

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 2, 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, January 2, 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 Donna Curtis
Commissioner Lee-Ann Keever
Commissioner Brett Long

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Tina Russom, Deputy District Attorney
Scott Fahrenbruch, Operations Director
Kurt Meyer, Aquatics Manager
Joel Dunn, 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 (5:33:31) – Chairperson Lehmann called the meeting to order at 5:33 p.m.

ROLL CALL AND DETERMINATION OF QUORUM (5:30:27) – Roll was called; a quorum was present. Commissioner Curtis arrived at 5:37 p.m. Chairperson Lehmann announced the resignation of Commissioner Westergard and Mr. Moellendorf indicated that the opening had been advertised. He also noted that a new Board of Supervisors representative would be appointed this month.

CITIZEN COMMENTS (5:34:35) – Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

1. ACTION ON APPROVAL OF MINUTES (5:34:56) – There were no minutes to approve.

2. MODIFICATIONS TO THE AGENDA (5:35:01) – Chairperson Lehmann noted that they would address item 3B prior to item 3A, as Mr. Meyer would be late due to another commitment.

3. STAFF UPDATES - DISCUSSION ONLY

A. UPDATE REGARDING THE NEW JOE LOPEZ ADAPTIVE SWIM PROGRAM SPONSORED BY THE “LET THEM BE KIDS FOUNDATION.” (6:40:35) – Chairperson Lehmann introduced the item. Mr. Meyer updated the Commission on a swimming program for autistic children, adding that drowning was the number one cause of death for older autistic individuals. He explained that this was a pilot program and that the curriculum would be duplicated in other locations. He also said that he had noticed quite an improvement in the children using the pool, and that they were in the process of recruiting more swimmers. Mr. Meyer explained that through a donation from “Let them be Kids Foundation”, the autistic children could use the pool for free, and that students were traveling from other counties to attend the program. Mr. Moellendorf clarified that the organization “Let them be Kids Foundation” was a national program dedicated to providing recreational programs for disabled children. Commissioner Brod received confirmation that the program was for autistic children but that autistic adults could also participate. Chairperson Lehmann entertained public comments; however, none were forthcoming.

B. UPDATE REGARDING THE MULTI-USE ATHLETIC CENTER (MAC) PROJECT. (5:36:17) – Chairperson Lehmann introduced the item. Mr. Moellendorf explained that they were “still waiting to make a

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determination on the size and the final design of the facility". He explained that the smaller version of the MAC, without the walking track, was within the Quality of Life budget, and that the version with the walking track was "really close" to the budget, and the original, larger version was \$2 Million over budget. Mr. Moellendorf also noted that as a result of Chairperson Lehmann's contact, the Hop and Mae Adams Foundation had expressed interest in the project, and that he was working on a proposal with several options for the Foundation's consideration, to be completed by the end of the week. Commissioner Curtis suggested looking into stimulus dollars for "shovel-ready" projects. She was also informed that the timeline would be delayed due to the new proposal to the Adams Foundation. Mr. Moellendorf noted that the construction period would be nine to twelve months. Discussion ensued regarding the Commission's previous approval of the "Mini MAC with the walking track option". Commissioner Curtis and Chairperson Lehmann noted that a facility without a walking track should be discussed further, because that had not been an approved option by this Commission. Commissioner Brod commended Chairperson Lehmann for contacting the Adams Foundation and agreed that a walking track was essential. Commissioner Long suggested forgoing the conceptual designs to cut costs. Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

4. MEETING ITEMS

A. FOR POSSIBLE ACTION: TO ELECT A CHAIRPERSON AND VICE CHAIRPERSON OF THE PARKS AND RECREATION COMMISSION FOR 2013. (5:50:06) – Chairperson Lehmann introduced the item and noted that in 2011 the Commission had only met seven times, and expressed his interest in continuing his position as Chair, adding that Vice Chairperson Brod would also be willing to serve another term. Commissioner Curtis explained that Chairperson Lehmann had not been "given much opportunity" due to several canceled meetings. **Commissioner Curtis moved to re-elect Chairperson Lehmann and Vice Chairperson Brod to serve as Chair and Vice Chair of the Parks and Recreation Commission for another term. Commissioner Long seconded the Motion. Motion carried 6-0.** Chairperson Lehmann entertained public comments; however, none were forthcoming.

B. FOR DISCUSSION ONLY REGARDING THE ARLINGTON SQUARE ICE RINK OPERATIONS. (5:51:49) – Chairperson Lehmann introduced the item. Mr. Dunn distributed a year-to-date report, incorporated into the record, detailing the revenue and expenses related to the Rink. He also thanked all the sponsors and partners including the Carson Nugget, the Downtown Business Association, the Greenhouse Garden Center, the Tahoe Fence Company, Vital Signs, Nevada Johns, the Elks Lodge, Hallelujah Toffee, and the Silver and Snowflakes Tree Lighting. Mr. Dunn explained the revenue tracking methodology and noted that 5,948 skaters had generated \$33,301 in revenue, in addition to over \$13,000 in point of sale revenue. He added that the total revenue had exceeded the expenses this year, as projected. Discussion ensued regarding keeping the Rink open longer, possibly until Presidents' Day. Commissioner Keever suggested maintaining the sidewalks around the Rink, as she had seen skaters there several times. Commissioner Brod suggested having better rates for large groups and large families. Mr. Dunn recommended utilizing the punch-card system which was transferrable. Discussion ensued regarding capital improvements. Chairperson Lehmann entertained public comments. C.K. Baily noted that with the balmy weather, the attendance at the Ice Rink would skyrocket this year.

C. FOR POSSIBLE ACTION: TO APPROVE THE PARKS AND RECREATION DEPARTMENT'S TENTATIVE FISCAL YEAR 2013/2014 CAPITAL IMPROVEMENT BUDGET AND 5-YEAR CAPITAL IMPROVEMENT BUDGET. (6:15:19) – Chairperson Lehmann introduced the item. Mr. Moellendorf distributed the Five Year Capital Improvement (CIP) Budget and the FY 2013/2014 budget, which is incorporated into the record. He gave the breakdown of the funds and the process by which the funds are normally allocated. He noted that the estimated budget is divided into minor and major projects specific to the Parks and Recreation Commission, at the request of Commissioner Curtis. Discussion ensued regarding the difference between the work done by the Public Works and Parks and Recreation Departments. Commissioner Curtis gave the example of the Fuji dog park improvements and suggested fungible funds for Fuji and other dog parks. Mr. Moellendorf also answered several questions regarding line items and received suggestions from Commissioners regarding prioritization of projects. It was also suggested to add a restroom in Long Ranch Park and to look into adding donation canisters at certain parks. **Commissioner Curtis moved to approve both the Fiscal Year 2013/2014 Capital Improvement Budget and the Five Year Capital Improvement Budget with the addition of Long Ranch Park. The motion was seconded by Commissioner Adams. Motion carried 6-0.** Chairperson Lehmann entertained public comments; however, none were forthcoming.

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D. FOR DISCUSSION ONLY TO REVIEW CURRENT PARKS AND RECREATION DEPARTMENT PLANNING PROJECTS, GRANT APPLICATIONS, IN-HOUSE PROJECTS, AND DESIGN CONSULTANT/CONSTRUCTION PROJECTS FOR 2013. (6:52:10) – Chairperson Lehmann introduced the item. Mr. Krahn presented a Staff Report that included the type of projects such as grant applications, in-house projects, design consultants, and construction projects that were planned for the upcoming year. Commissioner Curtis suggested looking into the Master Plan as a future agenda topic as it had changed. Discussion ensued regarding the current Master Plan and when it should be reviewed. Mr. Moellendorf cited lack of Staff to devote to the Master Plan review. Discussion ensued regarding the animal shelter and Centennial Park improvements. Mr. Krahn highlighted the California Overland Trail Interpretive Sign Project as one that would require a site design and time – an upcoming Eagle Scout project. Mr. Krahn also highlighted the AT&T Communication Facility Project at Lone Mountain Park and the Costco Waterline Connection Project at Fuji Park as future projects. Mr. Fahrenbruch noted that the Fuji Park Project would require working with the Fairgrounds and Fuji Park to ensure there is no disruption of events. Commissioner Curtis received confirmation that the project would most likely begin after the summer events and before the growing season. Mr. Krahn confirmed for Commissioner Keever that the work would minimally impact traffic. Mr. Fahrenbruch clarified that the project was designed to minimize impact to the established trees. Chairperson Lehmann received confirmation that there were other Eagle Scout projects in the works as well. He also entertained public comments; however, none were forthcoming.

E. FOR POSSIBLE ACTION: TO APPROVE A PLANNING PROCESS TIME FRAME FOR DEVELOPING A SITE DEVELOPMENT PLAN FOR JOHN D WINTERS CENTENNIAL PARK. (7:37:34) – Chairperson Lehmann introduced the item. Commissioner Curtis suggested taking action on this item during the February 2013 meeting, once a timeline has been established. Mr. Krahn suggested receiving an approval from the Commission to move forward with a conceptual plan, with a detailed scope of work to be presented in May for planning purposes. Mr. Krahn read background information from the Staff Report, incorporated into the record, to update the viewing public and the new Commissioners. Mr. Krahn also noted that he had brought the John D. Winters Centennial Park Master Plan, different from the site development plan, for the new Commissioners and viewers. He included minutes from the August 4, 2009 and the November 3, 2010 Parks and Recreation Commission meetings in the packets, incorporated into the record, as background information. Mr. Krahn explained that the Silver State Charter School expansion, the wetlands, and private property ownership were taken into consideration during the site analysis and during the development of the Plan. He also discussed the much needed repairs to continue the sports-tourism events and revenue stream. Mr. Krahn cited several grants such as a \$15,000 one for scoreboards, needing a 50-50 match from Question 18 funds; a Land and Water Conservation Fund grant verbal notice for \$75,500 which would be matched with \$60,000 of Question 18 funds and \$15,000 of Staff time. He added that the grants would be presented to the Board of Supervisors in the February or March timeframe noting that other Nevada Tourism grants would be sought. Commissioner Curtis inquired about the City-owned golf course and was informed that the management of the course was by a non-profit organization. Mr. Moellendorf stated that Staff's assumption was that the golf course was going to remain at its current location. Discussion ensued regarding the two golf courses and the accompanying deed restrictions. Mr. Moellendorf cautioned against any recommendations to the Board of Supervisors that would violate the private entity's agreements with the City. Mr. Krahn highlighted reclaimed water issues that were used to water the golf course. The area's availability for a disc golf course was also discussed and Mr. Moellendorf cautioned against erosion like the San Rafael Park in Reno, and the use of the area for hikers and bikers. He suggested having the disc golf course in a much wooded area. Mr. Moellendorf also highlighted the road, noting that a single entry and exit to and from the area was not conducive to emergency evacuations. Mr. Krahn noted that up to 48 adult soccer teams played mostly in Mills Park but spilled over to the upper fields of Centennial Park, he suggested adding a soccer field and re-orienting the parking lot. Commissioner Adams observed that the discussion pertained more to a site plan and not a master plan. He cautioned against developing the Master Plan in this uncertain economy because maintenance was all that could be done. He also disagreed that the disc golf course would cause erosion, citing the shooting range and the four-wheeling activities taking place. Commissioner Long cautioned against 10 to 15-year delays due to funds and suggested looking into volunteer activities, such as those led by Jeff Potter. Mr. Moellendorf clarified that he was not against the disc golf course and noted that he was looking for more suitable places for the activity, at least demographically, especially in the Lakeview area. Commissioner Adams suggested agendizing and receiving public input regarding the disc golf course within the context of a Master Plan for Centennial Park. Commissioner Curtis asked that the disc golf proponents come to the next meeting and provide input. Chairperson Lehmann suggested a possible action in the next meeting; however, several commissioners did not feel the

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plan was ready for a vote. Mr. Krahn explained that should the grants go through, the project would take three years to be completed. Mr. Moellendorf suggested having a discussion with Kyle Horvath regarding the future of a disc golf course at Centennial Park and possibly other locations, and reporting back to the Commission next month. Vice Chairperson Brod believed that it would take years to do a Master Plan and wanted to separately discuss the disc golf course regardless of the Master Plan. Chairperson Lehmann believed that the disc golf course plan has not moved along quicker because a site had not been located yet to encourage fund raising. Mr. Krahn suggested informing the disc golf proponents that the site would be viable for three years, and creating a sense of urgency by giving them a set time to act. Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

5. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION. (8:48:45) – Chairperson Lehmann introduced the item and announced a trail run at Centennial Park at 9:00 a.m. on January 12, 2013. He added that at least 100 runners would be participating. Chairperson Lehmann also noted that the Regional Transportation Commission had moved the 25-miles-per-hour zone another 1,000 feet west of the “blind hill” and that a gravel shoulder was planned in that part of Kings Canyon Road. He also cautioned against absences to maintain quorum and suggested he or Staff be notified when Commissioners would be absent. Mr. Moellendorf noted that a Board of Supervisors representative would be added to the Commission in February. Commissioner Keever announced that she had attended the Silver Saddle Ranch opening and called it “a great addition to our family”. She promised to give photographs to Mr. Moellendorf. Commissioner Curtis stated that the Carson Animal Services Initiative (CASI) would be holding a wine-tasting event on February 8, 2012, at the Governor’s Mansion, and that tickets were \$25 per person.

A. REPORT FROM SCHOOL BOARD LIAISON. (8:51:40) – Chairperson Lehmann explained that a new liaison would be appointed to the Commission shortly.

6. FUTURE AGENDA ITEMS (8:52:09) – Chairperson Lehmann introduced the item. Commissioner Curtis suggested a status update on the Parks and Recreation Master Plan in the August or September timeframe. Mr. Krahn said he would invite the Public Works Department to update the Commission on two new grant-funded projects in February.

7. CITIZEN COMMENTS (8:54:38) – Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

8. ACTION ON ADJOURNMENT (8:54:49) – Chairperson Lehmann entertained a motion to adjourn. **Commissioner Adams moved to adjourn. The motion was seconded by Vice Chairperson Brod. The meeting was adjourned at 9 p.m.**

The Minutes of the January 2, 2013 Parks and Recreation Commission meeting are so approved this 5th day of February, 2013.

SEAN LEHMANN, Chair