

CARSON CITY PARKS AND RECREATION COMMISSION
Minutes of the May 7, 2013 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, May 7, 2013, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Sean Lehmann
Vice Chairperson Janice Brod
Commissioner Chuck Adams
Commissioner Joe Cacioppo
Commissioner Justin Colburn
Commissioner Donna Curtis
Commissioner Lee-Ann Keever
Commissioner Brett Long

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Tina Russom, Deputy District Attorney
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 (5:31:25) – Chairperson Lehmann called the meeting to order at 5:31 p.m.

ROLL CALL AND DETERMINATION OF QUORUM (5:31:30) – Roll was called; a quorum was present. Commissioner McKenna was absent.

CITIZEN COMMENTS (5:32:45) – Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

1. ACTION ON APPROVAL OF MINUTES (5:32:04) – Chairperson Lehmann introduced the item. **Vice Chairperson Brod moved to approve the minutes of the March 5, 2013 meeting. The motion was seconded by Commissioner Adams. Motion carried 8-0.**

2. MODIFICATIONS TO THE AGENDA (5:33:02) – Chairperson Lehmann suggested discussing item 4A prior to item 3E.

3. STAFF UPDATES - DISCUSSION ONLY

A. INTRODUCTION OF THE NEW PARKS AND RECREATION COMMISSION MEMBER. (5:33:40) – Chairperson Lehmann introduced the item. Mr. Moellendorf introduced Justin Colburn, the newly-appointed member to the Parks and Recreation Commission. He also noted that Commissioner Colburn was employed by Harley Davidson Financial and a graduate of the Chamber of Commerce Leadership Class.

B. UPDATE ON DAN ZUBER'S CARSON HIGH SCHOOL SENIOR PROJECT TO INSTALL MONOFILAMENT RECYCLING STATIONS AT THE BAILY FISHING POND, CARSON RIVER PARK, AND MORGAN MILL ROAD RIVER ACCESS AREA. (5:34:38) – Chairperson Lehmann introduced the item. Mr. Krahn introduced Dan Zuber, a Carson High School senior who would be presenting his senior project about monofilament recycling stations at local fishing ponds. He also instructed the Commission to fill out the Audience Verification Form in the Commissioners' packets, required by the high school. Mr. Zuber showed a PowerPoint presentation, incorporated into the record, about the hazards of monofilament to marine and avian life, people, and boats. He also gave background on the uses of monofilament, the recycling programs in place to date, and showed the recycling stations he had placed in local fishing areas. Chairperson Lehmann thanked Mr. Zuber for his presentation and entertained commissioner and public comments. Commissioner Cacioppo inquired about the recycled monofilament and

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was informed that it would be used to make other fishing gear such as tackle boxes. Commissioner Keever received confirmation that Mr. Zuber would be responsible for emptying the containers this summer; however, after leaving for college, the responsibility would be shifted to the Parks Department, and they would be emptied along with the trash bins. C.K. Baily, in the form of public comment, noted that he was Mr. Zuber's mentor and called the project "not a small feat". He cited a personal example of rescuing a bird tangled in monofilament. He also commended Mr. Zuber's perseverance and suggested the possibility of having the Boy Scouts team up with him to expand the project.

C. UPDATE TREVOR SOLLBERGER'S EAGLE SCOUT PROJECT TO RAISE FUNDS TO INSTALL DIRECTIONAL SIGNAGE ALONG THE CARSON CITY FREEWAY MULTI-USE PATH. (5:46:48)

– Chairperson Lehmann introduced the item. Mr. Krahn gave background on the project and introduced Trevor Sollberger, who had raised the necessary funds to accomplish his Eagle Scout project. Mr. Sollberger presented the designed signs and their locations on maps, adding that the initial proposal had been to create 10 signs and four stencils; however, he had been able to have 32 signs and three additional posts. The original cost-estimate of the project had been \$1,100 and he had raised \$2,270; hence the additional signs. Mr. Sollberger thanked his donors and noted that upon completion of the signs, he would need two weekends to put them up. Chairperson Lehmann thanked Mr. Sollberger for his outstanding efforts. In response to a question by Commissioner Curtis, Mr. Sollberger explained that he was inspired by the signage he had seen during his bicycle trips to Sacramento.

D. UPDATE ON TROY WARNE'S EAGLE SCOUT PROJECT AT JOHN D WINTERS CENTENNIAL PARK. (5:50:42) – Chairperson Lehmann introduced the item. Troy Warne presented his Eagle Scout project which was to repaint "four backstops, four planters, and 16 trash cans" at John D. Winters Park, utilizing a team of volunteers and donated supplies. He also noted that he expected the paint to be supplied by the City, adding that the areas would be pressure-washed by the maintenance staff prior to painting. Mr. Warne acknowledged the benefits of tournaments to the City which had resulted in his desire to beautify the park. Mr. Krahn indicated that this project would be done in conjunction with additional projects conducted by the City, such as painting the snack bar. Chairperson Lehmann thanked Mr. Warne and entertained public comments; however, none were forthcoming.

E. UPDATE ON "AUTISM IN AQUATICS: BRIDGING THE GAP" INSTRUCTOR TRAINING CO-SPONSORED BY "LET THEM BE KIDS" AND THE CARSON CITY AQUATICS FACILITY. (KURT MEYER). (7:04:30) – Chairperson Lehman introduced the item. Mr. Moellendorf presented a Staff Report on behalf of Kurt Meyer, Aquatics Facility Supervisor. He indicated that on April 26 and April 27, 2013, the Parks and Recreation Department had hosted a training event on providing specialized swimming lessons for autistic children, sponsored by "Let Them be Kids". Mr. Moellendorf explained that drowning was a major cause of death among autistic children. He also stated that the event had 19 participants from various counties. Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

F. UPDATE REGARDING RESTORING SUNDAY OPERATIONS AT THE AQUATICS FACILITY FOR THE SUMMER. (7:07:56) – Chairperson Lehmann introduced the item. Mr. Moellendorf explained that the Board of Supervisors, in their last meeting, had voted to restore the Sunday operations at the Aquatics Facility this summer, budgeting \$10,000 for it. He added that the program would start on June 9, 2013 and end on September 1, 2013. Chairperson Lehmann received confirmation that the outdoor pool and slide would also be open during those Sundays. He also entertained citizen comments; however, none were forthcoming.

G. UPDATE REGARDING THE MULTI-USE ATHLETIC CENTER PROJECT. (7:09:28) – Chairperson Lehmann introduced the item. Mr. Moellendorf stated that the project was now in the hands of the Public Works Department as they had moved into the planning and construction stages. He also explained that the City had sent out Request for Proposals (RFPs) for the Construction Manager at Risk (CMAR) process and that six RFPs had been received from local firms. Mr. Moellendorf indicated that three firms had been invited to present their proposals and Miles Construction had been selected by the team, and approved by the Board of Supervisors. He stated that the pre-construction planning would begin immediately, working closely with the architect. Mr. Moellendorf believed that they would break ground in August, if there weren't significant changes. Commissioner Keever suggested having the traffic move away from the Russell Way area, as requested by several residents who had approached her with the request, and Mr. Moellendorf agreed to look into that option. Based on an inquiry by Commissioner Curtis, Mr. Moellendorf indicated

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the project budget was “a little over \$5.7 million”. Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

4. MEETING ITEMS

A. FOR POSSIBLE ACTION: REGARDING THE FEASIBILITY OF HOSTING THE NEVADA STATE FAIR OR COUNTY FAIR AT THE CARSON CITY FAIRGROUNDS AND FUJI PARK. (5:55:06) – Chairperson Lehmann introduced the item. Mr. Moellendorf gave background on the item and presented a Staff Report which is incorporated into the record. Commissioner Curtis noted that she had requested that this item be placed on the agenda, adding that she had attended a state fair in Reno and had not found it impressive. Commissioner Keever suggested contacting Greg Williams, the last president of the state fair, who might have appropriate documents. She also volunteered to serve on an exploratory committee. Vice Chairperson Brod supported the idea of a fair in Carson City; however, she wished to understand how the size of the fair would be regulated. Chairperson Lehmann apologized to those who attended the previous meeting which did not take place due to lack of quorum.

(6:03:49) – Senior Judge Robey Willis introduced himself and thanked the Commission for agendizing this item. He suggested that the fair could start small, as a county fair, for a few years at Fuji Park, and expand into a state fair later. He recommended having a smaller scale state fair and entertained citizen comments. Mr. Willis also noted that community feedback had been positive and he had been asked to include music, a carnival, and memorable events. He suggested having a committee that could study the possibility and report to the Board of Supervisors. In response to a question by Chairperson Lehmann, Mr. Willis acknowledged the several carnivals held in Carson City; however, he believed that the agriculture was what set apart a fair from a carnival. Discussion ensued regarding holding concerts in the Rodeo Arena versus at Mills Park. Chairperson Lehmann recommended having a smaller scale state fair and inviting neighboring counties to participate. Ms. Russom stated that a legislation language change may be necessary to move the state fair from Washoe County. Commissioner Keever noted that the exhibition hall at Fuji Park would provide a great venue for baked goods, jams, or quilts, and gave the example of the Lyon County fair which attracted 6,000 visitors per day. Commissioner Cacioppo suggested looking into the Nevada County fair in Grass Valley, California as a good example of a well-run fair. Erin Lehman introduced herself as a 4H leader and noted that they had been invited to Lassen County to attend a fair, and had traveled to Bishop, “because the kids were desperate. They’re looking for a place to take their animals and exhibit them.” She advocated participation in 4H and FFA (Future Farmers of America) and offered her expertise in fund-raising to help with the fair. An audience member who did not identify herself noted that Nevada was the only state that did not have a state fair. Ms. Lehman noted that a former member of the state fair who is still active with 4H had offered her help as well, and invited everyone to the Nevada Junior Livestock Show. Brigid Surber, Agricultural Science Teacher and FFA Advisor at Carson High School, introduced herself and noted that natural resources, including mining, were a huge part of agriculture. She added that farming was changing as more family-owned, small organic farms were coming into existence as more people were trying to learn about their food sources. Mikayla Story, President of Capital FFA, believed that there was a need for agricultural awareness to help the upcoming generations.

(6:34:56) – Commissioner Curtis believed that getting more people involved would lead to a successful fair and encouraged Ms. Story to stay involved. Commissioner Long suggested that the FAA get involved in community garden projects and inquired about the area around Imus Road which had a well on the property. Discussion ensued regarding FAA promotions at Carson High School. Bryn Lehman, a 13-year-old Carson Middle School student and a member of High Sierra Riders and Leg of Lamb 4H club, also spoke in favor of the fair and invited everyone to the Nevada Junior Livestock Show. Jessica Betz also introduced herself as a Washoe Valley resident and a member of High Sierra Riders and a Slab of Bacon 4H club. She suggested having a “mini state fair” and offered the help of the High Sierra Riders. Hayden Story, a member of Arrowhead 4H club, conveyed the desire of the club members to have a State Fair “because it’s sad how kids don’t know where products come from anymore”. Linda Ritter, Interim Executive Director of the Carson City Convention and Visitors’ Bureau (CCCVB), agreed that the CCCVB was responsible for special events, which could be bundled over multiple days and comprised of multiple events. She called the fair “attractive” and offered the Bureau’s support. Sandy Wallin, University of Nevada Cooperative Extension Carson City/Story County, noted that a total of 2,000 children, their parents, and their teachers would attend this year’s Capital City Farm Days. She stated that the interest was there and encouraged the Commission to “push this forward”. She also suggested calling it a tri-county

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fair. In response to Commissioner Colburn's question, Ms. Wallin noted that a large number of 4H clubs existed in Washoe County because of the county's population size, adding that Carson City and Story County had a combined 15 4H clubs, including an entomology club. Carol Betz stated that the 4H clubs received a lot of community support, which would most likely support the fair as well, adding that she did not want budget issues defeating this project. Nick Nicholson, a Carson City resident since 1952, introduced himself and noted that the reason for the demise of the state fair was the area. He stated his opposition to calling it a county fair because it would limit the "draw". Chairperson Lehman indicated that there was "near-unanimous support" for calling the event a state fair and proposed a motion to form a committee to explore having a fair in Carson City, and ultimately calling it a state fair. **Commissioner Curtis moved to have the Parks and Recreation Commission recommend to the Board of Supervisors that an exploratory committee should be appointed to investigate the feasibility of hosting a state fair type of event in Carson City, and that the Carson City Convention and Visitor's Bureau be included in this effort. The motion was seconded by Vice Chairperson Brod. Motion carried 8-0.**

B. PRESENTATION AND DISCUSSION ONLY REGARDING INVASIVE SPECIES AWARENESS WEEK, MAY 20-26, 2013. (7:16:02) – Chairperson Lehmann introduced the item. Margie Evans, University of Nevada Cooperative Extension and Carson City Weed Coalition Coordinator, gave a PowerPoint presentation, incorporated into the record, about noxious weeds and the outreach methods used to educate the community about invasive species. Ms. Evans gave examples of current prevention and treatment activities, and cited problem areas within Carson City where these weeds were currently present. She also introduced the Commission to a phone application which would assist in mapping the weeds. Ms. Evans cautioned against pulling the weeds by members of the public and instead, she suggested photographing them and notifying her. Commissioner Curtis received confirmation that Puncture Vine would be a hazard to pets once dry. Ms. Evans explained to Commissioner Long that different plants are treated in different ways, some with chemicals, some with insects that would control them, and others that can be dug out. Chairperson Lehmann thanked Ms. Evans and entertained public comments; however, none were forthcoming.

C. DISCUSSION ONLY REGARDING PROPOSED RECREATIONAL PROGRAMS BEING CONSIDERED TO BE HELD IN THE PONY EXPRESS PAVILION. (7:30:28) – Chairperson Lehmann introduced the item. Mr. Moellendorf presented a Staff Report, incorporated into the record, and noted the underutilization of the Pony Express Pavilion. He gave examples of some of the activities currently taking place in the Pony Express Pavilion such as in-line hockey, Western Nevada College Graduation, and a summer camp program. Mr. Moellendorf indicated that Staff was considering programs such as roller skating, indoor soccer, and dodge ball. Joel Dunn, Carson City Recreation Operations Manager, discussed the revenue generated by contract classes offered by the Department and noted that opportunities were available and could be introduced in the Pony Express Pavilion until the MAC was built. He also solicited input from the Commission members. Commissioner Curtis suggested having concerts at the location and Mr. Dunn cautioned against the acoustics and explained the time loss due to the tear down and set up of the dasher boards. Commissioner Long was informed that the area would hold 100 participants and potentially 300-400 spectators. Discussion ensued regarding roller derby, indoor bicycle and skate programs. Chairperson Lehmann thanked Mr. Dunn and entertained public comments; however, none were forthcoming.

D. FOR POSSIBLE ACTION: TO ENDORSE THE PUBLIC WORKS DEPARTMENT'S SUBMITTAL OF A RECREATIONAL TRAILS GRANT APPLICATION TO THE NEVADA DIVISION OF STATE PARKS FOR MAINTENANCE AND SAFETY UPGRADES ALONG THE HIGHWAY 50 (EAST) MULTI-USE PATH BETWEEN LOMPA LANE AND EAST COLLEGE PARKWAY/FAIRVIEW DRIVE. () – CHAIRPERSON LEHMANN INTRODUCED THE ITEM. FOR POSSIBLE ACTION: TO APPROVE THE PARKS AND RECREATION DEPARTMENT'S TENTATIVE FISCAL YEAR 2013/2014 ANNUAL BUDGET. (7:50:16) – Chairperson Lehmann introduced the item. Mr. Krahn gave background on the item and presented a Staff Report, noting that on Thursday, May 9, 2013 he, along with the Public Works Department Staff, would present this item to the Nevada State Parks Review Committee. He stated that the suggested outcome would be an official endorsement from this Commission in the form of an official action. Mr. Krahn indicated that the grant request was for \$186,248 and the total project cost was for \$232,810, with a \$46,562 match from Community Development Block Grant (CDBG) funds and \$11,641 from the Public Works Department's Street Funds. In response to Commissioner Curtis' and Vice Chairperson Brod's questions, Mr. Krahn stated that the 2013 CDBG award to the Public Works Department had been secured. Chairperson Lehmann received confirmation that the grant was from federal funds, administered by the State.

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Mr. Krahn also clarified that the recreational trail program grant could be used for maintenance as well as new trails. Discussion ensued regarding trails that needed maintenance and Mr. Krahn explained that new trails would be subject to the National Environmental Policy Act (NEPA) process, while maintenance project would be exempt from it. He also confirmed that cost-sharing was not an option for this project. Commissioner Curtis inquired about this project's fit into the Unified Pathways Master Plan and Mr. Moellendorf suggested updating the Commission on the Master Plan because there were many new Commissioners who might not be familiar with it. Commissioner Brod requested clarification on the CBDG funds and inquired about the low-to-moderate income funding requirement, and noted that she would review the application for answers. Commissioner Long commented that he was pleased to see that existing trails were being maintained. Mr. Krahn emphasized the importance of partnering with the Public Works Department for such projects, as the Parks and Recreation Department did not have the necessary funds. **Commissioner Long moved to endorse the Public Works Department's submittal of a Recreational Trails Grant application to the Nevada Division of State Parks for maintenance and safety updates along the Highway 50 (East) Multi-Use Path between Lompa Lane and East College Parkway/Fairview Drive. The motion was seconded by Commissioner Adams.** Chairperson Lehmann entertained public comments. Maurice White noted that he had lived on that part of Highway 50 most of his life and encouraged the Commission to endorse this project, as it was neglected by the Nevada Department of Transportation (NDOT), and confirmed that it was a moderate-to-low income neighborhood. **Motion carried 8-0.**

E. FOR POSSIBLE ACTION: TO APPROVE THE PARKS AND RECREATION DEPARTMENT'S TENTATIVE FISCAL YEAR 2013/2014 ANNUAL BUDGET. (8:13:22) – Chairperson Lehmann introduced the item. Mr. Moellendorf presented a Staff Report and agenda materials, noting that he had included a comparison of the 2013 and 2014 budgets. He stated that the budget itself was flat; however, this year, the Board of Supervisors had instituted a three-and-a half percent merit raise and a two percent cost of living increase, which were included in the budget. He reviewed the budget and its supporting documentation and noted its funding sources, all of which are incorporated into the record. He also indicated that this budget represented the items that were of concern to this Commission. Commissioner Curtis received confirmation that the \$118,000 set aside for other projects could not be used unless approved by this Commission and the Board of Supervisors. Mr. Moellendorf also clarified that the bond refunding line item indicated that refinancing the bond would save the City \$306,000 in payments. He expressed concern that a capital improvement budget may not be set aside by the Board of Supervisors, which would mean that maintenance projects would not be funded. Discussion ensued regarding bond capacity, merit raises, and the decline of property and sales tax amounts. **Commissioner Curtis moved to approve the Parks and Recreation Department's tentative Fiscal Year 2013/2014 budget. The motion was seconded by Commissioner Keever.** Chairperson Lehmann entertained public comments; however, none were forthcoming. **Motion carried 8-0.**

F. DISCUSSION ONLY TO AMEND THE PARKS AND RECREATION COMMISSION BYLAWS BY DELETING ITEM 11.A REGARDING "APPROPRIATE ATTIRE." (8:33:26) – Chairperson Lehmann introduced the item. Mr. Moellendorf referred to the late materials in the agenda packets, specifically the Staff Report regarding this agenda item. He also explained that while the Parks and Recreation Commission's bylaws were being presented to the Board of Supervisors for approval, the Board felt that section 11.A, regarding appropriate attire, was subjective and inappropriate. Mr. Moellendorf explained that the Board had requested that the Commission remove it from the bylaws. He also reminded the Commission that this was a discussion only item and would be acted upon in the June meeting. Discussion ensued regarding what was considered inappropriate attire, and Ms. Russom noted that if a Commissioner attended the meeting wearing something offensive, the chair could speak with the Commissioner off-line.

5. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION. (8:39:30) – Chairperson Lehmann introduced the item. Vice Chairperson Brod announced that on National Trails Day on June 1, 2013, Muscle Powered would build trails in Ash Canyon. She encouraged volunteers to contact Jeff Potter or the Parks and Recreation Department should they wish to attend.

A. REPORT FROM SCHOOL BOARD LIAISON. (8:40:09) – Commissioner Cacioppo announced that Carson Middle School had received a grant for their habitat. He also encouraged the Commissioners to visit the habitat.

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6. FUTURE AGENDA ITEMS (8:41:15) – Chairperson Lehmann introduced the item. Commissioner Curtis suggested discussing the Unified Pathways and the Parks and Recreation Master Plans. Commissioner Keever recommended discussing the disc golf plans.

7. CITIZEN COMMENTS (8:43:33) – Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

8. ACTION ON ADJOURNMENT (8:43:40) – Chairperson Lehmann entertained a motion to adjourn. **Vice Chairperson Brod moved to adjourn the meeting. The motion was seconded by Commissioner Keever. The meeting was adjourned at 8:44 p.m.**

The Minutes of the May 7, 2013 Parks and Recreation Commission meeting are so approved this 4th day of June, 2013.

SEAN LEHMANN, Chair