

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the December 1, 2009 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, December 1, 2009 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Donna Curtis
Vice Chairperson James Smolenski
Commissioner Charles Adams
Commissioner Tom Keeton
Commissioner Steve Lasco
Commissioner Sean Lehmann
Commissioner Pete Livermore
Ex Officio Commissioner Molly Walt
Commissioner Todd Westergard

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Joel Dunn, Recreation Programs Manager
Scott Fahrenbruch, Parks and Recreation Operations Director
Tom Grundy, Capital Program Engineer
Juan Guzman, Open Space/Property Manager
Vern Krahn, Park Planner
Thorah Towler, Deputy District Attorney
Jano Barnhurst, Recording Secretary

NOTE: A recording of these proceedings, the Commission's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours.

CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM (5:30:08) - Chairperson Curtis called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioners Lasco and Westergard arrived after roll call. Commissioner Conrad was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:30:32) - None.

1. ACTION ON APPROVAL OF MINUTES (5:30:51) - Commissioner Livermore moved to approve the minutes of the November 3, 2009 meeting as presented. Commissioner Keeton seconded the motion. Motion carried 6-0-2.

2. MODIFICATIONS TO THE AGENDA (5:30:42) - None.

3. STAFF UPDATES - DISCUSSION ONLY - NO DELIBERATION

3-A. COMPLETION OF IMPROVEMENTS TO THE MEMORIAL DISPLAY AT KOREAN WAR VETERANS MEMORIAL PARK (Scott Fahrenbruch) (5:31:12) - Chairperson Curtis introduced the item and Mr. Fahrenbruch distributed photos of the bronze eagle purchased by the Korean War Veterans Association Chapter 305 for \$7,000. He advised that solar lighting was installed to show off the feature and deter possible vandalism and surrounding neighbors have agreed to keep an eye on it.

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In order to preserve the bronze, Chapter 305 will chemically treat it every three months. He noted that the eagle is a nice finish to the monument and encouraged the PRC and public to go see it.

3-B. ARLINGTON SQUARE ICE SKATING RINK PROGRAM (Joel Dunn) (5:34:02) -

Chairperson Curtis introduced the item and Mr. Dunn advised that the Parks and Recreation Department (PRD) is handling operations and the Office of Business Development (OBD) is handling marketing. He narrated a PowerPoint presentation which is incorporated into the record and gave background information. He advised that the Recreation Division (RD) is addressing the public's concerns to ensure this year's experience is better than last year's. He was initially undecided about the location but after having been open for five days, determined that it's in the right place and mentioned that the traffic flow, lights of the downtown businesses, and pedestrians make it an unbelievable experience. He referred to the numerous sponsors and sent a big 'thank you' to every City department who helped make it a special event: Public Works, the Fire Department, Building Maintenance, PRD, and the Theater Department.

Mr. Dunn advised that some of last year's concerns regarding site aesthetics and public accessibility were addressed by opening up the public area with bleachers and moving the rink north to south and up along Carson Street. By operating the rink as a program, they could establish criteria for success including cost recovery, sustainability and retention, customer satisfaction, and help create a dynamic downtown. Some equipment was purchased rather than rented to help in next year's cost recovery and includes light standards, sound equipment, 40 foot hex and 20x30 heated tents, all of which can be used at any of RD's sites. He reviewed the private rink and tent rentals and advised that more information can be found on www.downtowncarsoncity.com.

Mr. Dunn advised that 300 pairs of hockey style skates can be rented in various sizes. The quality of the ice is better than last year and has received favorable comments. The ice wizard, dasher boards, glycol tubing, and chiller are being rented and they will consider purchasing some of the equipment in the future. He reviewed the hours of operation and admission fees and advised that punch passes and concessions are available. He explained the *Hey Kids* and *Family Night* programs designed for schoolchildren and families.

Mr. Dunn reviewed the Operations Report of the first five days of operation, which included 573 skaters with revenue of \$3,100; 360 skate rentals at \$720; one punch pass at \$91; and \$330 in concessions for a total revenue of \$4,273. In response to a question, Mr. Dunn acknowledged that he can provide a report on a weekly basis.

Commissioner Walt complimented Mr. Dunn and the RD for working very hard to get the rink open, thanked the Downtown Business Association (DBA) for their refreshments and encouraged everyone to use the rink. Their business plan has made it feasible for families to skate and she expressed appreciation for everything that PRD and OBD have done to make it possible. In response to a question, Mr. Dunn replied that staff is working on obtaining a skate sharpener. He explained that the new skates have sharp edges and as long as skaters stay on the mats and ice, the edges will stay sharp throughout the year. In response to another question, he opined that the marketing is going great between the dasher boards, flyers and publicity is everywhere. All of the businesses in the DBA are on board and were instrumental in the grand opening. Vice Chairperson Smolenski complimented the fabulous job they are doing in preparing the ice. He relayed a story about a gentleman driving by who decided to go ice skating instead of the Nugget and a comment that the fabric on the fence could be better used on the west and south sides to disguise the chiller. Commissioner Livermore thanked Mr. Dunn for the update on the budget and asked for the other components. Mr. Dunn replied that he will be presenting program updates and can prepare an expense breakdown at any time. He reiterated that day to day operations are handled by the RD and advertising and marketing by the OBD. Commissioner Livermore commented that he initially didn't

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support it because of the lack of reporting but likes what Mr. Dunn is doing and may change his support. Commissioner Lasco commended staff as the layout of the facility is inviting and the Carson Street frontage very attractive and welcoming. He's happy to see all the advertising especially from Reno sports teams. Commissioner Lehmann offered his congratulations and thought it looks great. In response to a question, Mr. Dunn replied that all program expectations have been exceeded in the first five days from last year. Commissioner Lehmann added his support for a permanent ice rink/splash pad which can be used year round and would cost approximately the same as two years of rental. In response to a question, Mr. Dunn replied that some of the schools didn't get the information on *Hey Kids* and *Family Night* and they may need to check with the schools because the effort is being made.

Mr. Moellendorf added that the rink will be in operation through January 16. It was a great effort by all the departments as well as volunteers including Mr. Dunn's family. In response to a question, Mr. Dunn replied that the contract with Ice Rink Events ends January 16 and they will consider extending it and staying open for the public as long as they are meeting cost recovery. In response to another question, he replied that he has received calls regarding PTA fundraisers. Once program nights and special events have been set, they're willing to work with any group, but it has to stay within the \$4-\$5 ticket range. In response to a question regarding hours of operation, he replied that staff significantly increases operational expenses but ice preparation takes quite a bit of time every day. He finished by commending the vision of the OBD and he and his staff are excited to be a part of it this year.

3-C. URBAN FISHING POND PROJECT TOUR ON FRIDAY, DECEMBER 4, 2009, AT 1:30 P.M. (*Vern Krahn*) (6:10:05) - Chairperson Curtis introduced the item and Mr. Krahn invited the PRC to a tour being given to the grant agencies, City Supervisors and City Manager. He gave parking directions and advised that the tour should take about 1 1/2 hours. In response to a comment, he replied that the purpose of the rocks in the driveway is to knock dirt off construction vehicle tires and is a best management practice.

3-D. MORGAN MILL ROAD RIVER ACCESS AREA PROJECT (*Vern Krahn*) (6:13:27) - Chairperson Curtis introduced the item and Mr. Krahn reported that the project is located west of the Carson City BLM field office. The project is nearing completion and clearances have been received from the Corp of Engineers and SHPO. The final rough grade of the path and improvements on the west end were inspected and will get a final acceptance to the grade this week. It should be completed by the end of the year.

In response to a question, Mr. Moellendorf replied that he has a meeting this week with the City Manager and a Lakeview resident to address his concerns. The PRC's recommendation to proceed with Lakeview Park planning and the Resolution will be taken to the Board of Supervisors' (BOS) January meeting.

4. AGENDA ITEMS:

4-A. PRESENTATION ONLY REGARDING THE FOUNDATION FOR THE BETTERMENT OF PARKS AND RECREATION AWARDS (*Fred Stanio*) (6:16:13) - Chairperson Curtis introduced the item and Mr. Stanio gave a history of the organization. He advised that the Foundation accepts donations for specific purposes and can receive land or property. He explained that if someone wished to donate to the Foundation, their name will be placed on the memorial wall in Mills Park which also recognizes volunteers. He announced the Carson City Chamber of Commerce as the Organization of the Year; Lumos and Associates is Business of the Year with Cynthia Turiczek specifically donating over 100 hours; Susan Ballew is Volunteer of the Year; and Pete Livermore is Volunteer of the Years. He read statements into the record for each recipient and advised that their names will be added to

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the memorial wall. Mayor Crowell will officiate a dedication ceremony on December 13 at 2:00 p.m. Chairperson Curtis introduced a few members of the audience, including Sue Ballew, Phil Harrison, and Chas and Ann MacQuarie. She commended Commissioner Livermore for all of his work over the years. Commissioner Livermore replied that he has appreciated his years of service to the Foundation and it is an element that makes Carson City a unique place to live.

(6:37:05) - At Mr. Krahn's request, Chairperson Curtis re-opened this item. Mr. Stanio advised that the Foundation received a \$3,000 check from Sean Lehmann to be used for swing sets at Long Ranch Park. Commissioner Lehmann commented that he would like to see more ways to publicize the Foundation. Chairperson Curtis expressed agreement and suggested the PRC could possibly help in some way.

4-B. ACTION TO AUTHORIZE THE CHAIRPERSON TO SIGN A LETTER DIRECTED TO THE BOARD OF SUPERVISORS RECOMMENDING THAT THE STATE OF NEVADA CONSERVATION AND RESOURCE PROTECTION GRANT (QUESTION 1) FUNDS AWARDED TO CARSON CITY BE REAUTHORIZED FOR OTHER CARSON CITY PROJECTS (*Juan Guzman*) (6:25:45) - Chairperson Curtis introduced the item and Mr. Guzman reviewed the staff report which is incorporated into the record. He explained that grants were received towards the purchase of the Jarrard and Serpa properties but they believe the appraisals don't equal their properties' value so the transactions may not be completed by the December deadline. Carson City has an opportunity to use the money for other projects if the transactions aren't completed. He recommended that Nevada State Lands be notified that Carson City has other projects for which the monies can be used. He referred to the exhibits included in the agenda materials and noted an error in the staff report that the Serpa project was awarded \$1 million, not \$3 million.

In response to a series of questions, Mr. Guzman replied that the Serpa property is located in the Carson Canyon area and it's possible to do planning and development in that area although there is no water or sewer. He added that copies of the exhibit letters were provided to Mr. Serpa and Mr. Jarrard and both expressed their willingness to cooperate, but the terms cannot immediately be agreed upon. On the Jarrard property, 75 percent of the potential estimated cost was received out of a different program and 50 percent came through non-profit organizations for the Serpa property. Grants were awarded based on the system. The monies can be placed in other categories and they are requesting consideration be given to Carson City before the monies are rescinded. This item will soon be going to the Open Space Advisory Committee and has already been before the Carson River Advisory Committee. He also acknowledged that if conditions are not fulfilled, the money will be rescinded unless Carson City specifically asks for reconsideration. Mr. Moellendorf added that there is a \$3 million grant approval from the Southern Nevada Public Lands Management Act (SNPLMA) for the Bently property and they may want to shift some of the money to that property and consider Q-1 or SNPLMA money for the other properties. The SNPLMA process is about 18 months to determine an award and another 18 months to complete the transaction and they may be able to react more quickly with Q-1 money. Chairperson Curtis entertained a motion. **Commissioner Livermore moved to authorize the Chairperson to sign a letter directed to the Board of Supervisors recommending that the State of Nevada Conservation and Resource Protection Grant (Question 1) funds awarded to Carson City be reauthorized for other Carson City projects. Vice Chairperson Smolenski seconded the motion.** Chairperson Curtis called for public comment but none was forthcoming. **Motion carried 8-0.**

(6:38:45) At Mr. Krahn's request, Chairperson Curtis called a five minute recess.

4-C. PRESENTATION ONLY REGARDING THE PARKS AND RECREATION DEPARTMENT'S 2009 CONSTRUCTION PROJECTS (*Vern Krahn/Tom Grundy*) (6:47:17) -

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Chairperson Curtis introduced the item and Mr. Krahn introduced Tom Grundy, Public Works Project Manager. He narrated a PowerPoint presentation which is incorporated into the record advising that planning done in 2004-2006 has allowed accomplishment of some of these projects.

Mr. Krahn advised that the *Carson City Fairgrounds Project* was completed in 2008. The PA system was a late addition but wrapped up in early 2009 with the assistance of Mitch Ames and Preston Dunn. The facility opened in March 2009. Total project costs were \$4,945,203 with no general funds used. Landscaping, a PA system, and a maintenance building will be considered with remaining funds. In response to a question, Mr. Moellendorf replied there is a lot of interest in the facility but no events are booked at this point.

Mr. Krahn advised that the *Mexican Ditch Bridges Project* was completed in the Spring 2009 and culminated with a ribbon cutting ceremony and fun run. Total project costs were \$184,240 with no general funds used. Cynthia Turiczek volunteered over 100 hours of design time which saved the City a large sum.

Mr. Krahn advised that a lot of open space areas are part of the *Waterfall Fire/Long Ranch Open Space Project* and the Open Space program worked with Rob Fellows of Public Works on drainage and flood control. It was completed in the Fall and is a very aesthetic but functional water conveyance system. It should minimize the amount of water running through and serve the public well in large water events. Total project costs were \$258,280 with no general funds used.

Mr. Krahn advised that approximately 20 vehicles were removed by the National Guard in the *Carson River Canyon Abandoned Car Removal Project* coordinated by the Carson River Regional Recreational Steering Committee. The abandoned cars caused safety issues and Rick Murray of Nevada Division of State Lands deserves kudos for his efforts with the federal approval process. No general funds were used.

Mr. Krahn advised that the *Morgan Mill Road River Access Area Project* was a facility with no services and the Carson River Aquatic Trail Master Plan created a parking lot facilitating a put-in and take-out point for the Class 1 section. The put-in and take-out point of the Class 3 section is almost completed and will be ready for the upcoming rafting season. The facilities are up and running and the contract should be finished before Christmas. A trail system connects to the Empire Ranch Trail. Mr. Grundy added that a dirt berm was removed on the west end of the project which will help water drain from the north and provide more areas for flood waters. In response to a question, he replied that a lot of water from the north end of town runs past the west end into the river. Mr. Krahn added that there was concern about mercury issues but tests revealed that the only hot spot is buried under the parking lot. The project was stopped at the west end due to cultural and historical clearances because a historical culvert bridge was discovered that meets the criteria for inclusion in the National Register of Historic Places. "It represents an intact example of an early concrete masonry structure and exhibits evidence of utilizing adaptive construction techniques and local building materials in a vernacular style. No other feature of this type has been located in Carson City." Total project costs were \$529,000 with no general funds used. The project came in \$100,000 under the engineer's estimate which allows an opportunity for other improvements.

Mr. Krahn advised that the *Urban Fishing Pond Project* is under construction with the assistance of numerous grant funding sources and gave kudos to NV Energy for their Foundation grant allowing for the removal of a power pole in the middle of the pond. C.K. Baily raised over \$20,000 in private funds. Project costs totaled \$980,656 with a \$20,000 match from the general fund. Mr. Grundy added that the original survey did not reflect what would happen along the highway, so changes need to be made to keep storm waters from coming onto the site. Along with Clear Creek, the high water table provides enough water to supply the pond. Because of significant ground water on the west side, a lot of drain rock had to

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be put in to channel the water without eroding the soil. Seventeen de-watering wells were installed. In response to a question, Mr. Krahn replied that the site was de-watered and the pumps were turned off a week before Nevada Day. In response to another question, he replied that they contracted with the Nevada Division of Forestry for wetland and dryland seeds and 2,600 plants will go around the edge of the pond and over 1,000 in the wetland area. The pond was designed to look natural when finished and they tried to provide an environment that encourages quick vegetation establishment. In response to a question, he replied that the site is graded so storm water will not flow into the pond and drainage will go into a detention basin. Dredging may only need to be done in a flood event on Clear Creek and they hope to handle a medium event without impacting the pond.

Linear Park Multi-Use Path Paving Project: Mr. Krahn advised that after the Unified Pathways Master Plan was adopted, Public Works Water Utilities built a decomposed granite path and with their help and various grant sources, it was paved to the Carson City Freeway Phase 2A. The total project cost was \$165,000 with no general funds used. Off street riding can be done from Governor's Field to the Moffett property on a paved multi-use path. Commissioner Lehmann commented that with the new link, he can run almost 20 miles without being on the road. Carson is the best City he's lived in for running and has gotten better in the last ten years. Mr. Krahn added that combining off street and on street systems goes back to the partnership between Public Works and PRD because they're responsible for the on street facilities and see the benefits.

City Hall Improvement Project: Mr. Krahn advised that improvements have been made around City Hall over the past few years including a plaza area and repair of planters. Public Works provided a bike rack and project partners included Public Works' operational budget and staff, PRD's operational budget and staff, and the Downtown Rotary Workday installed landscaping along with a drip irrigation system.

Mr. Grundy advised that the *North Douglas County Sanitary Sewer Inter-tie Project* is in operation and working well. The Indian Hills sewer treatment plant was out of capacity and Carson City was able to take it for which Douglas County pays a pro-rated share of treatment. Commissioner Livermore added that this was done as a cooperative relationship between Douglas County and Carson City. Mr. Krahn added that Mr. Grundy had to juggle this project along with street frontage improvements and the urban fishing pond at Fuji Park and gave him kudos for managing them very well.

Mr. Krahn advised that PRD has been involved with Public Works on the *Fairview Drive Landscaping and Beautification Project* in choosing light fixtures, pole locations, other visual amenities and providing landscaping. They were also involved with design and inspections. The funding source was the Regional Transportation Commission (RTC).

Mr. Krahn advised that the *Old Clear Creek Road Frontage Improvements Project at Fuji Park* consists of a concrete sidewalk, landscaping and a transit stop which is already in use. Funding sources include RTC and the Federal Transit Administration (FTA) with no general funds used. Mr. Grundy added that Public Works will slurry seal the road and finish striping next year.

Mr. Krahn advised that Public Works' efforts helped save the evergreen trees at the *North Stewart Street Extension Landscaping Project* which was funded by the RTC.

Mr. Krahn displayed an aerial photo of the *Ross Gold Pond Renovation Project* showing the water quality issues of the pond. Commissioner Livermore commented that the Park previously won the Wilbur B. Anderson Award for design. Mr. Grundy reported that the pond was drained, duck waste removed and the sides re-graded; the island was riprapped, the bridge removed and the irrigation system disconnected. Mr.

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Krahn added that they intend to use the pond as a watering source for the park. Total project costs were \$72,550. Commissioner Livermore commented that Ross Gold was a former Parks Director who passed away during his employment. A monument on the island lists Carson City employees who have passed away and hopes it can be restored elsewhere in the park.

Chairperson Curtis thanked Mr. Krahn and Mr. Grundy for their presentation. In response to a comment, Mr. Krahn replied that a number of projects are on the horizon and they may come back early next year to discuss them.

4-D. DISCUSSION ONLY REGARDING THE PARKS AND RECREATION COMMISSION'S GOALS FOR 2009 (*Donna Curtis*) (7:43:18) - Chairperson Curtis introduced the item, discussed the goals which are included in the agenda materials and whether they were completed.

1) Chairperson Curtis stated that they had a goal for a grants coordinator but determined that the *volunteer coordinator* is more important. The City has a grants coordinator who has been asked to research a couple of grants for the PRC. She advised that the volunteer coordinator will become key and noted that the Sparks Recreation Department created a partnership program with volunteers and businesses which the PRC may need to investigate.

2) Chairperson Curtis stated that *investigating stimulus programs* was done with the grants coordinator and believes it's been accomplished as far as it can right now. Commissioner Lasco has been researching it and they had a meeting with the Mayor regarding the recreation center and resolution.

3) *Senior citizens, Latinos & teens:* Chairperson Curtis stated that other than futsal and adult soccer programs, the mobile recreation center will be doing a lot of work with certain populations. Not much has been done regarding the senior citizens.

4) Chairperson Curtis stated that *School Board liaison* reports has been added to their agenda but there has been only one report because no one is readily available. She believes someone has been appointed to replace Commissioner Conrad. If no one attends the January meeting, she suggested writing a letter to the School Board expressing their appreciation in having someone attend the meetings.

5) Chairperson Curtis stated that the PRC met with the *Planning Division regarding the sign ordinance* and concluded there wasn't a lot that could be done but they are still trying to work with the Fandango about putting events on their sign.

6) Chairperson Curtis stated that Commissioner Walt still serves on the *Carson City Convention and Visitors Bureau* and Commissioner Livermore has been working with them on the trails project. Commissioner Livermore mentioned that they are trying to design a trails map for promotional events.

7) Chairperson Curtis stated that they didn't *meet with the BOS* as they wanted the PRC to appear during a regular meeting. The goal is in a stalemate situation and hopes they've gotten the word by reading the minutes or listening to meetings.

8) Chairperson Curtis stated that nothing has been done in reviewing the *cost recovery mandate* for recreation programs.

9) Mr. Moellendorf stated that PRD is working on the score cards regarding *staff's goal inputs* and hopes to bring them to the PRC in January.

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10) Chairperson Curtis stated that *review of the PRD Master Plan implementation measures* will be completed tonight but there will be a lot of follow up.

4-E. DISCUSSION ONLY FROM GROUP 3 REGARDING THE PARKS AND RECREATION MASTER PLAN'S IMPLEMENTATION STRATEGIES (Tom Keeton/Chuck Adams/Pete Livermore) (7:50:47) - Chairperson Curtis introduced the item and Commissioner Adams reviewed the strategies and recommendations which are incorporated into the record. Discussion ensued at various points throughout his presentation. Commissioners Livermore, Keeton, Adams, and Mr. Moellendorf responded to and clarified certain points.

Commissioner Westergard suggested including the Urban Fishing Pond to item 48's strategy. Chairperson Curtis suggested finding a way to help the Foundation for the Betterment of Carson City Parks and Recreation in relation to item 58. Regarding item 60, Mr. Moellendorf commented that there is about \$8 million in project partners and \$20,000 in general funding.

5. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (8:06:32) - Chairperson Curtis encouraged the PRC to read the article on gangs included in the agenda materials which focuses on the need for recreation centers.

Mr. Moellendorf announced that three PRC positions will be vacated in the new year but Commissioner Lehmann and Chairperson Curtis have applied for reappointment. Commissioner Keeton has served for eight years and this is his last meeting so staff prepared a letter of appreciation which he read into the record. On behalf of staff, Mr. Moellendorf thanked Commissioner Keeton for his hard work and support. Chairperson Curtis presented Commissioner Keeton with a farewell card from the PRC members.

5-A. REPORT FROM SCHOOL BOARD LIAISON () - None.

6. FUTURE AGENDA ITEMS (8:10:44) - None. Commissioner Walt questioned an error in the dates of the January and February 2010 meetings.

7. ACTION ON ADJOURNMENT (8:11:42) - Chairperson Curtis entertained a motion to adjourn. Commissioner Livermore moved to adjourn the meeting at 8:11 p.m. The motion was seconded by Vice Chairperson Smolenski and carried unanimously.

The Minutes of the December 1, 2009 Carson City Parks and Recreation Commission meeting are so approved this 5th day of January, 2010.

Donna J. Curtis, Chair