

CARSON CITY PARKS AND RECREATION COMMISSION
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A regular meeting of the Carson City Parks and Recreation Commission was held at 6:00 p.m. on Tuesday, January 19, 1999 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Robert Kennedy
Vice Chairperson Larry Osborne
Glen Martel
Jon Plank
John Simms
Stacie Wilke
Charles Wright

STAFF: Steve Kastens, Parks and Recreation Director
Scott Fahrenbruch, Park Superintendent
Barbara Singer, Recreation Superintendent
Stephanie Simpson, Reservation Coordinator
Mitchell Ames, Recreation Supervisor
Katherine McLaughlin, Recording Secretary
Kathleen King, Recording Secretary
(PRC 01/19/99; 1-0001)

NOTE: Unless otherwise indicated, each item was introduced by the Chairperson. A tape recording of these proceedings is on file in the Clerk-Recorder's Office. This tape is available for review and inspection during normal business hours.

A. CALL TO ORDER AND ROLL CALL (1-0002) - Chairperson Kennedy called the meeting to order at 6:02 p.m. A roll call was taken and a quorum established. Commissioners Adams and Elverum were absent.

B. ACTION ON APPROVAL OF MINUTES (1-0015) - Vice Chairperson Osborne moved to approve the minutes of the December 15, 1998 meeting. Commissioner Wright seconded the motion. Motion carried 7-0-2-0.

C. PUBLIC COMMENTS ON NON-AGENDIZED ITEMS (1-0031) - None.

D-1. ACTION ON ELECTION OF OFFICERS FOR 1999 (CHAIRMAN AND VICE CHAIRMAN) (1-0038) - Commissioner Plank nominated Commissioner Osborne for chairperson. Commissioner Wright seconded the nomination. Chairperson Kennedy closed nominations. Nomination carried 7-0-2-0. Commissioner Osborne nominated Commissioner Simms for the position of Vice Chairperson. Commissioner Wright seconded the nomination. Chairperson Kennedy closed nominations. Nomination carried 7-0-2-0. The meeting was turned over to Chairperson Osborne.

D-2. REVIEW AND POSSIBLE ACTION ON CHANGING THE STARTING TIMES FOR MEETINGS (1-0093) - Chairperson Osborne discussed changing the starting time for Commission meetings to 5:30 p.m. Discussion ensued with regard to the same. Commissioner Kennedy moved to change the starting time of meetings from 6:00 p.m. to 5:30 p.m. Commissioner Wright seconded the motion. Discussion ensued with regard to the time change having any adverse impact on staff. A vote was taken and the motion carried 7-0-2-0. Mr. Kastens will notify the appropriate parties of the change.

D-3. STATUS REPORT FROM THE CARSON CITY RAILROAD ASSOCIATION REGARDING THE OPERATION OF THE CARSON & MILLS PARK RAILROAD IN MILLS PARK (1-0160) - Ron Santi, of the Carson City Railroad Association, presented a month-by-month status report of the railroad's operation over the past year. These included an early opening (mid-April) for weekend operation, free train rides for Mother's Day, and participating in the Kit Carson Rendezvous, Father's Day, and Independence Day activities. This is the first year the train has operated seven days per week. A train

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operator was hired for weekday operation and the volunteers operated the train on the weekends. October was the last month of operation and the Ghost Train event closed out the year. The railroad participates with local schools throughout the year, as well as with groups utilizing Mills Park through Parks and Recreation. A sign was purchased and placed near Highway 50, a color brochure was prepared and distributed to local businesses, including the Chamber of Commerce, a platform was constructed to accommodate disabled persons, and financial obligations to the City have been met. Mr. Santi complimented the Parks Department staff on their cooperation and assistance. Stan Fishbeck, President of the Carson City Railroad Association, discussed the status of construction on the model railroad. Chairperson Osborne expressed his appreciation for the work that has been put into this project. Discussion ensued with regard to the distribution of the railroad brochure, funding from the Carson City Convention and Visitors Bureau, and opportunities for young people to participate in the Railroad Association. Mr. Santi reported on once-a-month Fun and Fellowship clinics, a Christmas display which is held at the Carson Mall, and a Spring Rail Fair event at the Community Center in May or June of each year. These events are free and designed to generate public interest. Discussion ensued with regard to advertising at local schools and day care centers. Chairperson Osborne thanked Mr. Santi and Mr. Fishbeck for their report.

D-4. REVIEW AND POSSIBLE ACTION ON PARKS AND RECREATION FACILITIES, EQUIPMENT RENTAL FEES AND CHARGES (1-0803) - Mr. Kastens amended his staff report under the "Administrative Fees" paragraph to delete language pertaining to rentals which "require a permit." He explained, pursuant to the policies established by this Commission and the Board of Supervisors in 1995, the fees charged by the Parks and Recreation Department will offset direct costs and will be determined by calculating average staff wages for room preparation, clean up and supervision depending on the circumstances surrounding each use. Mr. Kastens reviewed the fee increase chart. Discussion ensued with regard to the annual revenue generated by rentals and fees, non-profit fees, City use of the Community Center, comparative study of fees charged by other facilities in town, agreement between Parks and Recreation Department and the School District, and single-use fees. Barbara Singer, Recreation Superintendent, and Stephanie Simpson, Reservation Coordinator, presented a proposal to add a \$10 administrative fee to all rentals, which will assist in funding a full-time secretary. Discussion ensued with regard to responsibilities of the Recreation Department secretarial staff, application of the administrative fee to non-profit organizations, funding of the proposed secretarial position, requiring additional fees for last minute changes in reservations, and the appropriateness of the proposed administrative fee.

Chairperson Osborne recessed the meeting at 7:55 p.m. The meeting resumed at 8:03 p.m.; a quorum was present.

Commissioner Kennedy moved that the Commission accept the staff recommendation and approve the increased fees as presented; and additionally support and approve the administrative fee of \$10 per booking for any and all rentals. Vice Chairperson Simms seconded the motion. Discussion ensued and Commissioner Kennedy amended his motion to include language that the administrative fee proceeds will be used to fund the Secretary I position. Vice Chairperson Simms seconded the amendment. Discussion ensued with regard to fees which will not increase. A vote was taken and the motion carried 7-0-2-0.

E. GENERAL DISCUSSION

E-1. FUTURE AGENDA ITEMS FROM COMMISSION MEMBERS (1-2008) - Mr. Kastens will have all user group agreements available for review at the next meeting, as requested by Vice Chairperson Simms.

E-2. COMMENTS FROM COMMISSION MEMBERS (1-0146) - Commissioner Kennedy requested that the Chairperson acknowledge Ms. Stacie Wilke, the School Board representative to this Commission.

E-3. STATUS REPORTS FROM COMMISSION MEMBERS; (E-4) COMMENTS AND STATUS REPORTS FROM STAFF; AND (E-5) STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX AND CAPITAL IMPROVEMENT (1-2030) - Mr. Kastens reported that City

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staff, the Convention and Visitors Bureau and representatives from the Commission are working on a plan for the Pony Express Pavilion. With regard to the Archery Club, Mr. Kastens reported that revisions have been made to the original plans for their clubhouse building, a meeting will be scheduled to discuss verbiage for a proposed sign, and he has asked that the club members submit specific project plans for his review prior to implementation. The Archery Club is also making arrangements with the highway department to obtain available grindings for their new location. With regard to the Parks and Recreation Master Plan task force, Vern Krahn indicated that he anticipated having agendized for the next meeting the report on the findings for the Community Center Development. Renovation to the pool is ongoing, although there has been some conflict with the relocation of storm drains, sewer lines and power lines. However, the users are pleased with the progress and don't seem to mind the temporary inconvenience. A pre-bid meeting was conducted at the Edmonds Sports Complex on the BMX storage building. Two local contractors appeared with whom the City has worked successfully in the past and Mr. Kastens anticipates receiving good bids from them. A pre-construction meeting was also conducted at Edmonds with the contractor who will be lengthening the softball field and installing irrigation and turf around the concession building. It is anticipated that he will start this project Monday (January 25). Discussion with regard to the annual budget process will begin with the first Commission meeting in March. Mr. Kastens further reported that Parks and Recreation Department staff will be in attendance at a conference in Las Vegas on February 2.

F. ADJOURNMENT (1-2263) - Commissioner Martel moved to adjourn the meeting at 8:15 p.m. Commissioner Wright seconded the motion. Motion carried 7-0-2-0.

The Minutes of the January 19, 1999 meeting of the Carson City Parks and Recreation Commission

ARE SO APPROVED _____, 1999.

LARRY OSBORNE, Chairperson