CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 15, 2008 Meeting Page 1

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m on Tuesday, January 15, 2008 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Vice Chairperson Pete Livermore

Chuck Adams
Tom Keeton
Steve Lasco
John McKenna
Kathryn Shabi
James Smolenski
Todd Westergard

STAFF: Roger Moellendorf, Parks and Recreation Department Director

Juan Guzman, Open Space / Property Manager

Vern Krahn, Park Planner

Tammy Westergard, Deputy Business Development Manager

Melanie Bruketta, Chief Deputy District Attorney

Kathleen King, 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 public record, on file in the Clerk-Recorder's Office. These materials are available for review during regular business hours.

CALL TO ORDER AND DETERMINATION OF QUORUM (5:30:59) - Vice Chairperson Livermore called the meeting to order at 5:30 p.m. Roll was called; a quorum was present. Chairperson Curtis was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:31:41) - Mr. Moellendorf announced that Ann Bollinger had accepted the position of Open Space Assistant. He provided background information on the interview process. He commended Community Center and Park Division staff on their hard work and efforts in facilitating recent political events at the Community Center and Fire Station 1. He estimated approximately 2500 people had attended the Community Center event. He advised of a recent neighborhood meeting, scheduled in the area of Park Terrace Park, which no one attended. English and Spanish flyers were delivered to approximately 30 residences bordering the park. Mr. Moellendorf advised that an update on Sierra Nevada Soccer Association President Dan Bowler's proposal for Park Terrace Park will be agendized for a future meeting.

- 1. **ACTION ON APPROVAL OF MINUTES** (5:35:36) None.
- **2. MODIFICATIONS TO THE AGENDA** (5:35:47) Vice Chairperson Livermore advised of a correction to the language of agenda item 5-A in that the word "include" should be changed to "introduce."

3. STAFF UPDATES:

3-A. UPDATE REGARDING 2008 CITY GRANT REQUESTS FROM THE LAND AND WATER CONSERVATION FUND, RECREATIONAL TRAILS PROGRAM, AND QUESTION #1 PROGRAM FOR THE MORGAN MILL ROAD RIVER ACCESS AREA, URBAN FISHING POND, BMX TRACK LIGHTING, AND THE FULSTONE WETLANDS TRAILS PROJECTS (5:36:22) - Mr. Krahn provided background information on the grant funding sources. Nevada State Parks Land and Water Conservation Fund grant applications are due January 31st, and will be submitted for the urban fishing pond in the approximate amount of \$100,000; for the BMX track lighting project at the Edmonds Sports Complex in the approximate amount of \$50,000 to \$60,000; and for the Morgan Mill Road river access area in the approximate amount of \$100,000. Mr. Krahn advised that Land and Water Conservation Fund grant administrators have encouraged submission of the three grant applications. He further advised that the BMX track lighting grant application is being prepared by BMX Program Coordinator Mary Leaming and other volunteers.

Mr. Krahn advised that two grant applications will also be submitted to the Nevada State Parks Recreational Trails Program by February 29th. Projects being considered are the urban fishing pond, the Morgan Mill Road river access area, and the Fulstone Wetlands. Parks staff will be meeting with grant program administrators to discuss the projects and determine which would have the best opportunity to compete statewide for the grant funding.

Mr. Krahn further advised that one grant application will be submitted to the Question #1 Program by the March 31st deadline. The urban fishing pond, the Morgan Mill Road river access area, and the Fulstone Wetlands are being considered for the grant application. Parks staff has a meeting scheduled with Question #1 Program staff to tour the sites and discuss the most competitive project. Mr. Krahn advised that Ms. Bollinger will be preparing the grant application. Vice Chairperson Livermore thanked Mr. Krahn for his report.

In response to a question, Mr. Krahn suggested that Parks and Recreation Director of Operations Scott Fahrenbruch would be better able to answer questions regarding possible damage to City park and recreation facilities following the last snow storm.

4. NON-ACTION ITEMS:

4-A. DISCUSSION ONLY REGARDING THE FIRST READING OF AN ORDINANCE, ON JANUARY 3, 2008, REGARDING THE CREATION OF A CARSON CITY CULTURAL COMMISSION (5:42:17) - Vice Chairperson Livermore invited Ms. Westergard to the meeting table, and provided background information on both the Carson City Arts and Culture Coalition and the Carson City Cultural Commission.

Ms. Westergard provided additional background information on the Carson City Arts and Culture Coalition which she chairs. Vice Chairperson Livermore distributed to the commissioners and staff a special advertising feature entitled *Downtown Carson City, A Vision for Tomorrow from the Treasures of Today*, and Ms. Westergard provided an overview of the same. Ms. Westergard distributed and reviewed copies of a *Business Week* article entitled *Bohemian Today, High-Rent Tomorrow*. She noted the importance of preserving "a part of the community's story" by celebrating arts and culture. She further noted that arts

and culture drive economic opportunity. She provided additional background information on the Arts and Culture Coalition, and noted the institutions represented, including the Western Nevada Theater Company, the Nevada State Museum, the Railroad Museum, Sierra Nevada Ballet, the Children's Museum Wildhorse Theater. She explained the purpose in forming the Carson City Cultural Commission to offer these institutions "a certain amount of security for today but also for generations to come." She noted the "fabulous" parks and recreation facilities in Carson City, and that Carson City has more open space than any other county in the state. She pointed out the purposeful understanding of the value of these assets over the years, and the importance of anchoring the parks and recreation commission and the open space advisory committee in municipal government in order to plan for, fund, and embrace the value of these assets. She reviewed the functions of the cultural commission, as outlined in the ordinance included in the agenda materials as Exhibit A.

Vice Chairperson Livermore provided historic information on the arts in Carson City and on the preservation of the Brewery Arts Center. He discussed the membership, function, and meeting schedule of the cultural commission, as outlined in Exhibit A. At Vice Chairperson Livermore's request, Ms. Westergard discussed free advertising provided by the Galaxy Theater. She provided the Arts and Culture Coalition website as well as the website for information about the vision for downtown redevelopment. Vice Chairperson Livermore discussed his attendance at a recent Wildhorse Theater performance. He advised that second reading of the subject ordinance was scheduled for Thursday, January 17th. He expressed an interest in scheduling a joint meeting between this commission and the cultural commission.

Commissioner McKenna reviewed suggested revisions to the ordinance, and discussion followed. Commissioner Shabi expressed support for "anything that emphasizes or highlights Carson City's cultural aspects." In response to a question, Ms. Westergard advised that Business Development staff will support the commission. She and Vice Chairperson Livermore responded to questions of clarification regarding the cultural commission's function. In response to a further question, Ms. Westergard provided an explanation of the arts index rating, as indicated in the *Business Week* article.

In response to a question, Vice Chairperson Livermore advised that the Brewery Arts Center is a member of the Arts and Culture Coalition. He responded to questions regarding composition of the cultural commission. In response to a further question regarding Section 2.41.080 of the ordinance, Ms. Westergard advised that the Parks and Recreation Department and the Carson City School District are represented on the Carson City Arts and Culture Coalition. Mr. Moellendorf further clarified the distinction between members and partners of the Carson City Arts and Culture Coalition. Discussion followed. Commissioner McKenna explained the significance of the School Board liaison to this commission. He expressed support for the cultural commission, but suggested no reason for direct School Board member representation. Vice Chairperson Livermore and Ms. Westergard advised that the School District is well represented on the Arts and Culture Coalition. Vice Chairperson Livermore noted the previously-suggested revisions, and reiterated that second reading of the ordinance would be agendized for the January 17th Board of Supervisors meeting. He thanked Ms. Westergard for her attendance and presentation.

5. ACTION ITEMS:

- **5-A.** ACTION TO INTRODUCE THE FOLLOWING AMENDMENTS TO THE PARKS AND RECREATION COMMISSION BYLAWS: (6:12:41) Vice Chairperson Livermore introduced this item. Mr. Moellendorf provided background information, and reviewed the staff report. He referred to Deputy District Attorney Will Geddes' proposed language which was attached to the staff report.
- 5A-1. TO AMEND THE BYLAWS BY REDUCING THE FREQUENCY OF COMMISSION MEETINGS TO ONE MEETING PER MONTH (6:16:22) Commissioner Shabi inquired as to the reason for changing the regular meeting date to the third Tuesday of each month in June, July, and August. Mr. Moellendorf reviewed the existing language of bylaws section 1 by way of explanation, and discussion ensued. Commissioner Westergard suggested holding the meetings on the first Tuesday of every month throughout the year, and the commissioners agreed. Vice Chairperson Livermore entertained a motion to reduce the frequency of monthly meetings to one per month to be held on the first Tuesday of each month. Commissioner Shabi moved to introduce an amendment to the bylaws to reduce the frequency of commission meetings to one meeting per month, to be held on the first Tuesday of each month. Commissioner Smolenski seconded the motion. Motion carried 8-0.
- 5A-2. TO AMEND THE BYLAWS TO PERMIT THE CANCELLATION AND RESCHEDULING OF ANY REGULAR MEETING IN ADVANCE BY A MAJORITY VOTE OF THE COMMISSIONERS (6:21:52) Vice Chairperson Livermore introduced this item. Mr. Moellendorf reviewed the amendment language proposed by Mr. Geddes, as provided in Exhibit A. Vice Chairperson Livermore entertained questions or comments and, when none were forthcoming, a motion. Commissioner Smolenski moved to amend the bylaws to permit the cancellation and rescheduling of any regular meeting in advance by a majority vote of the commissioners. Commissioner Lasco seconded the motion. Motion carried 8-0.
- 5A-3. TO AMEND THE BYLAWS BY PROVIDING LANGUAGE THAT ALLOWS AN OFFICER OF THE COMMISSION TO RESIGN HIS / HER OFFICE (6:23:59) Vice Chairperson Livermore introduced this item. Mr. Moellendorf provided background information, and reviewed the proposed amendment language, as provided in Exhibit A. Commissioner Shabi suggested including language providing for election of the resigning officer's replacement prior to the first regular meeting of the next calendar year. Commissioner Smolenski noted that no provision had been made for the chair to resign. Commissioner McKenna suggested providing for officers to tender their resignation to the commission rather than to the chair. Mr. Moellendorf agreed to work with Mr. Geddes to further refine the proposed amendment language. Commissioner Lasco suggested also providing for an officer to resign an office without resigning from the commission.

5A-4. TO AMEND THE BYLAWS REGARDING THE PROCESS OF PLACING ITEMS ON THE PARKS AND RECREATION COMMISSION MEETING AGENDA (6:27:23) - Vice Chairperson Livermore introduced this item. Commissioner McKenna advised that items can be agendized by two members of the School Board. In response to a question, Vice Chairperson Livermore provided background information on Chairperson Curtis' intent with regard to the proposed amendment. In response to a question, Mr. Moellendorf advised of never having denied a request by the chair to agendize an item. He acknowledged the possibility of the opportunity for denial by a future director. Commissioner McKenna advised that the School Board President and the School District Superintendent

jointly prepare the School Board agendas. He reiterated that two School Board members can agendize an item. In response to a question, Vice Chairperson Livermore reviewed the process for a Board of Supervisors member to request an agenda item. In response to a question, Mr. Moellendorf reviewed the practice and history of preparing commission agendas. In response to a comment, he advised that the proposed amendment won't change anything "from a practical standpoint." He expressed support for the proposed amendment language provided in Exhibit A. In response to a question, Commissioner Keeton provided background information on the origin of the existing language of section 5(c). Vice Chairperson Livermore provided additional background, and expressed the opinion that the existing provisions have "worked well." He suggested leaving the existing language. In response to a question, he reviewed the procedure for a commissioner to request a future agenda item. Commissioner McKenna discussed the purview of the commission in relation to City business and the commission's advisory responsibility to the Board of Supervisors. He expressed a preference for the language to foster a cooperative relationship between the parks and recreation director and the commission chair. He expressed opposition to "anybody having trumping authority." Vice Chairperson Livermore suggested the discussion indicated no desire to amend the bylaws. In reference to earlier comments, he reminded the commissioners that the parks and recreation director doesn't work for the commission. He reiterated that the commission is advisory to the Board of Supervisors. Commissioner Keeton pointed out that the bylaws can be amended at any time. He noted that the subject amendment was proposed by Chairperson Curtis, who wasn't present at the meeting. He suggested deferring action until Chairperson Curtis can be present. Commissioner Keeton moved to table this item. Commissioner Lasco seconded the motion. Motion carried 8-0.

5-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS ADOPTION OF THE COOPERATIVE MANAGEMENT AGREEMENT BETWEEN THE BUREAU OF LAND MANAGEMENT CARSON CITY FIELD OFFICE, THE CITY OF CARSON CITY, AND THE FRIENDS OF THE SILVER SADDLE RANCH, ON AN INTERIM BASIS (6:38:39) - Vice Chairperson Livermore introduced this item and Mr. Guzman. Mr. Guzman provided background information on his responsibilities as Open Space Manager, and on the cooperative management agreement (the "agreement"), a draft of which was included in the agenda materials. He pointed out the location of the Silver Saddle Ranch and the Ambrose-Carson River Natural Area on a displayed map. He reviewed the provisions of the agreement and its purpose. He explained that the City is phasing out its caretaker program because of associated legal obligations and liabilities. He advised of direction from the Open Space Advisory Committee ("OSAC") to explore possibilities for leaving the caretaker provisions in the agreement. He provided a brief overview of the three parties' responsibilities under the agreement. He advised that cost estimates have not yet been developed, and acknowledged that costs will be allocated from the Open Space Program budget.

Vice Chairperson Livermore referred to planning funds associated with the federal lands bill, specifically for the Silver Saddle Ranch. He inquired as to whether the agreement will affect these funds. Mr. Guzman advised of a meeting scheduled on Thursday, January 17th with Senator Reid's staff at which details of the federal lands bill will be discussed. Vice Chairperson Livermore suggested using caution with regard to jeopardizing the possibility of planning funds. He noted that with the passage of the federal lands bill, the recreation area of Silver Saddle Ranch would include Prison Hill. Mr. Guzman discussed acquisition of the Andersen Ranch last summer and his continued negotiations with representatives of the Jarrard Trust. Mr. Guzman pointed out the Jarrard Ranch, Prison Hill, the Silver Saddle Ranch, and the Andersen Ranch

on a displayed map. He pointed out Riverview Park and a property presently being considered for donation to the Open Space Program. He noted the potential for considerable acreage to be concentrated along the Carson River. Vice Chairperson Livermore reiterated the importance of planning funds.

Commissioner McKenna advised that the School District recently entered into an agreement with the City to adopt the Carson City Municipal Code, particularly with regard to enforcement of City ordinances on school district property. He advised of recent dumping at the Prison Hill recreation area to the south of East Fifth Street. He suggested "some type of easy, profitable way for the sheriff to enforce Carson City Municipal Code on these lands is probably both in the City's best interests and the BLM's best interests." In response to a question, Mr. Guzman advised that Silver Saddle Ranch irrigation costs are covered by the Open Space Program. In response to a further question, he reviewed the voluntary arrangement under which the present caretaker works with supervision provided by the BLM. In response to a further question, he reviewed details of the haying operation, under special use permit granted by the BLM.

Mr. Guzman acknowledged the purpose of the agreement to provide more recreation opportunity. He reviewed current uses of the Silver Saddle Ranch, including wildlife viewing, running, fishing, equestrian activities, and annually scheduled events. Motorized vehicles are prohibited other than on the main road. The south side of Prison Hill is used by motorized vehicles on a consistent basis. One of the concerns is reduction of resource degradation. Mr. Guzman advised that the BLM has one ranger who patrols many, many acres. The City has two park rangers. Mr. Guzman agreed with Commissioner McKenna's suggestion to provide for City employees to enforce laws on BLM property. Vice Chairperson Livermore commented that the City has had a good relationship with the BLM in managing the Silver Saddle Ranch. Commissioner McKenna suggested that being able to apply the Carson City Municipal Code to these properties, "we're not into two rangers, but the sheriff can make money by enforcing Carson City's laws on it."

In response to a question, Mr. Guzman advised that the agreement contemplates the Silver Saddle Ranch as well as the entire adjacent area. "We keep emphasizing Silver Saddle Ranch because we expect that most of the expenditures are going to be there." Mr. Moellendorf emphasized that the agreement includes the Silver Saddle Ranch, as well as Prison Hill, the Ambrose-Carson River Natural Area, the Carson River parcels mentioned by Mr. Guzman, and Carson River Park. Management requirements are the same for the entire area. Mr. Moellendorf requested the commissioners to consider the agreement as an interim management plan. If the federal lands bill is enacted, a new management plan may be formulated with the BLM as a partner. The agreement recognizes the BLM and the City alone do not have the resources to adequately manage the property. The BLM doesn't have the enforcement capabilities and the City will need to consider effective management of lands acquired under the federal lands bill into the future. Mr. Moellendorf suggested "this is going to hearken a new age for the Open Space Program." He advised that the OSAC is very aware that the Open Space Program will be gradually moving away from the emphasis on land acquisition to land management.

In response to a question, Vice Chairperson Livermore discussed the importance of the park rangers remaining under the authority of the Parks and Recreation Department. Mr. Moellendorf reviewed the responsibilities and enforcement purview of the City park rangers, and advised they work closely with the Sheriff's Department. Commissioner McKenna discussed the importance of law enforcement personnel being able to cross jurisdictional boundaries with regard to City park and recreation facilities.

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In response to a question, Mr. Guzman advised that more work is necessary to develop cost estimates prior to presenting the agreement to the Board of Supervisors. The agreement is agendized for the February 6th Carson River Advisory Committee meeting. Vice Chairperson Livermore entertained a motion. Commissioner McKenna moved to recommend to the Board of Supervisors adoption of the cooperative management agreement between the Bureau of Land Management Carson City Field Office, the City of Carson City, and the Friends of Silver Saddle Ranch, providing for the day-to-day operations of the Silver Saddle Ranch on an interim basis. Commissioner Lasco seconded the motion. Motion carried 8-0.

- 5-C. ACTION TO SET A DATE FOR A STRATEGIC PLANNING MEETING AND TOUR OF PARKS AND RECREATION FACILITIES (7:08:18) Vice Chairperson Livermore introduced this item. Mr. Moellendorf suggested scheduling a park tour for the benefit of the new commissioners. He advised of a request by Chairperson Curtis to schedule a strategic planning meeting. He reviewed tentative dates for the parks tour and the strategic planning meeting. Vice Chairperson Livermore reviewed the usual format for the parks tour and the strategic planning meeting. Mr. Moellendorf acknowledged that open space properties could be included in the park tour. He encouraged the commissioners to schedule an open space tour with Mr. Guzman. Vice Chairperson Livermore entertained a motion. Commissioner Smolenski moved to schedule the parks tour for Saturday, February 9th, and the strategic planning meeting for Saturday, February 23rd. Commissioner Keeton seconded the motion. Ms. Bruketta and Mr. Moellendorf responded to questions regarding Open Meeting Law requirements associated with the parks tour. Vice Chairperson Livermore called for a vote on the pending motion; motion carried 8-0.
- **6. COMMISSIONERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION** (7:14:34) Commissioner McKenna advised of having been recently reappointed to the commission by the School Board President.
- **7. FUTURE AGENDA ITEMS** (7:07:53) Mr. Guzman suggested agendizing a presentation by the Open Space / Property Manager for the benefit of the new commissioners. (7:15:01) Vice Chairperson Livermore referred to the table of future agenda items included in the agenda materials, and requested Mr. Moellendorf to add the park tour and strategic planning meeting. In response to a question, Commissioner Keeton advised that the bylaws amendments would be implemented concurrent with the commission's action.
- **8. ACTION ON ADJOURNMENT** (7:16:19) Commissioner Keeton moved to adjourn the meeting at 7:16 p.m. Commissioner Westergard seconded the motion. Motion carried 8-0.

The Minutes of the January 15, 2008 Carson City Parks and Recreation Commission meeting are so approved this 19th day of February, 2008.

DONNA CURTIS, Chair	