A regular meeting of the Carson City Parks and Recreation Commission was held on Tuesday, April 15, 1997 in the Community Center Sierra Room, 851 East William St., Carson City, NV at 6:00 p.m.

PRESENT: Chairperson Ken Elverum
Vice Chairperson Robert Kennedy
George Chapman

Jay Meierdierck

Jon Plank

Susan Scholley
Charles Wright

STAFF: Steve Kastens, Parks and Recreation Director
Walter Sullivan, Community Development Director
Scott Fahrenbruch, Parks Superintendent
Fran Smith, Recording Secretary
(PR 4/15/97 1-0000.5)

NOTE - Unless otherwise indicated each item was introduced by Chairperson Elverum. Individuals speaking are identified following the heading of each item. A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours.

A. CALL TO ORDER - Chairperson Elverum called the meeting to order at 6:00 p.m. A roll call was taken and a quorum was present although Commissioners DeMar and Osborne were absent and Commissioner Scholley had not yet arrived. (Arrived at 6:15 p.m.)

B. APPROVAL OF MINUTES - Commissioner Kennedy moved to approve the Minutes of the February 18, 1997 meeting with the correction they indicated he had been present when he had not. Commissioner Wright seconded the motion. Motion carried 6-0.

Commissioner Meierdierck moved to approve the Minutes of the March 4, 1997 meeting as presented. Commissioner Plank seconded the motion. Motion carried 6-0.

C. PUBLIC COMMENT - None.

AGENDA ITEMS

1. REVIEW AND POSSIBLE ACTION ON ANNUAL REVIEW OF FACILITIES AND RECREATION PROGRAMS FOR MENTALLY HANDICAPPED AND/OR PHYSICALLY CHALLENGED - (1-0057.5) Mr. Kastens said this is an item that is reviewed on an annual basis. He introduced Joe Bohl who is the adaptive coordinator for the Northern Nevada Center for Independent Living. He provided a brochure describing what the Center does. A lengthy discussion ensued during which Mr. Bohl explained the services they provide. He also talked about the history of the Center and responded to questions from the Commission about their activities and what they hoped to do in Carson City by working with Recreation Supervisor Barbara Singer and the programs that are available. Ms. Singer outlined these and said she had put in a supplemental budget request to help accomodate some of these activities. Included in the discussion was also information having to do with ADA compliance. Judy Foremaster said she works with Vocational Rehab and said they do fund raising and have additional funding from service clubs. She also said they are looking into applying for grants. No formal action was taken.

Commissioner Scholley arrived at 6:15 p.m. during the discussion.

2. REVIEW AND POSSIBLE ACTION ON DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN THE BUREAU OF LAND MANAGEMENT, CARSON CITY, AND THE CARSON CITY AIRPORT AUTHORITY FOR THE PLANNING AND MANAGEMENT OF OUTDOOR USE ON PUBLIC LANDS WITHIN CITY BOUNDARIES AND ADJACENT TO THE AIRPORT AREA - (1-0799.5) Mr. Kastens expressed his belief it was important for the Commission to review the subject and provide a recommendation of support. He said this was mainly between the Airport Authority and BLM. However, after looking at the lands and determining there was a great deal of space there the main emphasis was to create clear zones which could be used by Parks and Recreation at some future date. He added that the theory had been incorporated into the memorandum of understanding. Chairperson Elverum asked what type of recreational opportunities would be in the area. Mr. Sullivan said there are some areas immediately to the west of the airport where there could be some hiking trails. He also noted there is an 80 acre parcel to the west which is BLM land and is bisected by Arrowhead Drive. Commissioner Meierdierck said when the Airport Authority was making application through the City for an 8 acre parcel part of the agreement was that the recreation interests would be considered and that the Parks and Recreation Commission would be involved in the Master Plan for that area. He added that the intent was to provide an opportunity for dispersed types of recreation such as walking a dog, nature study photography, etc. but such as ball fields were not included. Commissioner Plank said there is forty or fifty acres on the east end of the runway which Public Works might want to use a portion of it for a detention basin. He added it is close to his home and has seen a lot of people walking there. Commissioner Meierdierck also commented that children like to ride their bikes and play in that open field setting. He then moved that the Commission concur and send off to the Board of Supervisors a recommendation for approval of the draft Bureau of Land Management, Carson City, and the Carson City Airport Authority agreement. Commissioner Chapman seconded the motion. Motion carried 7-0. Mr. Sullivan said BLM had considered some revisions to the document and if there are any he would bring it back to the Commission.

Commissioner Chapman left the meeting at 7:00 p.m. A quorum was present.

3. REVIEW AND POSSIBLE ACTION ON AN APPOINTMENT OF A MEMBER TO THE JAIL PARK RELOCATION REQUEST FOR PROPOSAL SELECTION COMMITTEE - (1-0929.5) Mr. Kastens noted that Commissioner Chapman had submitted a proposal to be a presenter and opined that might be the reason he had left the room. Commissioner Scholley moved that Commissioner Meierdierck be appointed to the RFP selection committee. Commissioner Kennedy seconded the motion. Motion carried 6-0.

At this point Mr. Kastens asked that the next item be 5 because he was expecting someone to attend the meeting later. Chairperson Elverum acceded to the request.

Commissioner Chapman returned to the meeting at 7:05 p.m.

5. REVIEW AND POSSIBLE ACTION REGARDING AN ORDINANCE AMENDING THE CARSON CITY MUNICIPAL CODE (CCMC) TO ESTABLISH AN ORDINANCE TO IMPOSE THE TAX KNOWN AS THE "QUALITY OF LIFE SPECIAL REVENUE FUND" - (1-0963.5) Mr. Kastens referred to his staff report and said the ordinance amendment had to be enacted by the Board of Supervisors in order to put in place the authority to start collecting the tax. He then pointed out some changes that had already been made. These included the difference between "may" and "shall". He felt that "may" indicated some flexibility and noted that the language in the initiative is restrictive and lends itself to properly being established with the funds used for recreational purposes and open space acquisition and nothing else. A lengthy discussion ensued on what these accumulated funds could be used for. Included in the discussion were pros and cons on other wording of the ordinance. Commissioner Wright asked if this is somewhat of a combined ordinance between Parks and Recreation and the Open Space Advisory Committee. Mr. Kastens explained what this does is to put in place the power to collect the Quality of Life special revenue fund. He commented that the ordinance had been reviewed and voted on by the Open Space Advisory Committee from the open space perspective. He added that they felt they had no purvue in making comments on the language the Commission had just discussed. Chairperson Elverum expressed his feeling that the Commission should be careful and not step beyond the realm of their authority. Commissioner Scholley then moved that the Commission make a recommendation of the ordinance to the Board of Supervisors with the "shall" being retained and also to convey to them that a majority of the Parks and

Recreation Commission has a concern with respect to the open space language paragraph although we are not making a specific recommendation to change but would like the Board of Supervisors to take a hard look at that in terms of its consistency with the Open Space Advisory Committee ordinance and with the Quality of Life initiative. Commissioner Kennedy seconded the motion. Motion carried 7-0.

4. REVIEW AND POSSIBLE ACTION ON CHANGES TO EXISTING AGREEMENT BETWEEN CITY AND THE CARSON CITY CONVENTION AND VISITORS BUREAU REGARDING THE "EVENT CENTER" (PONY EXPRESS PAVILION) - (1-1415.5) Mr. Kastens referred to the copies of the event center and amended agreements in the packet. He said there was also a draft copy of the agreement for services between the CCCVB and NevadaFest. He noted that earlier in the day the CCCVB had voted 3-1 to approve the agreement with NevadaFest and have the Executive Director sign a final document very similar to this. Mr. Kastens then said there were some technical changes between the CCCVB and NevadaFest but for the Commission's purposes they do not need to be concerned about those. He noted that two areas needing to be amended are the dates that currently exist of the time of use. He said the reason the dates are of concern are that NevadaFest would like to put together some kind of a multi-day Nevada Day celebration. He said in order to do that, especially since Nevada Day falls on a Friday this year, NevadaFest would want that multi-day to go on through Saturday and Sunday. He explained that the current agreements say they are to relinquish their operation at the Pony Express Pavilion on October 31 which means that November 1 and 2 would come under Parks and Recreation conditions. He added that would become cumbersome because the dates of October 31 and May 1 were arbitrary in the beginning when they were chosen. He noted in discussions with the current Sierra Inline Hockey Association, who use the facility during the Parks and Recreation time, they do not have any concerns with adjusting the dates because they are considering extending their season until later in May. Mr. Kastens then said he had picked the dates of November 10 and May 10 as the dates for the transition to take place. This would allow NevadaFest enough time to do the multi-day event and give the hockey people time to finish their season and leave. He said another change is in the area of the funding that was to be put into a capital improvement maintenance fund. He added that is 25 percent of the daily rental fees collected by the CCCVB who, in turn, give them to the City to be put into this fund and for the past couple of years it has equated to approximately $1,000 per year. He said NevadaFest in their agreement with the CCCVB has requested that in the first year a percentage going to the capital and maintenance fund be waived but in the second year they would pay a minimum of $2,000 or 25 percent whichever is greater. He then said in the third year they would go back to the 25 percent figure. He noted he did not have a problem with that because the City has in place a fund which was reviewed during the budget process and is called the Pony Express Pavilion Fund. He added there is adequate funding in it to cover the loss of the $1,000 in the first year. He had also talked to Candy Duncan of the CCCVB and determined there are a couple of issues that will arise from the change in the contract between the City and CCCVB and felt it should be noted to the Commission. He said he had some language he wanted to add to his recommendation that being with the CCCVB getting totally out of the operation and sub-contracting it to NevadaFest they would also like to remove themselves from the obligation of paying for three phone lines that are in the Pavilion which equates to about $30 per month. He then said the other expense is the maintenance on the electronic reader board. He said to date it has been up almost two years and there has been no expense whatsoever relating to maintenance and reiterated what he had said about the fund being adequate to handle any problems. He wanted to add to staff's recommended action language that would state "In addition the result of these changes would create additional annual expenses that will be absorbed by the City in its Pony Express Pavilion fund as follows: 1. The cost of three phone lines, one relating to the reader board, one in the concession, and one in the ticket office and 2. Cost to maintain reader board sign" and finally "This amendment will give control to the City the remaining funds in the Capital Improvement Fund that CCCVB had pursued." He said that fund had approximately $17,000 which CCCVB had not expended and by them getting out of the Pavilion would then come to the Parks Department for control as to how they want to spend those funds at the Pavilion. Commissioner Meierdierck asked about the agreement for services and Mr. Kastens said it is the document that was negotiated between CCCVB and NevadaFest to provide the operation maintenance, booking, and supervision of the Pavilion during the time period for which the CCCVB has been responsible. Commissioner Meierdierck then said the Pavilion was built with room tax money and some RCT money. He noted that the room tax money was not being received in adequate amounts and this reverted back to the RCT fund for an annual subsidy for the past couple of years and this had been identified in this year's budget that the Parks Department was again spending $40,000 for that and $40,000 for additional facilities. He asked if this in any way changes the obligation that the room tax is still going to cover the construction portion, the paying off of the bond, and to build it. Mr. Kastens clarified that there was a bond sold for $2.2 million dollars which was for the construction of not only the Pavilion and the buildings associated with it but also for the train station to house the riding train as well as the rest of Mills Park. He added that the $2.2 million went to those capital improvements and the funding source for debt retirement was two percent of the City's room tax. He said a pledge was made from RCT funds that if in any given year the two percent was not adequate to cover the entire debt retirement of that $2.2 bond then assistance would come from the RCT fund. He said his reason for making that point is because it is a sensitive issue and he did not want the public to think that RCT money is going towards the Pavilion although technically the Pavilion could be pulled out and he felt that the two percent room tax is covering the entire portion of the $2.2 bond. Commissioner Kennedy felt in looking at the event center agreement and in the amendment that the Commission might wish to entirely eliminate both of them and go back and write a whole new agreement that would be between the City and CCCVB relative to the Pavilion. He added that the agreement that was presented at the meeting between CCCVB and NevadaFest has nothing to do with the Commission or with the City. Mr. Kastens said he was glad Commissioner Kennedy had pointed this out because he had been trying to write an amendment to an amendment without much success. Mr. Kastens then commented that the Commission's next meeting would be on May 6 in a joint budget meeting with the Board of Supervisors and suggested a brief meeting before the meeting with the Board. He added he will try to facilitate a special meeting. Chairperson Elverum said he, like Commissioner Kennedy, was not too clear on what was being done. Commissioner Meierdierck then moved that the Parks and Recreation Commission recommend to the Board of Supervisors that they amend the existing agreement between the City and the Carson City Convention and Visitors Bureau to facilitate the contract CCCVB is negotiating with NevadaFest as presented by staff and commented upon this evening. Commissioner Plank seconded the motion. Motion carried 7-0.

GENERAL DISCUSSION

1. Future Agenda Items from Commission Members - (1-1841.5) Commissioner Meierdierck asked about the next meeting. Mr. Kastens clarified that it would be May 6 in a joint meeting with the Board of Supervisors to review the budget.

Commissioner Scholley asked about the Northridge Park plan. She noted they had been before the Commission and were to have returned. She added it was her understanding that the developer was behind schedule and wanted to see them on an agenda soon. Mr. Kastens said staff was to work out details with the developer and added they have not provided staff with enough information to this point.

Commissioner Wright said it had been two months since he had asked about the Bar One project at Fuji Park and asked for an update. Mr. Kastens said he would follow up on that.

Commissioner Kennedy asked where the Commission stands regarding the proposal for the City to purchase the rolling stock of the Mills Park riding train. Mr. Kastens said, because the railroad association could not reach an agreement with Mr. Kreider for the purchase, the City is going to purchase it. He recalled that the Commission's decision was that the City should purchase and retain it. He said he and the District Attorney's Office are working on an agreement. He also noted that it was his hope to take the final agreement to the Board of Supervisors at the May 1 meeting. However, he said the railroad association is still not convinced that is the best thing for their interests. He added he anticipated the association would be attending that meeting. Commissioner Plank noted that Commissioner Scholley had asked about oiwnership of the track and felt that could be discussed at the same time they revisit the City/Kreider issue. Commissioner Kennedy said it was rapidly approaching Memorial Day and hoped the problem would be resolved by then.

2. Comments from Commission Members - (1-2001.5) Commissioner Meierdierck asked for a copy of the 1997 calendar and Mr. Kastens said he is working on it.

Commissioner Meierdierck also asked for an update on the Capital Improvement Committee meeting. Mr. Kastens said he would report on that in the Staff Report section.

Chairperson Elverum mentioned a discussion on appointing a Commissioner to assist him in making a presentation to the Open Space Advisory Committee. He noted there is a bike and trail committee chaired by Commissioner Chapman and to appoint anyone other than him would probably be inappropriate and had used his prerogative to do so.

3. Status Reports from Commission Members - None.

4. Comments and Status Reports from Staff - (1-2051.5) Mr. Kastens said he had not received all the Boardwalk surveys. He asked that any of the Commissioners who had not yet turned theirs in to please get it to his office as soon as possible. It was noted that the Commission was scheduled to attend the Boardwalk training session on May 3.

Mr. Kastens then provided the Commission copies of a memo from Finance Director Mary Walker regarding the results of the CIP review and recommendations. He felt that the Parks and Recreation Department had done very well again this year, especially in light of some of the upcoming and very serious needs of the Sheriff's Department and the Fire Department which he detailed. He referred to the items CIP had recommended for funding. These included the equipment replacement program, the playground equipment replacement program at a higher level than what the Commission had originally seen and that was the addition of the Riley Circle Park playground equipment to the Mills Park and Sunland Vista Park requests. He said CIP had also agreed to fund the central irrigation system. He noted they had approved the ADA remodel at the front entrance to the Community Center, and also the HVAC at the Community Center. He expressed his feeling that Parks and Recreation had done very well considering all the requests from the different entities. He said these were the major items and then talked about the smaller requests that had been approved.

(1-2193.5) At this point Mr. Kastens referred to a flyer from NDOT on the ISTEA project on the west side of the City. He said there would be an informational meeting at WNCC on April 23. He encouraged the Commissioners to attend and provide their comments on the plan NDOT is developing.

He also provided copies of a form from the Foundation for the Betterment of Parks and Recreation in Carson City. He said the foundation was formed several years ago with the intent of helping the Parks and Recreation Department receive bequeaths, funding, and other financing. He added that each year they have nominations for business of the year, organization of the year, volunteer of the year, and volunteer of the years. He noted at this time they are soliciting nominations. They will then vote and make awards. The names of the recipients will be incribed on the wall near the Pony Express Pavilion.

(1-2257.5) Chairperson Elverum asked about the peches at the schools. Mr. Kastens said he had not heard from the School Superintendent. He reminded the Commission that this year YSA did not get permission to put their information on registration, schedules, etc. in the peches at school. He explained that the School District had a concern that the items being inserted were non-educational and the peches were becoming too cumbersome. He then noted that consideration was being given to having the Parks Department purchase their own peches and have all the groups submit their information to them. It was felt that the Latch Key people could stuff the flyers, counting and stacking them, and making sure the students took them home.

5. Status Report on Question #18, Residential Construction Tax, and Capital Improvement - (1-2331.5) Mr. Kastens said the Governor had signed AB 237. He added that at the second May meeting he would have a draft of the priorities the Commissioners indicated they want. He said he would also have some type of a timetable on projects and that it would be open to changes.

(1-2379.5) Commissioner Meierdierck asked for an update on RCT inquiries. Mr. Kastens said he had several calls and discussions on available funding. He added he had told people about the May 2 deadline for submitting applications. He felt there would be some new applications in addition to those already filed.

6. Legislative Issues - None.

There being no new business Chairperson Elverum entertained a motion to adjourn. Commissioner Scholley moved to adjourn. Commissioner Wright seconded the motion. Motion carried 7-0. Chairperson Elverum adjourned the meeting at 8:15 p.m.

The Minutes of the April 15, 1997 meeting of the Carson City Parks and Recreation Commission

ARE SO APPROVED____________, 1997

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Ken Elverum, Chairperson