A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, June 7, 2011, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Vice Chairperson Molly Walt
Commissioner Chuck Adams
Commissioner Janice Brod
Commissioner James Smolenski
Commissioner Todd Westergard
Commissioner Joanna Wilson

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Tina Russom, Deputy District Attorney
Scott Fahrenbruch, Operations Manager
Vern Krahn, Park Planner
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 (5:32:02) – Vice Chairperson Walt called the meeting to order at 5:32 p.m. Roll was called; a quorum was present. Chairperson Lasco, Commissioner Curtis and Commissioner Lehmann were absent. Commissioner Westergard arrived at 5:38 p.m.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:32:43) – None.

1. ACTION ON APPROVAL OF MINUTES (5:33:08/5:38:30) – Commissioner Jones stated that she would abstain from voting on the previous meeting's minutes as she had not yet been appointed to the Commission. Vice Chairperson Walt suggested waiting for a quorum of members who had attended the May 3, 2011 meeting. Once a quorum was established, Vice Chairperson Walt called for a motion. **Commissioner Smolenski moved to approve the minutes of the May 3, 2011 meeting. The motion was seconded by Commissioner Westergard. The motion carried 5-0-1.**

2. MODIFICATIONS TO THE AGENDA (5:33:33) – None.

3. STAFF UPDATES - DISCUSSION ONLY - NO DELIBERATION

A. EMPIRE ELEMENTARY SCHOOL PROJECT. (5:33:55) – Vice Chairperson Walt introduced the item. Mr. Moellendorf gave background on a proposal that had been brought forward by the Carson City School District. The District had requested to use land, previously given to the Department of Parks and Recreation for playground use, to add permanent classrooms on the site. Mr. Moellendorf reminded the Commission that they had forwarded a positive recommendation to the Board of Supervisors, which had been approved by the Board. He stated that the next step was to do a reverse joint-use agreement for the use of the playground. In response to Commissioner Smolenski's question, Mr. Moellendorf clarified that the playground equipment would now be owned by the School District.

B. JAIL TRUSTEE WORK PROGRAM. (5:36:23) – Vice Chairperson Walt introduced the item. Mr. Fahrenbruch gave background on the Jail Trustee Work Program. He stated that it had been started by Sheriff Furlong to provide additional workforce to the community using inmate labor. Mr. Fahrenbruch stated that three or four trustees and a crew leader would perform a variety of projects for both Departments of Parks and Recreation and Public Works. He outlined several park cleanup and painting projects, and explained that the program had been beneficial for them as they had eliminated the seasonal position responsible for that work.

C. MOFFAT OPEN SPACE MULTI-USE PATHWAY SAFE ROUTE TO SCHOOLS PROJECT. (5:38:47) – Vice Chairperson Walt introduced the item. Mr. Krahn reported that the Regional Transportation Commission would award a contract tomorrow evening for the construction of a 12-foot wide asphalt path connecting Hells Bells Road to the River Knoll subdivision, allowing student access to Eagle Valley Middle School and avoiding Fairview Drive. Mr. Krahn explained that the project was made possible via a Safe Route to School grant. Vice Chairperson Walt advised getting this pathway on the revised trail map.

D. FUJI PARK DOG PARK GRADING SCHEDULE. (5:42:52) – Vice Chairperson Walt introduced the item. Mr. Krahn announced that the Department of Public Works had completed the rough grading of the project and the fine grading would be completed by the following week. He stated that the next step would be to begin fencing the area. Mr. Moellendorf added that the Parks for Paws organization had solicited bids which would be discussed during their meeting the following Monday evening. In response to a question from Vice Chairperson Walt, Mr. Moellendorf clarified that the site was at the southwest corner of the park, west of the playground.

E. FULSTONE WETLANDS PROJECT. (5:44:47) – Vice Chairperson Walt introduced the item. Mr. Krahn referred to a handout, incorporated into the record, and invited the Commission to the ribbon-cutting ceremony on Friday, June 17, 2011. He announced the "marketing label" of the project was "where parks, trails and open space meet". Mr. Krahn also shared several slides of the completed project.

4. AGENDA ITEMS

A. DISCUSSION ONLY REGARDING THE CARSON CITY HEALTH AND HUMAN SERVICES DEPARTMENT'S "KICK BUTTS" CAMPAIGN. (5:52:34) – Vice Chairperson Walt introduced the item. Mr. Fahrenbruch introduced Cindy Hannah, Public Health Program Specialist with Carson City Health and Human Services. He added that on April 9, 2011, Ms. Hannah and her crew collected cigarette butts from Mills Park as a part of Carson City Health Department's Tobacco Awareness Campaign. He praised the volunteers and passed around a large jar containing the collected cigarette butts. Ms. Hannah explained that over 1,500 butts were collected by members of the Teens Against Tobacco Use (TATU) project. She stated that the jar would be used as an educational tool in the schools. She also thanked the Parks and Recreation staff for posting the "young lungs at work" signs. Ms. Hannah introduced Lee Radtke, a Carson City resident, who explained that he had lost his voice box to second-hand smoke, and gave background on his cancer treatments. Ms. Hannah also gave an example of the impact a sign made to smokers. Vice Chairperson Walt questioned why under-age students were allowed to smoke at Mills Park. Commissioner Jones explained that it was not illegal to possess cigarettes, however, it was illegal to purchase them. Mr. Fahrenbruch explained that the City did not have smoking policies at park facilities, however certain sports programs and leagues did. Ms. Hannah offered resources to help the Commission adopt certain policies. In response to Commissioner Smolenski's question, Mr. Fahrenbruch clarified that they had seen compliance near playgrounds, since the posting of the signs. As far as the teen smoking, he stated that it would be an on-going problem, however, he added, the volunteers had been very helpful in reducing the staff time to do such cleanup. Vice Chairperson Walt called for public comments, and none were forthcoming.

B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF THE MULTI-PURPOSE ATHLETIC COMPLEX PROJECT BASED ON THE CONCEPTUAL BUILDING PLAN OPTION B. (6:04:10) Vice Chairperson Walt introduced the item. Mr. Moellendorf reminded the Commission of the discussion at a meeting several weeks ago, regarding the Multi-purpose Athletic Complex. He showed a conceptual plan featuring three options, incorporated into the record, designed by Brent Tippetts of VCBO Architecture, incorporating the Commission's suggestions. Discussion ensued regarding spectator seating, venue size, and expansion options. Mr. Moellendorf proposed approving Option B as the preferred option. He added that the final designs would be reviewed by the Commission as well. Commissioner Adams requested the financial loss information, should the project be abandoned. He also stated that he preferred Option C. Mr. Moellendorf explained that a "substantial amount of design time" had been put into the project. Vice Chairperson Walt called for public comments and when none were forthcoming, a motion. **Commissioner Westergard moved to recommend to the Board of Supervisors approval of the Multi-Purpose Athletic Complex Project based on the conceptual building plan Option B. The motion was seconded by Commissioner Smolenski. Motion carried 6-0.**

C. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS THE PARKS AND RECREATION DEPARTMENT STAFF'S RECOMMENDATION REGARDING THE ALLOCATION OF QUALITY OF LIFE / QUESTION 18 FUNDS. (6:33:53) – Vice Chairperson Walt introduced the item. Mr. Moellendorf indicated that this agenda item was a "companion to the previous one". He stated that building a Multi-purpose Athletic Complex (MAC), instead of an indoor recreation facility", would be less expensive, and would allow funds to be reallocated to other projects with insufficient funding. Mr. Moellendorf explained that in FY 2011/2012, $5,880,958 had been budgeted for a new gymnasium, which would be replaced by the MAC, with a total budget of $5,225,723. He recommended allocating the balance of $655,235 to "other projects and needs", limiting the funding to existing projects. Mr. Moellendorf read the recommended allocations, incorporated into the record, from a staff report. Discussion ensued regarding each line item recommendation. Mr. Krahn supplied a more detailed budget handout, also incorporated into the record, for additional clarification. In response to several concerns regarding using Question 18 funds for public improvement projects, Mr. Moellendorf stated he would speak to the Department of Public Works to see if they have budgeted for the Community Center parking lot project, and if not, he believed that they could make "a strong case" that the improvement to a recreation facility would qualify for Question 18 funding. Vice Chairperson Walt solicited public comments. Maurice White asked "how much are the BMX folks participating in this lighting project?" Mr. Krahn explained that they were receiving in-kind matches to the grant application but not with financial contributions. Mr. White requested clarification on a policy where individual entities built facilities, donated them to the city, and later participated in the maintenance of the facilities. Mr. Krahn stated that it was an encouraged policy, however, this particular project involved wiring and heavy equipment, which needed to be done by professionals. In response to Commissioner Brod's question, Mr. Moellendorf explained that the funding would become available with the new budget, starting on July 1, 2011. He also clarified that they would begin these projects after the MAC contract was finalized. **Commissioner Adams moved to recommend to the Board of Supervisors the Parks and Recreation Department staff's recommendation regarding the allocation of Quality of Life/Question 18 Funds with the suggested change of moving the $20,000 for the west parking lot of the Community Center into the contingency fund, and to finalize the MAC contract before these funds are spent. The motion was seconded by Commissioner Brod. Motion carried 6-0.**

D. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF THE PARKS AND RECREATION DEPARTMENT'S TENTATIVE FISCAL YEAR 2011/12 ANNUAL BUDGET. (7:23:53) – Vice Chairperson Walt introduced the item. In response to a question from Commissioner Wilson, Mr. Moellendorf explained that the budget was developed by the City Administrator, the Finance Director, and the department heads. However, he added that in recent years, due to no increases, the budgets were carried over from year to year. Mr. Moellendorf distributed a budget, incorporated into the record, which he called tentative because the State had not finalized its budget at the time of the Staff Report preparation. He also cautioned that the budget could have additional revisions but hoped that would not be the case. Mr. Moellendorf referred to Exhibit A of the Staff Report, incorporated into the record, which included all budget divisions within the Parks and Recreation Department, except Facilities and Maintenance, Cemetery, and Open Space. He then detailed the budget comparisons for FY2010/2011 and FY 2011/2012, the FY 2011/2012 budget and the Quality of Life funds. In response to Commissioner Westergard's question regarding the organization chart in Exhibit B, Mr. Moellendorf clarified that the Recreation Superintendent position had not been funded, however the Parks Coordinator position was. He added that they were on the organizational chart as place-holders. Commissioner Westergard also questioned paying a staff member 30% of the Residential Construction Tax (RCT) funds "if there were no projects". Mr. Moellendorf explained that they were "proposing not taking money from that account" because the funds barely covered the salaries. He added that they hoped the economy would improve soon. Vice Chairperson Walt called for public comments and when none were forthcoming, a motion. **Commissioner Smolenski moved to recommend to the Board of Supervisors the approval of the Parks and Recreation Department's tentative Fiscal Year 2011/2012 budget. The motion was seconded by Commissioner Adams. Motion carried 6-0.**

E. ACTION REGARDING RESCHEDULING THE JULY 5, 2011, PARKS AND RECREATION COMMISSION MEETING TO JULY 19, 2011. (7:54:26) – Chairperson Walt introduced the item. Mr. Moellendorf suggested moving the next Commission meeting to July 19, 2011 due to the Independence Day Holiday, as he was concerned about having a quorum. Vice Chairperson Walt received input from the Commission members. **Commissioner Adams moved to keep the July 5, 2011 meeting date. The motion was seconded by Commissioner Smolenski. Motion carried 6-0.**

5. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION –

A. REPORT FROM SCHOOL BOARD LIAISON. (7:58:06) – Vice Chairperson Walt welcomed Joanna Wilson as the new School Board Liaison.

6. FUTURE AGENDA ITEMS. (7:59:35) – To be included in the next meeting's packet.

7. ACTION ON ADJOURNMENT (7:59:38) – **Commissioner Smolenski moved to adjourn. The motion was seconded by Commissioner Adams. The meeting was adjourned at 8:05 p.m.**

The Minutes of the June 7, 2011 Parks and Recreation Commission meeting are so approved this 2nd day of August, 2011.

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STEVE LASCO, Chair