered during the design phase. In response to a further question, Mr. Krahn advised that staff is awaiting the geotechnical reports which will drive much of the design phase, including whether the pond will be lined.

Mr. Krahn provided an overview of the August 11<sup>th</sup> Kick-Off Meeting according to the meeting agenda (Exhibit A). In response to a question, he explained the intent of the water quality basin depicted on the displayed site plan. He acknowledged that storm water drainage from Clear Creek will first flow through the water quality basin prior to entering the pond. He advised that the grading plan provides for no direct flow from anywhere on the Fuji Park/Fairgrounds site directly to Clear Creek. All the drainage will be redesigned to direct storm water flows through a retention/detention facility prior to flowing to Clear Creek. Mr. Krahn acknowledged that the existing irrigation ditch below the bridge will remain intact. In response to a further question, he explained the reason the irrigation ditch won't be used for storm water runoff.

Mr. Krahn discussed the street frontage improvements which will be done as part of phase 2, and the construction schedule which accommodates the park's peak usage periods. In response to a question, he explained the bid process for the phase 2 projects. In response to a further question, he reviewed possible design comparisons between the urban fishing pond and the detention ponds at the Carson-Tahoe Regional Medical Center. He discussed the mechanism of the City's Development Services Department project management program which will be implemented once construction documents are completed. Chairperson Keeton requested Mr. Krahn to present, at a future meeting, information regarding the relationship between the Parks Department and the Development Services Department project management program.

Commissioner Livermore expressed the hope that staff has a good understanding of the appropriate time to open the bidding process. Mr. Krahn advised that the ideal time would be July or August 2005; however, the timing is dependent upon the environmental permitting processes. Commissioner Livermore suggested working with Open Space Manager Juan Guzman to determine the best timing. Mr. Krahn reiterated that the driving forces behind the project are the best time to construct the pond and the Fairgrounds / Fuji Park event schedule. Mr. Fahrenbruch advised that one motivation behind including the fishing pond with the phase 2 projects was its attractiveness to bidding contractors in light of mobilization costs. Commissioner Hoffman advised that landscape construction usually stops in the Lake Tahoe area during the first or second week in October. Chairperson Keeton called for additional questions or comments; however, none were provided.

**3-B. BRIEFING ONLY ON POSSIBLE PARTICIPATION OF PARKS AND RECREATION COMMISSION MEMBERS AT THE NATIONAL RECREATION AND PARK ASSOCIATION'S ANNUAL CONFERENCE TO BE HELD IN RENO, NEVADA ON OCTOBER 12-16, 2004 (1-0437)** - Mr. Fahrenbruch reviewed the staff report, and responded to questions regarding registration requirements and session topics. He requested the Commissioners to review the information included in the agenda materials, and referred them to Management Assistant Sharon Wood for registration. The Commissioners thanked Mr. Fahrenbruch for the opportunity to attend the conference.

**3-C. UPDATE ONLY ON THE SELECTION OF THE NEW PARKS AND RECREATION DIRECTOR (1-0630)** - Mr. Fahrenbruch reviewed the staff report. He advised that a candidate had been selected; however, since Human Resources staff is still conducting the background check, City Manager Linda Ritter requested that the name remain confidential. Mr. Fahrenbruch commented that all five

# CARSON CITY PARKS AND RECREATION COMMISSION

## Minutes of the August 17, 2004 Meeting

### Page 3

candidates were highly qualified, and advised that all but one currently hold a parks and recreation department director's position. He responded to questions regarding the candidates' experience. Chairperson Keeton and Commissioner Livermore provided an overview of their participation in the interview process. Commissioner Livermore thanked the interview panel participants, and commended them on their insightful questions during the interview process. In response to a question, Mr. Fahrenbruch reviewed the candidates' home cities. In response to a further question, he advised that Human Resources staff plans to make the offer within the next two weeks.

#### 4. NON-ACTION ITEMS:

**STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT PROJECTS (1-0794)** - Vice Chairperson DePauw read the definition of "gymnasium" into the record from her *Funk & Wagnall's Dictionary*. In response to a question, Mr. Fahrenbruch advised that District Attorney's Office staff is in the process of developing a legal opinion in response to the July 26, 2004 memo included in the agenda materials. He provided an overview of said memo. (1-0939) Mr. Fahrenbruch advised that presentation of residential construction tax applications will be agendized for the September 7, 2004 Commission meeting.

**STATUS REPORT ON UPDATE OF THE PARKS AND RECREATION ELEMENT TO THE MASTER PLAN (1-0832)** - In response to a question, Mr. Krahn advised that the Carson City Master Plan Update information included in the agenda materials will be published in the next editions of the *Discover Us* and the *Capital City Focus* publications. City staff is in the final stages of planning the neighborhood meetings, and Mr. Krahn requested the Commissioners to tentatively schedule the week of October 18, 2004 and plan to be in attendance. Mr. Krahn and Principal Planner Lee Plemel are in the process of developing public service announcements which will be broadcast on CAT-10. In addition, press releases will be submitted for publication three to four weeks prior to the neighborhood meetings. Commissioner Herst requested staff to ensure that Nevada Hispanic Services and the Hispanic community are targeted as part of the public relations campaign.

**STATUS REPORT ON STATEWIDE BALLOT QUESTION #1 PROGRAM, GRANT APPLICATIONS, AND PROJECTS (1-0962)** - In response to a question, Mr. Fahrenbruch provided a status report on the Question #1 funding granted for open space projects, and on the Horse Creek Ranch project. In response to a question, Mr. Krahn reviewed the status of funding for Carson River Park Phase 2, and advised that it will be submitted as part of the residential construction tax application process. In response to a further question, Mr. Fahrenbruch reviewed funding options for the project, including Question #18, residential construction tax, and capital improvement projects ("CIP"). He explained that the CIP request was denied, which leaves residential construction tax or Question #18. At Mr. Fahrenbruch's request, Mr. Krahn discussed in-kind match opportunities for the Carson River Park improvement projects. In response to a question, Mr. Fahrenbruch advised that projects not funded continue to be resubmitted.

**STATUS REPORTS AND COMMENTS FROM STAFF (1-1098)** - Mr. Fahrenbruch advised that he hopes to agendize a status report on Silver Oak for the September 7, 2004 meeting. Mr. Fahrenbruch reported on the judgement issued against the City in the Aquatic Facility litigation.

# CARSON CITY PARKS AND RECREATION COMMISSION

## Minutes of the August 17, 2004 Meeting

### Page 4

**STATUS REPORTS AND COMMENTS FROM COMMISSIONERS (1-1136)** - In response to a question, Mr. Fahrenbruch advised that planting the memorial tree in honor of Ed Moran would most likely be agendaized for the second Commission meeting in September. (1-1164) Commissioner Herst discussed details and provided contact information for the second annual Great American Weight Loss Challenge. Commissioner Curtis invited the Commissioners to attend a picnic scheduled for August 27<sup>th</sup> at 5:00 p.m. at the Silver Saddle Ranch, organized by Muscle Powered, GROW, and Friends of the Silver Saddle Ranch. In response to a question, Mr. Fahrenbruch provided a brief status report on the proposed skateboard facility at Centennial Park. He will provide a more detailed status report at a future Commission meeting. Commissioner Livermore advised that fall Youth Sports Association programs are underway. He discussed the extensive use of sports fields throughout the community. (1-1259) Commissioner Livermore advised that Internal Auditor Steve Wolkomir is in the process of finalizing his boards, commissions, and committees audit.

**FUTURE AGENDA ITEMS FROM COMMISSIONERS (1-1154)** - Vice Chairperson DePauw requested staff to agendaize discussion regarding a memorial tree in honor of Steve Kastens' father. (1-1244) Commissioner Livermore suggested agendaizing a reception for the new Parks and Recreation Director.

**5. ACTION ON ADJOURNMENT (1-1275)** - Commissioner Herst moved to adjourn the meeting at 6:47 p.m. Vice Chairperson DePauw seconded the motion. Motion carried 6-0.

The Minutes of the August 17, 2004 meeting of the Carson City Parks and Recreation Commission are so approved this 21<sup>st</sup> day of September, 2004.

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THOMAS N. KEETON, Chair