

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the November 4, 2003 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, November 4, 2003 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Stacie Wilke
Vice Chairperson Tom Keeton
Donna Curtis
Donna DePauw
Jim Dunn
Michael Hoffman
Charlene Herst
John McKenna

STAFF: Steve Kastens, Parks and Recreation Director
Walter Sullivan, Planning and Community Development Director
Scott Fahrenbruch, Parks and Recreation Director of Operations
Vern Krahn, Parks Planner
Barbara Singer, Recreation Superintendent
Gail Schroeder, Reservation Coordinator
Kathleen King, Recording Secretary

NOTE: A tape recording of these proceedings is on file in the Clerk-Recorder's Office and is available for review during regular business hours.

CALL TO ORDER AND ROLL CALL (1-0007) - Chairperson Wilke called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Commissioner Livermore was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0013) - None.

1. ACTION ON APPROVAL OF MINUTES - October 7, 2003 (1-0018) - Commissioner McKenna moved to approve the minutes. Commissioner Hoffman seconded the motion. Motion carried 8-0.

2. CHANGES TO THE AGENDA (1-0022) - None.

3. AGENDA ITEMS:

3-A. ACTION ON FEES AND CHARGES FOR SPECIAL EVENTS IN PARKS; GROUP USE PAVILIONS; FAIRGROUNDS ARENA AND EXHIBIT HALL; COMMUNITY CENTER GYMNASIUM AND ROOM RENTALS; AND PARK EQUIPMENT, INCLUDING SNACK TRAILER, PICNIC TABLES, TRASH CANS, WIRE LOOM, MOBILE BLEACHERS, SMALL BLEACHERS, AND P.A. SYSTEM (1-0027) - Mr. Kastens reviewed the staff report, and advised that the referenced resolution was included in the Parks and Recreation Commission handbooks. He provided an overview of the resolution, as outlined in the "Staff Comments" portion of the staff report. He further provided overviews of Exhibit A, a detailed description of Community Center fees, and Exhibit B, Park Use Fees for Parks and Pavilions and for Special Events.

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Mr. Kastens acknowledged that the resolution designates recovery of direct costs only; indirect costs cannot be recovered. He explained the purpose of the agenda item, and advised that increases to the percentage of costs recovered would have to be agendaized for a future meeting as this will require amendment of the resolution. He acknowledged that the 15% increase cannot be retroactive over the last three-year period. Commissioner McKenna suggested that the fees should be reviewed annually, and Mr. Kastens agreed. In response to a question, Ms. Singer advised that Recreation Division and Community Center fees are reviewed annually and increased accordingly. She advised that Community Center Supervisor of Operations Mitch Ames conducts a detailed annual review of costs and fees. She explained that salaries for part-time Recreation Division employees increased this year due to a recent reorganization.

Mr. Kastens acknowledged that fees are increased according to the provisions of the resolution. He provided historic information on the method by which fee increases were determined prior to passage of the resolution. In response to a further question, he explained that the increase in part-time employees' salaries is reflective of the increase in costs above 15% for Community Center fees and rentals. In response to an earlier question, Mr. Fahrenbruch explained the method by which direct costs are determined. Mr. Kastens and Mr. Fahrenbruch responded to questions regarding special event fees. Mr. Kastens explained that many of the special events have increased in participation over the last three years. Mr. Fahrenbruch advised that the fees will need to be incrementally increased, according to the provisions of the resolution, until costs are covered.

In response to a question, Mr. Kastens discussed the non-resident, non-profit fees. Commissioner DePauw expressed the opinion that non-resident, non-profit fees should be reviewed. She indicated a problem with special event users charging parking fees, and expressed the opinion that this practice should be immediately discontinued and disallowed. Mr. Kastens clarified that the special event users in question were members of the Reno Kennel Club, a non-profit organization. Commissioner DePauw expressed the opinion that special event users should not have the right to charge event participants for parking in a City park. In response to a comment, she expressed agreement with charging an event admission fee. Mr. Kastens advised that the parking fee in question covered the cost of paying someone to develop and lay out a parking scheme for the Reno Kennel Club event. In response to a question, Mr. Kastens advised that the special event users in question had rented the entire facility. Commissioner Curtis discussed the concept of a concession fee in which the City charges a percentage of the income. Mr. Kastens and Ms. Singer acknowledged that fee comparisons between neighboring counties have been conducted in the past. The Community Center theater fees are lower than any similar facility in the area. Discussion took place regarding fee comparisons and revenues. Commissioner Curtis suggested considering the revenue structure in conjunction with the Parks and Recreation master plan update.

In response to a question, Mr. Kastens advised that the Exhibit A spreadsheet would be reviewed to ensure conformance with the provisions of the resolution. Discussion took place regarding staff's recommended action, and **Commissioner McKenna moved to approve the revised fees and charges for special events, group use pavilions, fairgrounds arena and exhibit hall, Community Center gymnasium and room rentals, and park equipment after the necessary technical adjustments have been made. Commissioner Herst seconded the motion. Motion carried 8-0.**

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3-B. ACTION ON COORDINATING THE PARKS AND RECREATION ELEMENT OF THE CARSON CITY MASTER PLAN WITH THE UPDATE OF THE CITY'S COMPREHENSIVE MASTER PLAN (1-0594) - Mr. Krahn reviewed the staff report. Mr. Sullivan referred to Exhibit C, and advised that it was presented at the October 29th meeting of the Planning Commission. He advised that the Planning Commission is very interested in moving forward with the comprehensive planning process. He provided an overview of Exhibit C. He advised that the Board of Supervisors held a goal setting workshop earlier in the day wherein the comprehensive master plan was ranked among the top five goals.

Mr. Sullivan expressed agreement with Mr. Krahn's comments regarding public participation, and discussed a combined public meeting of City and Bureau of Land Management staff to discuss the BLM Urban Interface Plan and the City's Land Use Plan. He advised that the public input received was very beneficial as a result of having both plans available during the same meeting. He further advised that the comprehensive master plan update will include other master plan elements. He discussed the function of the comprehensive master plan. Mr. Krahn discussed the importance of developing a comprehensive plan in light of the decreasing availability of land in Carson City. Mr. Sullivan read a portion of Exhibit C into the record, and emphasized the importance of inter-connectivity between parks and recreation, transportation, work centers, etc. He responded to questions regarding the anticipated time frame for completion of the update.

Mr. Krahn provided an overview of Exhibit A, the Outline Scope of Work; and Exhibit B, the Request for Qualifications ("RFQ"). He advised that, with the Commission's approval of this item, the RFQ would be sent to consultant teams tomorrow. He reviewed the RFQ selection process, and discussed citizen involvement in the process. Discussion took place regarding the Outline Scope of Work, and the involvement of the Commission and the public at the appropriate time. Chairperson Wilke called for additional comments and questions from the Commission and from the public. When none were forthcoming, **Vice Chairperson Keeton moved to approve coordinating the Parks and Recreation element of the Carson City Master Plan with the update of the City's comprehensive master plan. Commissioner Curtis seconded the motion. Motion carried 8-0.**

3-C. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE CARSON CITY WEED COALITION ("CCWC") TO EDUCATE THE PUBLIC, LOCATE AREAS OF INFESTATION, AND ERADICATE NOXIOUS WEEDS BY USING BEST MANAGEMENT PRACTICES WITHIN THE CARSON CITY AREA (1-1010) - Mr. Fahrenbruch reviewed the staff report and the Memorandum of Understanding. He noted that there would be no obligation on the part of the City for entering into the Memorandum of Understanding. **Vice Chairperson Keeton moved to recommend to the Board of Supervisors to approve Carson City entering into the Memorandum of Understanding with the Carson City Weed Coalition. Commissioner DePauw seconded the motion. Motion carried 8-0.**

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4. NON-ACTION ITEMS:

STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT (1-1190) - Mr. Kastens reported that construction of the Mills Park parking lot project has begun. He advised that the Commission's recommendation for expenditure of residential construction tax funding will be presented to the Board of Supervisors at their November 6th meeting.

STATUS REPORTS AND COMMENTS FROM STAFF (1-1220) - Mr. Kastens referred to the Shade Tree Council's tree care seminar registration form which was distributed by Mr. Krahn prior to the start of the meeting. He invited any interested Commissioners to participate. He reviewed the registration form and the agenda for the benefit of the public. He advised of recently attending the National Parks and Recreation Association Congress with Mr. Fahrenbruch. He reminded the Commissioners that the Congress will be held in Reno in October 2004, and invited the Commissioners to participate. He described the sessions designed for citizen advisory committee members, and advised of the total attendance at this year's Congress. Mr. Kastens advised of being called away from the Congress due to a death in his family. At his request, Mr. Fahrenbruch discussed the various sessions he attended. He commented on the benefit of networking with other Congress participants, and encouraged the Commissioners' attendance at the 2004 Congress.

STATUS REPORTS AND COMMENTS FROM COMMISSION MEMBERS (1-1317) - Commissioner Herst apologized for missing the last meeting, but advised that she had watched it on television. Commissioner Curtis discussed her recent trip to China as related to parks. Chairperson Wilke advised that Jr. Ski Program registration begins next week.

FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-1365) - Vice Chairperson Keeton requested staff to agendize discussion regarding the park fees resolution. He requested the Commissioners to review the resolutions in preparation for the discussion. Commissioner Dunn suggested waiting to agendize the item until the public has been notified of the Commission's intent to review and possibly revise the resolution. Mr. Kastens advised that the November 18th meeting would be held in the Community Center Bonanza Room due to a conflict with a special Planning Commission meeting. In light of this, consensus of the Commission was to agendize discussion of the resolution for the first meeting in December.

5. ACTION ON ADJOURNMENT (1-1416) - Commissioner Herst moved to adjourn the meeting at 6:55 p.m. Vice Chairperson Keeton seconded the motion. Motion carried 8-0.

The Minutes of the November 4, 2003 meeting of the Carson City Parks and Recreation Commission are so approved this 2nd day of December, 2003.

STACIE WILKE, Chair