

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the September 21, 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, September 21, 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
Charlene Herst
Michael Hoffman
Pete Livermore
John McKenna
Tom Patton

STAFF: Scott Fahrenbruch, Acting Parks and Recreation Director
Vern Krahm, Park Planner
Stacey Giomi, Battalion Chief
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 (1-0012) - Chairperson Keeton called the meeting to order at 5:31 p.m. Roll was called; a quorum was present. Commissioner Herst arrived at 5:34 p.m.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0019) - None.

1. ACTION ON APPROVAL OF MINUTES - August 17, 2004 (1-0025) - Commissioner Livermore moved to approve the minutes. Commissioner Hoffman seconded the motion. Motion carried 8-0.

2. CHANGES TO THE AGENDA (1-0029) - None.

3. AGENDA ITEMS:

3-A. UPDATE ONLY ON "THE FOUNDATION FOR THE BETTERMENT OF CARSON CITY PARKS AND RECREATION, INCORPORATED," AND PRESENTATION OF THEIR PURPOSE AND MISSION REGARDING DONATIONS AND SUPPORT FOR PARKS AND RECREATION IN CARSON CITY (1-0031) - Mr. Fahrenbruch reviewed the staff report and introduced Fred Stanio, President of The Foundation for the Betterment of Carson City Parks and Recreation, Incorporated (the "Foundation") and Susan Ballew, President of the Carson City Historical Society (the "Historical Society").

Mr. Stanio provided background information on the origins and mission of the Foundation. Ms. Ballew discussed benefits of the merger between the Foundation and the Historical Society. Mr. Stanio clarified that the merger is not yet complete; it was done on a trial basis. In response to a question, he reviewed the types of donations received by the Foundation over the years, and the Foundation's procedure for handling donations. He responded to additional questions regarding the Foundation's public outreach efforts and

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donations which the Foundation will receive. In response to a question, Mr. Fahrenbruch explained the Parks and Recreation Department policy for donation and planting of memorial trees. The policy prohibits placing plaques on or around memorial trees due to maintenance and safety issues. Mr. Fahrenbruch advised that the prohibition would most likely not apply to bleachers or theater seats.

Commissioner Livermore provided additional historic information on the origins of the Foundation. He discussed Mr. Stanio's involvement in and contributions to the community over the years, and commended him on his years of service with the Foundation. He discussed the Historical Society's efficient management of the Roberts House, and commended Ms. Ballew on the many annual community events sponsored by the Historical Society. He expressed the opinion that the merger will benefit the community. He discussed Mr. Stanio's past involvement in the Youth Sports Association, specifically with regard to development of Governor's Field and the conceptual stages of the Edmonds Sports Complex.

In response to a question, Mr. Stanio provided the Foundation's contact information. At Chairperson Keeton's request, Ms. Ballew reviewed the Historical Society's annual events calendar and provided contact information. She agreed that the merger of the Foundation and the Historical Society will be very beneficial. She and Mr. Stanio responded to questions regarding details of the merger with regard to each entity's non-profit status, their officers, and operations. In response to a question, Mr. Fahrenbruch advised that anyone interested in donating funding or material goods to the Foundation could do so directly or through the Parks and Recreation Department. He commended Mr. Stanio and Ms. Ballew on the management of the Wungnema House and the Roberts House.

In response to a question, Mr. Stanio reviewed reservations of the Wungnema House over the past year. Ms. Ballew discussed uses of the Wungnema House by the Historical Society, including tours and meetings. Mr. Stanio advised that the Foundation has considered utilizing the Wungnema House for an American Indian Museum. In response to a question, Ms. Ballew advised that the Historical Society has considered use of the Wungnema House for some of their Victorian tea events. Commissioner Patton thanked Mr. Stanio and Ms. Ballew for their attendance and presentation. Mr. Stanio acknowledged that specifically designated donations are allocated accordingly. Chairperson Keeton thanked Mr. Stanio and Ms. Ballew.

3-B. ACTION REGARDING IMPLEMENTATION OF A PROTOTYPE TRAIL SIGNAGE PROGRAM FOR ACCESSIBILITY FOR ALL USER GROUPS AT RIVERVIEW PARK, MEXICAN DITCH TRAIL, AND CARSON RIVER PARK (1-0334) - Mr. Krahn introduced Jamie Lummus and Bill Blythe, of Beneficial Designs, Inc., and reviewed the staff report. Ms. Lummus provided background information on the Universal Trail Assessment Process ("UTAP"), and advised that, to date, 700 people, nationally and internationally, have received UTAP training. She described the assessment process, which is done in conjunction with the trail agency, including measurements of grade and cross slopes, distance, and width; and identification of site, obstructions, and feature locations. The collected data is entered into Beneficial Designs TrailWare program, which generates signage and trail access information strips as well as multiple reports useful in trail planning and maintenance.

Ms. Lummus provided an overview of the Riverview Park / Mexican Ditch Trail System map (Exhibit A) included in the agenda materials. Mr. Blythe reviewed the elements of the map which was also displayed in the meeting room, the trail access information strips (Exhibit B), and the trail reports (Exhibit C). He responded to questions regarding the terms used on the trail access information strips.

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In response to a question, Mr. Fahrenbruch explained the Riverview Park policy which specifies that animals must be under the control of their owner at all times. The leash law has not been enforced at Riverview Park. Mr. Fahrenbruch advised that the park's animal policy is currently under review, and that a final determination will be made once the park rangers begin work on October 4th. The information will be provided to Beneficial Designs prior to finalization of the map. In response to a comment, Mr. Fahrenbruch advised that the requirement to have animals under control applies to equestrians. In response to a question, Ms. Lummus referred to the warning included on the trail access information strips that conditions may have changed since the original assessment. Mr. Fahrenbruch advised that the Carson River Advisory Committee's Riparian Habitat Work Group is in the process of developing recommendations for Riverview and Carson River Parks. Commissioner McKenna advised that he frequently visits Riverview Park, and has never witnessed a problem with dogs.

Ms. Lummus responded to questions regarding the cost of and funding for this project. She explained that Beneficial Designs budgeted for two signs per trail in the grant application. Each additional sign over the two per trail budgeted will cost approximately \$100. In response to a question, Mr. Blythe advised that the "Dogs Allowed" language and icon are temporary pending a decision regarding the park policy. Discussion took place regarding accessibility and the obstructions listed on the Riverview Park trail access information strips. Commissioner Patton suggested that accessibility information should be more specific. Commissioner Livermore commended Ms. Lummus and Mr. Blythe on the signage design, and expressed support for implementing the signage program at other City parks and trail facilities. Chairperson Keeton suggested that the "No Motorized Vehicles" icon should be more universal so as to convey that all motorized vehicles are prohibited. He commended Ms. Lummus and Mr. Blythe on the design, and commented that the program will be beneficial.

Commissioner Livermore moved to approve the implementation of a prototype trail signage program for accessibility for all user groups at Riverview Park, Mexican Ditch Trail, and Carson River Park. Commissioner Herst seconded the motion. Commissioner McKenna expressed the opinion that there is no need for the signage program, and suggested that the funding would be more appropriately spent on improving the par course at Riverview Park or addressing the weed problem. He commented that signs detract from the natural surroundings and advised that there is no way to get lost in any of the subject parks. In response to a question, Mr. Fahrenbruch advised that Quality of Life funding will be used to purchase some of the signs and for some of the maintenance. Mr. Krahn advised that there has not yet been any determination with regard to an exact figure because of the need to finalize locations. Commissioner Patton expressed support for the signage program to the extent that it will provide useful information to people who may be reluctant to access a trail facility. He agreed that signage detracts from natural surroundings. In response to a question, Mr. Fahrenbruch explained the purpose of this item to allow staff to work out minor details with Beneficial Designs staff and implement the signage program.

In response to a question, Ms. Lummus explained that 13 trail access information signs are recommended for the subject area based on path of travel. Discussion took place with regard to the same, and Commissioner McKenna described details of the Riverview Park trail. In response to a question, Mr. Blythe advised that the trail access information signs are 3¾" wide. Ms. Lummus noted that the purpose of the signs is to provide information regarding trail conditions. Mr. Krahn acknowledged the intention to standardize the City's trail signage depending upon favorable public response to this program. He advised that the Moffat property, the trail facility near the reclaimed water plant, the Silver Saddle Ranch, and west side trail facilities are other possibilities. In response to a question, he advised that the signage program was not federally mandated.

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Commissioner McKenna commended Mr. Blythe and Ms. Lummus on their work. He expressed opposition to installing unnecessary signage, and pointed out that the educational signage and the par course at Riverview Park have been vandalized and destroyed. He noted that if the proposed signage is also vandalized, additional funding will be necessary to repair or replace it. Vice Chairperson DePauw discussed other citizen complaints regarding the broken signage and par course at Riverview Park. Commissioner Livermore suggested that maintenance of the proposed signage will be inexpensive. He noted that the program represents a demonstration project, and expressed the opinion that it will bring "a lot of professionalism" to the facility. Commissioner McKenna advised that most trail facilities in other states have minimal signage.

Mr. Fahrenbruch explained the purpose for this agenda item and the need to be proactive in relation to ADA requirements. He assured the Commissioners that the proposed signage will be mandated at some point in the future, and discussed the opportunity presented by the Symms Trails Grant funding. He agreed that the number of signs can be reviewed, and that unnecessary signage should be avoided. He emphasized the need to provide informational signs for the community, and suggested that the proposed design is "on the right track."

In response to a question, Ms. Lummus advised that the proposed icons were developed through field testing. She further advised that people with mobility impairments are accustomed to looking for the type of information proposed by the trail access information strips. Chairperson Keeton expressed support for the concept, and agreed with avoiding sign pollution. He suggested agendaizing discussion, for a future meeting, to address the broken signs at Riverview Park. Commissioner Patton expressed support for the concept, and difficulty with the wording of the motion in that the Parks Department staff may be "hemmed in" by the action. In response to a question, Mr. Fahrenbruch expressed the opinion that the language of the motion provides for necessary changes. Chairperson Keeton called for a vote on the pending motion; **motion carried 8-1**. Chairperson Keeton thanked Ms. Lummus and Mr. Blythe for their presentation.

3-C. BRIEFING ONLY ON THE CARSON CITY FIRE DEPARTMENT'S FUELS REDUCTION PROGRAM AND ENFORCEMENT AND FIRE PREVENTION MEASURES FOR NATURAL AREAS WITHIN CARSON CITY (1-1097) - Mr. Fahrenbruch reviewed the staff report, and introduced Battalion Chief Stacey Giomi. Chief Giomi provided background information on the federal grant funding received for the fuels reduction program on federal, state, local government, and private properties. He advised that the program goal is to protect entire subdivisions by establishing fire breaks and reducing fuels on individual properties within each subdivision. He referred to the Lakeview subdivision as an example, and advised that, depending upon slope, aggressive fuel reduction was done 150 - 350 feet around the perimeter. This reduced the low and ladder fuels and separated the continuity. Chief Giomi described the method by which fuels are reduced and advised that, depending upon slope, interior perimeter fuels are reduced 30-100 feet from each structure. The service is provided to homeowners at no cost. The next funding area is the eastern portion of town, including the Mexican Dam area and along Carson River Road and Pinion Hills Drive.

Chief Giomi advised that the municipal ordinance requiring fuels reduction has existed since 1997-98, following the Autumn Hills fire in Douglas County. Anyone building a new home in Carson City is required to create defensible space prior to receiving their certificate of occupancy. Chief Giomi noted that the ordinance is more difficult to enforce on residential properties which were constructed prior to 1997. He discussed the educational approach to soliciting compliance. He advised that a proposed revision to the ordinance will be presented requiring defensible space for all lands within a certain distance of improved private property.

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With regard to spark arrester requirements, Chief Giomi read NRS 475.060 into the record. In response to a question, he advised that internal combustion engines are responsible for starting fires in northern Nevada at least once or twice a year.

Chief Giomi acknowledged that the current fuels reduction program is grant funded, requiring a local match. He explained that the grants are area specific, and that the west side was prioritized because of its history of fire losses. He reiterated that the next area of concentration will be the east side of town. Chief Giomi discussed difficulties associated with the grant time table, including summer fire danger and the need to schedule inmate laborers through the Nevada Division of Forestry. He acknowledged that any burning done to reduce fuels takes place in the early spring or late fall. Chief Giomi responded to additional questions regarding the biomass program at the Landfill. In response to a further question, he clarified that the fuels reduction program does not pertain to unimproved land. He acknowledged that the reason for seeking to change the ordinance is to ensure that it is enforceable on unimproved properties which are near to or abut improved properties. He noted that enforcement issues will still exist.

In response to a question, Chief Giomi advised that the spark arrester law has been in effect for a number of years. Discussion took place with regard to the same, and with regard to enforcement on state and federal lands. In response to a further question, Chief Giomi advised that there is no ordinance which addresses fires caused by discharge of firearms. He expressed the opinion that enacting any ordinance is ineffective without sufficient staffing levels to enforce it. He suggested that the most effective approaches are education and fuels reduction. In response to a question, Mr. Fahrenbruch advised that the rifle range is posted against the use of incendiary ammunition. In addition, the Carson Rifle and Pistol Club is proactive in ensuring that their members use appropriate ammunition. Chairperson Keeton thanked Chief Giomi for his presentation.

3-D. DISCUSSION AND ACTION REGARDING A MEMORIAL TREE PLANTING TO COMMEMORATE THE LIFE OF LONNIE DEAN KASTENS, FATHER OF FORMER PARKS AND RECREATION DIRECTOR STEPHEN D. KASTENS (1-1532) - Mr. Fahrenbruch reviewed the staff report.

(1-1586) Steve Kastens expressed appreciation for the Commission's consideration of this item. He advised that his father lived in Carson City for approximately eight years, during which time he served as the Nevada State Parks Administrator. L. Dean Kastens was also very active in the community as a Little League and Babe Ruth coach and umpire. Mr. Kastens advised that his family will contribute funding toward purchase of the memorial tree.

Vice Chairperson DePauw moved to request a memorial tree to be purchased and planted by Parks and Recreation Department staff to commemorate the life of Lonnie Dean Kastens, father of former Parks and Recreation Director Stephen D. Kastens, and have staff work with the Kastens family to select the tree species, site, date, and time of the memorial tree planting. Commissioner Curtis seconded the motion. Motion carried 9-0.

4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT PROJECTS (1-1655) - Mr. Fahrenbruch advised that allocation of residential construction tax funds would be agendaized for the October 5th Commission meeting. He acknowledged that staff would provide a recommendation.

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STATUS REPORT ON UPDATE OF THE PARKS AND RECREATION ELEMENT TO THE MASTER PLAN (1-1667) - Mr. Krahn advised that a full update would be agendized for the October 5th Commission meeting. He reported that public service announcements and the 30-minute educational video are airing on CAT-10. Principal Planner Lee Plemel and consultant Ben Herman have also produced an educational video, and others are in the process of being made. Flyers are being distributed, the web site is active, and the public focus group meetings have been scheduled. Mr. Krahn pointed out the "Envision Carson City" logo and brand depicted on a flyer included in the agenda materials. He advised that Commissioner Curtis volunteered to assist staff in developing an informal questionnaire to be distributed at the public meetings. The draft public opinion survey will be distributed to members of the Commission's volunteer working groups by the end of the week with comments due back in October. In response to a question, Mr. Krahn welcomed the Commissioners to attend any of the public focus group meetings.

(1-1944) In response to a question, Mr. Krahn advised that the web site is set up to receive questions and comments. In addition, staff's contact information is available. Mr. Krahn acknowledged that the flyers will be formatted in English on one side and Spanish on the other. In response to a further question, he advised that the web site has a frequently asked questions section which will be regularly updated. Discussion took place with regard to the same.

STATUS REPORT ON STATEWIDE BALLOT QUESTION #1 PROGRAM, GRANT APPLICATIONS, AND PROJECTS (1-1812) - Mr. Krahn advised that an update would be provided at the October 5th meeting.

STATUS REPORTS AND COMMENTS FROM STAFF (1-1817) - Mr. Fahrenbruch and Mr. Krahn reviewed and discussed the "FYI" items included in the agenda materials. (1-2117) Discussion took place regarding the Boards, Commissions, and Committees Internal Audit Report, and Commissioner Curtis requested staff to agendize it for discussion at a future meeting.

STATUS REPORTS AND COMMENTS FROM COMMISSIONERS (1-2222) - In response to a question, Mr. Fahrenbruch advised that he is awaiting a response from Ed Moran's daughter regarding the memorial tree planting.

FUTURE AGENDA ITEMS FROM COMMISSIONERS (1-2267) - Mr. Fahrenbruch reviewed the tentative October 5th meeting agenda. Vice Chairperson DePauw requested staff to agendize, for some future meeting, discussion regarding the broken signs and par course at Riverview Park.

5. ACTION ON ADJOURNMENT (1-2327) - Commissioner Herst moved to adjourn the meeting at 7:38 p.m. Vice Chairperson DePauw seconded the motion. Motion carried 9-0.

The Minutes of the September 21, 2004 meeting of the Carson City Parks and Recreation Commission are so approved this 2nd day of November, 2004.

THOMAS N. KEETON, Chair