

## **CARSON CITY PARKS AND RECREATION COMMISSION**

### **Minutes of the March 1, 2011 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, March 1, 2011, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Steve Lasco  
Vice Chairperson Molly Walt  
Commissioner Chuck Adams  
Commissioner Janice Brod  
Commissioner Donna Curtis  
Commissioner Sean Lehmann  
Commissioner James Smolenski  
Commissioner Todd Westergard

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Tina Russom, Deputy District Attorney  
Tamar Warren, 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 part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

**CALL TO ORDER AND DETERMINATION OF QUORUM** (5:32:09) – Chairperson Lasco called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Vice Chairperson Walt arrived at 5:35 and Commissioner Westergard arrived at 5:40.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS** (5:32:49) – None.

**1. ACTION ON APPROVAL OF MINUTES** (5:32:58) – Commissioner Smolenski suggested removing the term “elect” from the minutes when identifying the newly-elected Chair and the Vice Chair. Commissioner Curtis moved to approve the Minutes of the January 4, 2011 meeting as corrected. The motion was seconded by Commissioner Smolenski and carried 7-0. Vice Chairperson Walt moved to approve the February 1, 2011 meeting minutes. The motion was seconded by Commissioner Adams, and carried 7-0.

**2. MODIFICATIONS TO THE AGENDA** (5:36:21) – Mr. Moellendorf requested postponing agenda item 4B to a later date.

**3. STAFF UPDATES - DISCUSSION ONLY - NO DELIBERATION**

**A. UPDATE ON THE VOLUNTEER COORDINATOR POSITION AND INTRODUCTION OF TILLERY WILLIAMS.** (5:37:00) – Chairperson Lasco introduced the item. Mr. Moellendorf introduced Tillary Williams as the new Volunteer Coordinator, who is working with the Parks and Recreation Department as a volunteer. He stated that Mr. Williams would be responsible for the policies and procedures on how the Department works more formally with volunteers. He cited the Earth Day Cleanup Project as a pilot for implementing a broader-scale volunteer program. Mr. Moellendorf cited Mr. Williams' credentials such as a degree in criminology from Auburn University and an MPA from Idaho University. He also stated that Mr. Williams was currently working on his doctorate. Mr. Williams thanked Mr. Moellendorf for the opportunity, and stated that he was applying what he had learned over the years to his current position. Chairperson Lasco thanked Mr. Williams, and reminded everyone to save the date and volunteer for the April 23<sup>rd</sup> Earth Day project.

**B. UPDATE ON THE MULTI-PURPOSE ATHLETIC COMPLEX PROJECT.** (5:40:58) – Chairperson Lasco introduced the item. Mr. Moellendorf announced that in their last meeting, the Board of Supervisors had directed the Parks and Recreation Staff to move forward with the multi-purpose athletic complex project. Mr. Moellendorf also stated that they were scheduled to meet with the Department of Public Works to establish a timeline for the design,

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development of construction documents, bidding, and the eventual construction of the facility. Mr. Moellendorf also thanked the Commission for their positive recommendation to the Board of Supervisors. In response to Commissioner Smolenski's question, Mr. Moellendorf stated that because the project was not as complicated, it might take up to 12 months to construct. Commissioner Curtis inquired about the gym sizes and the spectator rooms, and Mr. Moellendorf explained that none of the decisions had been finalized. He also addressed Vice Chairperson Walt's inquiry by stating that the Commission's concerns had been conveyed to the designer.

#### **C. UPDATE ON THE LAKEVIEW PARK TRAILHEAD CONCEPTUAL PLAN. (5:47:16) –**

Chairperson Lasco introduced the item. Mr. Moellendorf reported that the Planning Commission had granted the Department's request for a special use permit for Lakeview Park. He added that the next step would be to meet with all the organizations and individuals involved to set a timeline for the development of the trailhead project. In response to a question, Mr. Moellendorf explained that the matter would be heard by the Board of Supervisors only in the case of an appeal.

#### **D. UPDATE REGARDING ELECTRONICALLY EMAILING AGENDA AND SUPPORTING**

**MATERIALS TO PARKS AND RECREATION COMMISSIONERS. (5:48:56) –** Chairperson Lasco introduced the item. Mr. Moellendorf stated that e-mailing agendas and packets to the Commissioners had been a significant cost-saving for the Department. He indicated that all advisory committees would eventually receive their materials electronically. Vice Chairperson Walt reminded those with laptops that they could access the WIFI in the room to view agendas and materials, instead of printing them.

### **4. AGENDA ITEMS**

**A. ACTION TO APPROVE AN AMENDMENT TO THE PARKS AND RECREATION COMMISSION'S BYLAWS REGARDING FREQUENCY OF MEETINGS. (5:51:42) –** Chairperson Lasco introduced the item. Mr. Moellendorf recapped the Commission's discussion during the January meeting. He also read a proposed amendment, incorporated into the record, for the Commissioners to consider. Commissioner Smolenski stated that the amendment was well worded. Several Commissioners suggested minor grammatical edits. **Commissioner Westergard moved to accept the changes to the bylaws as presented and amended. The motion was seconded by Vice Chairperson Walt. Motion carried 8-0.**

**B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS CARSON CITY SCHOOL DISTRICT'S CONCEPTUAL IMPROVEMENTS TO EMPIRE ELEMENTARY SCHOOL. –** Postponed.

**C. ACTION REGARDING DESIGNATING THE APRIL 5, 2011, PARKS AND RECREATION COMMISSION MEETING AS A GOAL SETTING SESSION. (6:00:01) –** Chairperson Lasco introduced the item. Mr. Moellendorf indicated that past goal-setting sessions had been held offsite, and as a separate session. He also read from an enclosed city ordinances and bylaws which stated the Commission's powers and responsibilities. He recommended a Parks and Recreation Commission goal setting session, possibly in lieu of a regularly-scheduled meeting, and in the Sierra Room in order to be televised. Commissioner Curtis agreed that there was a need for a goal setting session, however, she disagreed with the staff report, indicating that goals were beyond the outlined general duties of the Commission. She also suggested having the session in a more informal setting than the Sierra Room. She claimed that many of the accomplishments by the Commission were direct results of goal-setting. Discussion ensued. Commissioners were in agreement to have an open session and to adhere to the Open Meeting Law. Vice Chairperson Walt suggested rearranging the room to make it more inviting for the public to participate. Commissioner Curtis suggested reviewing the Staff goals, in order to fit into their priorities. She also suggested receiving tools from Staff in the form of lists of active projects, etc., in order to focus the discussions. She also suggested holding open sub-committee meetings. Ms. Russom advised against sub-committee meetings. Commissioner Brod stated she was in favor of a goal-setting session, however she requested focusing on a follow-up process as well. She also suggested having updates at the end of each meeting. Commissioner Westergard stated that the Commission's goals were set for them by policy. He proposed candid discussions on priorities instead. Ms. Russom advised that the agenda could be broad enough to discuss priorities and to comply with the Open Meeting Law. **Vice Chairperson Walt moved that the Parks and Recreation Commission**

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**have a work-plan session on April 5, 2011, at 5:50 p.m. The motion was seconded by Commissioner Adams. Motion carried 8-0.**

**5. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (6:32:25) – Commissioner Lehmann requested a recap of the ice skating rink. Mr. Moellendorf reminded the Commission that the season had been extended, therefore, no data had been compiled yet. He suggested sending an update via e-mail or wait until the next meeting on May 2, 2011. Commissioner Curtis suggested having the discussion in May. Vice Chairperson Walt proposed receiving the financial information prior to the work-plan meeting, then having a discussion in May. Commissioner Lehmann announced that the Road Runners Club of America was accepting applications for their inaugural runner-friendly community designation, and believed that Carson City could qualify. Commissioner Walt stated that she, along with Commissioner Brod, would be participating in round table discussions with the Parks and Recreation Department Staff, Muscle Powered, Western Nevada College, Carson City Convention and Visitors Bureau, and several recreation business owners. She stated that the meeting would take place on Thursday and the objective of the round table was to showcase and promote all available recreation in the area. She suggested that Commissioners send them their input. Commissioner Brod requested an update on the aquatic facility as a future agenda item. Commissioner Curtis requested information about events for the upcoming Earth Day celebration. She also asked about snow removal on trails. Mr. Moellendorf agreed to check on the status and prioritization of snow removal. Commissioner Westergard inquired about the process on how to “notice” the work-plan session, and suggested discussing how the Commission advises the Fair and Recreation Board. He also suggested that the Commission explore bringing the State Fair to the Capital City. It was suggested to keep the work-plan discussion topics as broad as possible.

**A. REPORT FROM SCHOOL BOARD LIAISON** – None.

**6. FUTURE AGENDA ITEMS.** – Previously Discussed.

**7. ACTION ON ADJOURNMENT** (6:47:18) – **Commissioner Brod moved to adjourn. The motion was seconded by Commissioner Adams. The meeting was adjourned at 6:48 p.m.**

The minutes of the March 1, 2011 Parks and Recreation Commission meeting are so approved this 5<sup>th</sup> day of April, 2011.

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STEVE LASCO, Chair