

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the October 5, 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, October 5, 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
Pete Livermore
Tom Patton

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Scott Fahrenbruch, Parks and Recreation Department Director of Operations
Juan Guzman, Open Space Manager
John Flansberg, Deputy City Engineer
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 (1-0007) - Chairperson Keeton called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioners Hoffman and McKenna were absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0018) - None.

1. ACTION ON APPROVAL OF MINUTES - September 7, 2004 (1-0025) - Commissioner Herst moved to accept the minutes. Commissioner Livermore seconded the motion. Motion carried 7-0.

2. CHANGES TO THE AGENDA (1-0033) - At Mr. Fahrenbruch's request, Chairperson Keeton agreed to switch the order of items 3-C and 3-D.

3. AGENDA ITEMS:

3-A. INTRODUCTION OF ROGER MOELLENDORF, PARKS AND RECREATION DIRECTOR (1-0040) - Mr. Fahrenbruch introduced Mr. Moellendorf and referred to the staff report which outlined his experience and achievements as Director of the Green River, Wyoming Parks and Recreation Department. Mr. Moellendorf expressed appreciation for Mr. Fahrenbruch's assistance thus far. Chairperson Keeton welcomed Mr. Moellendorf.

3-B. ACTION REGARDING REPLACEMENT OF THE BALLFIELD LIGHTING SYSTEM AT GOVERNOR'S FIELD FOR SAFETY REASONS, SELECTION OF A SPECIFIED LIGHTING SYSTEM APPROPRIATE FOR THE SITE, AND THE FISCAL IMPACT TO THE CITY (1-0068) - Mr. Fahrenbruch reviewed the staff report and the attached exhibits. He advised that staff has reviewed two lighting systems: Musco and Soft Lighting. Part of the review process included a trip to Seattle, Washington and Phoenix, Arizona, approximately three years ago, to examine the two systems. At that time, the Soft Lighting system was staff's preference because of the light quality. Since that time, the Soft Lighting system was found to be non-compliant with Little League Corporate Headquarters

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standards for ball field lighting. Mr. Fahrenbruch reviewed the standards and costs of each system, and advised that the cost of the Musco lighting system would be approximately \$500,000 less to install at Governor's Field. The Soft Lighting system would require installation of additional light poles because of its design to shine down on the fields rather than angling across. Mr. Fahrenbruch advised of a conversation with National Little League Headquarters Director of Buildings and Facilities Ron Scott, who informed him of the potential for Carson City to lose its Little League sanction if the lighting system is non-compliant with Little League standards. In addition, Carson City would not be eligible to host regional or national tournaments. Mr. Fahrenbruch advised that the Soft Lighting system manufacturer offered to design a system to meet the Little League standard. He reiterated, however, that the cost is an additional \$500,000. He advised that the Musco lighting system has been adopted by the Douglas County Parks and Recreation Department as its standard. Parks staff, together with Supervisors Staub and Livermore, recently viewed the Soft Lighting system used at an Indian Hills General Improvement District park and the Musco lighting system used at Stodick and Lampe Parks in Douglas County.

Mr. Fahrenbruch referred to the recommendation included in the staff report, and advised that staff plans to present a bond funding request to the Board of Supervisors at their October 7th meeting. Mr. Fahrenbruch and Deputy City Engineer John Flansberg will present the specific safety and liability concerns at Governor's Field to the Board of Supervisors at their October 21st meeting. Mr. Fahrenbruch responded to questions regarding the \$7 million bond funding request, which will cover Quality of Life projects approved by the Commission as well as the \$1.2 million cost of the Governor's Field lighting system. Commissioner Livermore disclosed that he is the volunteer-president of the Carson City Youth Sports Association ("YSA"). He didn't perceive a conflict of interest with regard to this item, but advised that the YSA leases both Governor's Field and the Edmonds Sports Complex from the City. He further advised that the lease provides for the City to maintain the facilities in good operating condition.

Commissioner Curtis discussed the "dark skies" issue which was conveyed as a concern during a recent tour of the Western Nevada Community College observatory. In response to a question, Mr. Fahrenbruch advised that light spill factor was one reason for only considering the Musco and Soft Lighting systems. He noted the construction of a new subdivision just east of Governor's Field, and discussed the importance of ensuring that the designated standard can be used for future sports complex facilities. He acknowledged the dark skies issue, and expressed the opinion that it will become larger as the Citywide Master Plan update progresses. He advised that both lighting systems have minimal light spill. He referred to Exhibit B, and reviewed the foot candle measurements for each lighting system. (1-0275) At Chairperson Keeton's request, Steve Taber of Energy Nevada, explained the definition of foot candle.

In response to a question, Mr. Fahrenbruch advised that the cost estimate included in the agenda materials was for the entire lighting system at Governor's Field. The Musco system proposal designates 40 poles; the Soft Lighting system designates 44 poles. In response to a question, Mr. Fahrenbruch advised that the back stops at Governor's Field were rebuilt a few years ago, at which time a netting system was attached to the existing wooden light poles. The Musco system design will have to accommodate the safety net load and cable on fields 1 and 6 along the right and left field lines. In response to a question, Mr. Fahrenbruch expressed a preference for the light quality of the Soft Lighting system. The determining factors in recommending the Musco system were meeting the conditions of the Little League lighting standard and the approximate \$500,000 difference in cost.

In response to a question, Commissioner Livermore reviewed existing uses of properties adjacent to Governor's Field. Mr. Taber advised that Energy Nevada has offered to conduct a demonstration workshop with the adjacent residential neighbors. He described the demonstration, and Commissioner Herst

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recommended scheduling the workshop. Commissioner Livermore discussed the field trip to the Indian Hills GID park and the Douglas County parks, and described the illumination levels at each. He noted that the Governor's Field lighting system has been in place for many years, and described the light fixture covers which help to minimize light spill as part of the Musco system. He discussed safety considerations associated with adequate lighting at a ball field. He recommended the Musco lighting system and advised that members of the YSA concurred.

In response to a question, Mr. Fahrenbruch provided background information on Energy Nevada's contractual relationship with the City. He advised that the costs of City fees and permits for the project would be waived, and that the City is sales tax exempt. In response to a further question, he explained that lighting system replacements at Centennial Park and Fuji Park will be addressed as part of the Quality of Life bond. Question #18 provides for renovation of the existing lower fields at the Centennial Park Complex, which includes the lighting. Fairgrounds improvements are also included in the Quality of Life bonded projects; however, no determination has yet been made regarding whether the lights at the Fairgrounds arena will be replaced or removed. Mr. Fahrenbruch advised that Governor's Field has always been a priority based on safety concerns. He acknowledged that all the projects will be covered by the \$7 million bond. The only difference is that the Governor's Field project will be reimbursed through the general fund.

Commissioner Livermore pointed out the Musco guarantee of "10-years no maintenance" which will translate to direct and indirect cost savings to the Parks Department. Mr. Fahrenbruch agreed, and described the number of times staff is required to replace lamps at Governor's Field each year. In response to a question, he advised that a determination has yet to be made regarding whether the system will use less energy. In response to a further question, he advised that the Musco warranty will not cover lamp replacement. He acknowledged that the system will be designed to withstand high winds. Commissioner Livermore discussed the importance of the lighting system installation time table in conjunction with plans for asphalt replacement and installation of curb, gutter and sidewalk at Governor's Field. Mr. Fahrenbruch advised that Mr. Flansberg is coordinating the Governor's Field project schedule. He noted that Mr. Moellendorf had a Musco lighting system in Green River, Wyoming.

Mr. Taber and Mr. Fahrenbruch responded to questions regarding the cost estimate. Mr. Fahrenbruch advised that a \$200,000 contingency was added to the quote included in the agenda materials, and explained that Governor's Field is a "quagmire of underground obstacles." Chairperson Keeton called for public comment and, when none was forthcoming, entertained a motion. **Commissioner Felesina moved to recommend to the Board of Supervisors to support replacement of the ball field lighting system at Governor's Field for safety reasons, accept staff's recommendation to specify the Musco lighting system through Energy Nevada, and commit funding for the project from the City's general fund. Commissioner Livermore seconded the motion. Motion carried 7-0.** Chairperson Keeton thanked Mr. Taber for his attendance and participation.

3-C. UPDATE ONLY ON STATEWIDE BALLOT QUESTION #1 / CARSON CITY QUESTION #1 OPPORTUNITIES PROGRAM, GRANT APPLICATIONS, AND PROJECTS (1-0874) - Mr. Guzman displayed the Question #1 Opportunities Map, provided background information on its development, and reviewed the status of each of the projects listed in the staff report. He reviewed details of Project #1, which was outlined on a table attached to the staff report. At Chairperson Keeton's request, he explained the concept of a conservation easement.

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In response to a question, Mr. Guzman advised that the Brunswick Canyon Bridge, which was the subject of item 3-D, could be designated as Project #5. Commissioner Livermore discussed the value of Horse Creek Ranch to the community, and expressed support for the open space acquisitions (Project #1). Mr. Guzman encouraged the Commissioners to participate in a field trip tour of open space properties, and discussion took place with regard to the same.

In response to a question, Mr. Guzman displayed a map of Horse Creek Ranch, and pointed out Kings Canyon Road and the properties owned by Michael Fagan and by the Schulz family. He provided background information on the original offer, developed in conjunction with Mr. Fagan, which included a conservation easement on a 200-acre portion of the property and fee purchase of the remainder. He explained that development pressure from Douglas County, in the form of a project proposed by John Serpa, prompted staff to pursue the original offer. Mr. Guzman explained the scenic value of the property, and advised that the owner has expressed an interest in developing a portion of the meadow into a retreat center. He noted that this would alter the character of the property. Since conservation easements are drafted in perpetuity, the use would have to be designated as agricultural. In order to maintain a viable agricultural operation in perpetuity, operational changes will be required which will most likely be the nemesis of open space preservation.

Following approximately six months of deliberation, which included research, classes, and discussions of the issues with people from all across the country, the Open Space Advisory Committee came to the conclusion that outright purchase is the only way to preserve the Horse Creek Ranch in its present state. Mr. Guzman acknowledged that the Open Space Program vision is to maintain the property as unimproved and unchanged. The City will enter into a management agreement to keep cattle on the property, to maintain the irrigation system, etc. Mr. Guzman advised that the meadow portion of the property is not visible except from Kings Canyon Road; the remainder of the property is part of the scenic background of Carson City. In response to a question, he explained the four general types of conservation easements: wild forever, agricultural, historic easement, and general. In response to a further question, he advised that the Horse Creek Ranch is comprised of 610 acres and zoned conservation reserve.

Commissioner Curtis requested staff to agendize review of the Question #1 applications prior to submitting them. Chairperson Keeton called for public comment; however, none was forthcoming. He thanked Mr. Guzman for his presentation.

3-D. ACTION ON THE REGIONAL TRANSPORTATION COMMISSION'S REQUEST TO USE STATEWIDE BALLOT QUESTION #1 FUNDS TO PROVIDE A PORTION OF CARSON CITY'S MATCHING FUNDS FOR THE RECONSTRUCTION OF THE BRUNSWICK CANYON BRIDGE (1-0628) - Mr. Guzman reviewed the staff report. Mr. Flansberg advised that the western approach to the Brunswick Canyon Bridge washed away during the 1997 flood, rendering the bridge unusable. He explained the Federal Bridge Program and the 20% match requirement to be paid by the City. He reviewed the proposal for 10% of the match funding to be allocated from Question #1, and 10% to be contributed by the Regional Transportation Commission. In addition, the City will also be requesting Question #1 funding for construction of a recreational parking lot / staging area on the west side of the River. He advised that the initial project cost is estimated at \$2,255,000.

In response to a question, Mr. Flansberg advised that recreational access was available prior to the 1997 flood. The bridge would restore recreational access to the Pine Nut Mountains, in addition to restoring access to aggregate sources on BLM property. In response to a question, Mr. Flansberg advised that the funding would be requested to be allocated from Carson City's \$2.5 million Question #1 allocation for

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Carson River projects, which is administered by the Carson Water Subconservancy District. He further advised that City staff presented a request to the Regional Transportation Commission, at their September 8th meeting, to apply for the funding.

In response to a question, Mr. Flansberg advised that the 10% in matching funds for the bridge and the cost of the recreational improvements total approximately \$370,000. Mr. Fahrenbruch advised that the proposal will be presented to the Carson River Advisory Committee at their October 6th meeting. In response to a question, Mr. Flansberg advised that the bridge is still listed as a priority of the Regional Transportation Commission. He commented that the proposal will help leverage funds for the project. Commissioner Livermore noted that other Regional Transportation Commission projects don't qualify for Question #1 funding. In response to a question, Mr. Flansberg advised that the City's eligibility for Federal Bridge Program funding has been confirmed. He explained that the opportunity will soon pass, however, because of the amount of time which has passed since the 1997 flood.

Commissioner Curtis expressed concern regarding the Question #1 opportunities process and that the subject project represents a new priority. She read a portion of the staff report into the record and, in response to a question, Mr. Guzman referred to the Bicycle System Plan which was displayed in the meeting room. He pointed out the Carson River, the Sedge Road access into the Pine Nuts, and the access which the Brunswick Canyon Bridge will provide. Mr. Flansberg advised that Deer Run Road was recently paved and striped with bike lanes. Chairperson Keeton called for public comment and, when none was forthcoming, entertained a motion. **Commissioner Patton moved to approve the Regional Transportation Commission's request to use Statewide Ballot Question #1 funds to provide a portion of Carson City's matching funds for the reconstruction of the Brunswick Canyon Bridge. Vice Chairperson DePauw seconded the motion.** Mr. Guzman advised that the Open Space Advisory Committee approved this item at their October 4th meeting. Chairperson Keeton called for a vote on the pending motion; **motion carried 7-0.**

3-E. ACTION REGARDING ALLOCATION OF 2003-04 RESIDENTIAL CONSTRUCTION TAX FUNDS (1-1317) - Mr. Fahrenbruch reviewed the staff report which included staff's recommended allocations. In response to a question, he advised that the original request for the Carson City Historical Society's Carriage House project was \$25,000. He noted staff's recommended \$15,000 allocation. In response to a further question, he advised that the recommended \$60,000 allocation toward Ronald D. Wilson Memorial Park will enhance existing funds. He reviewed details of the various phases of the project and, in response to a further question, estimated the cost of complete park construction at \$350,000 to \$400,000. Parks staff will continue to pursue capital improvement project and RCT funding for the park. Mr. Fahrenbruch explained that Quality of Life funds can only be pursued in the next round which may not be for another couple years. He further explained that the increase in the requested amount from \$50,000 to \$60,000 was based on the Commissioners' comments during the September 7th meeting that the park should be a priority. He advised that Parks staff has made adjustments to RCT application figures in the past.

Commissioner Livermore discussed the possibility of allocating unused contingency funding toward construction of Ronald D. Wilson Memorial Park. He advised of his commitment to completion of the park. In response to a question, Mr. Fahrenbruch advised that the Utilities Division is committed to extending reclaimed water to the park site. He provided background information with regard to the same, and noted that extension of the reclaimed water line represents a \$90,000 to \$100,000 savings to the park project. Commissioner Livermore suggested that the Commission commit to considering other funding sources. In response to a question, Mr. Fahrenbruch advised that the park phases will be constructed as

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funding is available. He reiterated that funding is available to make improvements to the park; the \$60,000 would enhance existing funds. He reviewed the improvements which could be completed with the existing funding, including grading, installation of the culvert, and the concrete work. The \$60,000 would ensure that playground equipment could be installed, and the restroom structure and parking lot constructed. Mr. Fahrenbruch advised that phase 1 will move forward regardless of the RCT allocation.

In response to a question, Mr. Fahrenbruch advised that members of the Carson City Historical Society (the "Historical Society") are seeking private donations and grants to fund construction of the Carriage House. The Historical Society is in the process of merging with The Foundation for the Betterment of Parks and Recreation (the "Foundation") to pursue grant funding. In response to a further question, Mr. Fahrenbruch assured the Commissioners that the Carriage House will be constructed.

(1-1584) Fred Stanio, President of the Foundation, advised that the time table for the Carriage House project will depend upon the generosity of donors. He noted that Governor's Field and the Edmonds Sports Complex took 10-15 years to construct. He clarified that the purpose of the funding request was not to design plans, and advised that the Historical Society and the Foundation are considering various construction options. He requested the Commissioners to keep in mind that the Carriage House will serve a number of purposes, including meeting space, archival storage, a gift shop, an exhibit venue, and an educational resource.

(1-1617) Susan Ballew, President of the Historical Society, provided background information on development of the Carriage House project, and historic information on the Carson City Landmark Society's involvement in preserving the Roberts House when it was acquired by the City in 1969. She noted the population growth in Carson City since that time from 15,000 to over 50,000, and discussed the need for additional space at the site. She provided background information on development of the site plans and the associated costs. She expressed appreciation for the support of City staff and the Commissioners.

In response to a question, Mr. Stanio advised that approximately \$15,000 in donations has been received to date. He explained that the requested RCT allocation is necessary to enhance existing funds to serve as seed money for grant applications. He estimated the total cost of the project at \$300,000, and noted that the RCT allocation would enhance existing funds to approximately 10% of the total project cost. Mr. Fahrenbruch acknowledged that funding has been allocated for renovations to the Roberts House in the past. Ms. Ballew discussed improvements funded by historic preservation grants. Mr. Fahrenbruch advised that the brick driveway on the north side of the Roberts House may have been funded through RCT.

Vice Chairperson DePauw expressed appreciation for the Historical Society and the Foundation and for their members' contributions to the community. She expressed concerns with regard to minimal use of the Wungnema House, which underwent a total restoration, "a lot of money that was spent on it. We went way over budget on it for the Question #18 funding." She opposed allocation of RCT funding toward the Carriage House project. Commissioner Curtis expressed concern that the Commission "not get involved in another Ronald D. Wilson situation." She expressed a preference that the Historical Society and the Foundation approach the Commission with a request for match funding to apply to a grant application.

Commissioner Livermore provided historic information on the City's acquisition and the Landmark Society's renovation of the Roberts House. He noted that the house and/or grounds are used nearly every weekend, and that the events are very visible as the property fronts Carson Street. He spoke highly of the Historical Society's (formerly the Landmark Society) accomplishments over the years. He suggested that

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the longevity of the organization in Carson City lends credibility to the project. He advised that Roberts House projects have always been accomplished as funding becomes available, through donations and small grants. He provided background information on restoration of the Wungnema House, and acknowledged that the project was more expensive than anticipated. He noted that the Wungnema House is a resource which may have more use in the future. He expressed support for the Carriage House project, and commented that the \$15,000 is a "small investment in a great piece of real estate that's a keystone right on Main Street." He expressed support for the recommended \$15,000 RCT allocation, and pointed out that grant applications always require local support.

Mr. Stanio discussed inclusion of the Wungnema House restoration in the language of Question #18. He advised that the Foundation was requested to facilitate the operation of the Wungnema House once the restoration project was complete. Vice Chairperson DePauw advised of a differing recollection with regard to the language of Question #18, and discussion took place with regard to the same. She expressed concerns with regard to utilization of the Carriage House and, in response to a question, Mr. Stanio advised that the Carriage House will be 1400 square feet and two stories. In response to a further question, he advised that the Wungnema House is 1000 square feet and two stories. He explained that the Wungnema House was required to be restored to its original condition and is listed on the National Register of Historic Places. Mr. Fahrenbruch advised that maintenance of historic integrity was a condition of the Historic Resources Commission approval of the restoration project. Because of restoring the Wungnema House to its original condition, Mr. Stanio explained that the space is not as conducive to facilitating meetings. He advised that the Carriage House will be designed to accommodate meetings, and described details of the same. Vice Chairperson DePauw agreed with Commissioner Curtis' earlier comments, and expressed a preference that the Wungnema House be utilized more before supporting the Carriage House project with funding.

In response to a question, Mr. Fahrenbruch advised that Parks staff wrestled with the recommended \$15,000 allocation to the Carriage House because each applicant is worthy of RCT funding. He advised of discussions among the staff regarding the merits of the Historical Society and the Carriage House project. He noted that the Historical Society, which is a non-profit corporation, has entered into a public/private partnership with the City to maintain and operate the Roberts House. Other communities with similar museums have salaried staff to carry out the same responsibilities. Mr. Fahrenbruch advised that the Parks Division maintains the Roberts House grounds, and that Historical Society members perform the majority of the remaining maintenance and operation. The Historical Society markets the Roberts House and operates it without Parks Department assistance which Mr. Fahrenbruch noted is a "huge service to the community." He explained staff's belief that the Historical Society members are committed to the Carriage House project, and reiterated his assurance that the project will be constructed. He advised that members of the Historical Society approach Parks Administration staff on a regular basis with regard to grant funding opportunities, marketing and fund raising ideas, etc. He noted that the Parks and Recreation Department has maintained a policy of not allocating RCT funding to people and organizations which are not willing to help themselves.

Commissioner Felesina advised of having grown up with Ms. Ballew. He provided historic information on the Roberts House and Ms. Ballew's tenacity in completing projects. He discussed the historic significance of the Roberts House to Carson City, and noted that it is a beautiful landmark due in large part to the work of Historical Society members. He expressed no hesitation in allocating the recommended \$15,000 because of the Historical Society's record over the years.

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(1-2040) Paula Cannon, a member of the Historical Society, discussed the importance of change to a museum's growth. She advised that the Roberts House Museum is "crammed to the gills." She described the inadequate meeting space in the Roberts House, and expressed concern that the Historical Society will begin to lose members as a result. She advised that the Historical Society is a non-profit corporation which holds regular fund raising events. She reviewed the Historical Society's annual calendar of events, and pointed out that they promote community involvement.

(1-2151) Eleanor Colby advised of having been a member of the Landmarks Society, now the Historical Society, for a number of years. She further advised of being anxious over the Carriage House project because of an investment of personal funds. She discussed the regular tours of historic homes, sponsored by the Historical Society, in which the community participates. She advised that the Historical Society works with the Carson City Convention and Visitors Bureau to coordinate the tours. She noted that the Historical Society has done a lot of work on the Roberts House; that its members are very proud of the house, the grounds, and the connection with the City and with Thurman Roberts, who gifted the house.

Chairperson Keeton expressed the opinion that the Historical Society will make good use of any funds allocated. He expressed appreciation for the fact that seed money is required to apply for grant funding. Vice Chairperson DePauw expressed concern that the Community Center was excluded from the recommended funding allocations. She discussed a suggestion by Commissioner Curtis to receive private donations for the theater seating. She expressed the opinion that the items requested by Community Center/Theater Operations Supervisor Mitch Ames are very important to the theater. She discussed concerns regarding the diminishing cottonwood canopy at Mills Park, and the need to replace the trees as they are removed. Commissioner Herst expressed agreement with Vice Chairperson DePauw's comments about the Community Center, and discussed the importance of the items requested for the theater.

Commissioner Livermore moved to recommend to the Board of Supervisors to approve the allocation of 2003-04 Residential Construction Tax funds for the following applications and projects: \$75,000 for Carson River Park - Phase 2 matching grant, and \$60,000 for Ronald D. Wilson Memorial Park site development costs. Following discussion, Commissioner Livermore amended his motion to recommend approval of \$75,000 for Carson River Park - Phase 2 matching grant. Commissioner Curtis seconded the motion. Motion carried 7-0.

Commissioner Livermore moved to recommend to the Board of Supervisors approval of \$60,000 for Ronald D. Wilson Memorial Park. Chairperson Keeton seconded the motion. In response to a question, Mr. Fahrenbruch related details of Parks staff's discussion regarding the Community Center RTC applications. He explained that minor capital requests (under \$15,000) are typically approved, as part of the Capital Improvements Program ("CIP") process, unless they are without merit. He advised that the CIP Committee, for the 2004-05 budget, recommended approval of every CIP request under \$15,000 without exception. He anticipates a good year for capital improvements in the community, and expressed the opinion that the Community Center requests have a good chance of being funded under the CIP program. He pointed out that the Community Center theater generates general fund revenue.

With regard to shade trees, Mr. Fahrenbruch advised that "a lot of trees" have been planted in the Mills Park Arboretum and in neighborhood parks over the past couple years. He explained that Parks staff felt there were other, more pressing needs at this time, and that funding for trees will continue to be pursued. Commissioner Livermore advised that Question #18 provides an annual commitment for purchase of trees. He pointed out that Ronald D. Wilson Memorial Park is not eligible for CIP funding, and that the Parks Department has been very successful over the years in the CIP process. In response to a question, Mr.

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Fahrenbruch advised that the Parks and Recreation Department received \$82,000 in CIP funding to refurbish the Civil War memorial. In addition, the Parks and Recreation Department had every one of its minor capital requests funded for FY 04/05. Mr. Fahrenbruch acknowledged that the Roberts House is eligible to receive CIP funding because of being a City property. He noted, however, that the CIP Committee typically considers that non-profit entities should be responsible for raising their own funds. In response to a question, Mr. Fahrenbruch advised that the Parks and Recreation Department CIP requests are first presented to the Commission for approval, forwarded to the CIP Committee, and eventually to the Board of Supervisors. In response to a further question, he advised that the CIP process typically begins in November. Chairperson Keeton called for a vote on the pending motion; **motion carried 7-0.**

Commissioner Livermore moved to recommend to the Board of Supervisors to approve the allocation of 2003-04 Residential Construction Tax funds of \$15,000 for the Carson City Historical Society for the design of the Carriage House project on the Roberts House Museum property. Commissioner Felesina seconded the motion. Vice Chairperson DePauw advised that she would support the motion based on Mr. Fahrenbruch's assurances that Parks staff will continue to pursue funding for the Community Center theater and for the Mills Park Arboretum and neighborhood park trees. She acknowledged, and expressed appreciation for, the volunteer efforts of the Historical Society members. Commissioner Herst agreed. Chairperson Keeton expressed support for any effort to improve the Community Center. Commissioner Livermore advised that the Community Center theater is a high priority, and expressed a willingness to consider funding opportunities. Commissioner Curtis expressed agreement with the comments, and requested the Historical Society to report back to the Commission on their progress. Chairperson Keeton called for a vote on the pending motion; **motion carried 7-0.** [Commissioner Herst left the meeting at 7:50 p.m. A quorum was still present.]

3-F. ACTION REGARDING APPROVAL OF A QUESTIONNAIRE FOR RECEIVING PUBLIC COMMENTS DURING THE COMPREHENSIVE MASTER PLAN AND THE PARKS, RECREATION, AND TRAILS MASTER PLAN PUBLIC MEETINGS AND TRAILS WORKSHOP (1-2614) - Mr. Fahrenbruch reviewed the staff report and recognized Commissioner Curtis for her assistance in developing the questionnaire. Commissioner Curtis advised of having sent a draft questionnaire to members of the volunteer working groups; however, she received no input. She expressed appreciation for Management Assistant Stella Hyatt's assistance in formatting the questionnaire. In response to a question, Mr. Fahrenbruch advised that the neighborhood meetings will address the Citywide Master Plan as well as the Parks and Recreation element to the Master Plan. He advised there may be another survey regarding the Citywide Master Plan, and that separate workshops will be held to address the trails element. In response to a question, Commissioner Curtis advised that the questionnaire will be distributed at each of the public meetings. Mr. Fahrenbruch advised that the information compiled from the questionnaires will be distributed in November/December 2004. Commissioner Livermore provided an overview of the comments he offered for the draft of the community-wide survey which will be distributed in the near future. **Commissioner Curtis moved to approve the use of a questionnaire for receiving public comments during the Comprehensive Master Plan and the Parks, Recreation, and Trails Master Plan public meetings and trails workshop. Commissioner Livermore seconded the motion. Motion carried 6-0.**

3-G. UPDATE ONLY REGARDING THE COMPREHENSIVE MASTER PLAN AND THE PARKS, RECREATION, AND TRAILS MASTER PLAN (1-2832) - Mr. Fahrenbruch reviewed the staff report, and responded to questions regarding distribution of the meeting flyers and the surveys.

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4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT PROJECTS (1-3040) - None.

STATUS REPORT ON UPDATE OF THE PARKS AND RECREATION ELEMENT TO THE MASTER PLAN (1-3044) - Previously covered.

STATUS REPORT ON STATEWIDE BALLOT QUESTION #1 PROGRAM, GRANT APPLICATIONS, AND PROJECTS (1-3046) - Previously covered.

STATUS REPORTS AND COMMENTS FROM STAFF (1-3047) - Mr. Fahrenbruch advised of the reason for Mr. Krahn's absence. He reminded the Commissioners of the National Recreation and Parks Association Annual Conference which begins next week. Parks and Recreation Department staff are extensively involved in volunteering at the Conference. Mr. Fahrenbruch reminded the Commissioners that the October 19th Commission meeting will be canceled due to the master plan public meeting schedule. Discussion took place regarding the November 2nd Commission meeting. Mr. Fahrenbruch reported that the memorial tree planting in honor of Ed Moran will be postponed; Mr. Moran's daughter is out of town until October 15th. Mr. Fahrenbruch will continue discussions with Ms. Moran regarding an appropriate date. He advised that Steve Kastens has requested the memorial tree planting in honor of his father, Dean Kastens, to take place in July 2005. (1-3183) Mr. Fahrenbruch reported that the two full-time park rangers, Ed Heddy and Daniel Warne, started on October 4th. He provided background information on Mr. Heddy's and Mr. Warne's experience, and advised that the gentlemen have been in training this week.

STATUS REPORTS AND COMMENTS FROM COMMISSIONERS (1-3151) - Chairperson Keeton welcomed Mr. Moellendorf and expressed sincere appreciation to Mr. Fahrenbruch for his service as Acting Director. Mr. Fahrenbruch thanked Chairperson Keeton, and expressed appreciation to the Parks and Recreation Department staff for their assistance. (1-3229) Commissioner Curtis advised she would be out of town on November 2nd.

FUTURE AGENDA ITEMS FROM COMMISSIONERS (1-3241) - Vice Chairperson DePauw requested staff to agendaize, for a future meeting, discussion regarding private donations for theater seating.

5. ACTION ON ADJOURNMENT (1-3263) - Vice Chairperson DePauw moved to adjourn the meeting at 8:14 p.m. Commissioner Curtis seconded the motion. Motion carried 6-0.

The Minutes of the October 5, 2004 meeting of the Carson City Parks and Recreation Commission are so approved this 2nd day of November, 2004.

THOMAS N. KEETON, Chair