

# CARSON CITY PARKS AND RECREATION COMMISSION

## Minutes of the October 2, 2007 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, October 2, 2007 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Donna Curtis  
Vice Chairperson John Felesina  
Sam Bauman  
Tom Keeton  
Pete Livermore  
John McKenna  
Glenn Tierney  
Rich Wontorski

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Scott Fahrenbruch, Parks and Recreation Director of Operations  
Vern Krahn, Park Planner  
Kurt Meyer, Aquatic Facility Operations 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 (5:32:44)** - Chairperson Curtis called the meeting to order at 5:32 p.m. Roll was called; a quorum was present.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:33:16)** - None.

**1. ACTION ON APPROVAL OF MINUTES - August 21, 2007 and September 4, 2007 (5:33:25)** - Commissioner Keeton moved to accept the minutes, as presented. Commissioner Tierney seconded the motion. Motion carried 8-0.

**2. MODIFICATIONS TO THE AGENDA (5:33:59)** - None.

**3. STAFF UPDATES:**

**3-A. UPDATE ON THE STATUS OF PHASE 1 AND PHASE 2 OF THE CARSON CITY FAIRGROUNDS PROJECT (5:34:12)** - Mr. Krahn provided background information on phase 1 of the project. He advised of a meeting scheduled for Wednesday, October 3<sup>rd</sup> with Project Manager Mike Pegram, where "last minute items" will be discussed. Mr. Krahn anticipates being able to accept "that portion" of the public / private partnership on Friday, October 5<sup>th</sup>. In response to a question, he explained a delay associated with installation of the light fixtures. He anticipates the fixtures will be installed by mid-October; the parking lot landscape will be done after that. He expressed the hope that phase 1 will be entirely complete by mid- to late November. In response to a question, he expects that a presentation to the Board of Supervisors will be scheduled in November at which time Mr. Pegram will present a \$100,000

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check. In response to a further question, he estimated the cost for phase 1 at \$1.2 million. The City paid for rough grading of the site and for the electrical. Landscape will be "another \$60,000 or so." "The City ... has spent about \$250,000 on it so Mike is going to throw in his \$900,000. ... And then Mike is going to give us a check for the remaining \$100,000, out of that million he's promised us, for part 2 ... for the lighting system for the arena." In response to a further question, Mr. Krahn advised that bids have been requested for two different lighting systems. Mr. Pegram's donation will be used to "cover that." Mr. Krahn advised of engineer's estimates but that the actual figures will not be known until the bids are submitted. In response to a question, Mr. Moellendorf advised that Mr. Pegram's commitment was \$1 million. "If \$100,000 covers the lighting, we'll pay for the lighting. ... If there's money left over, that money will go into the project as part of the \$1 million commitment that he's made." Mr. Krahn acknowledged that dark skies lighting is a requirement for the project.

Mr. Krahn reviewed phase 2 of the improvements project which he anticipates submitting to the bidding process by the end of this week. A November 11<sup>th</sup> bid opening date is tentatively scheduled. If the project is within budget, a contract award will be submitted to the Board of Supervisors for approval on November 15<sup>th</sup>, and the Public Works Department will issue a notice to proceed on November 26<sup>th</sup>. In response to a question, Mr. Krahn noted the possibility of weather delays but advised that the end of March 2008 is the target date for completion of phase 2. He further advised that Reservation Coordinator Gail Schroeder has indicated there are 4-H events scheduled through the end of March 2008. Parks Department staff will do everything possible to accommodate the 4-H events at the facility. Mr. Krahn reiterated that weather may effect the target completion date. In addition, once a contractor is retained, staff will assist in developing a project schedule. In response to a question, Mr. Moellendorf advised of approximately \$2.1 million on hand for the project. In response to a comment, Mr. Krahn advised of approximately six add alternatives at the present time. Discussion followed.

**3-B. UPDATE ON THE PROGRESS OF RONALD D. WILSON PARK (5:49:31)** - Mr. Krahn advised this project is underway; ground has been broken, clearing and grubbing has taken place, fill soil is being imported, and the contractor is establishing the final rough grade. Work on extending underground utilities has begun and rough grade for the parking lot is in the process of being established. Mr. Krahn discussed the importance of paving the parking lot before winter. Staff is working with the contractor to keep dust to a minimum. Commissioner Livermore advised of having recently visited the site, and commended Parks Department staff on the progress of the project. Mr. Moellendorf discussed the possibility of hydroseeding with an annual type of grass to keep erosion to a minimum through the winter months. The regular turf grass mixture could then be hydroseeded in the spring. Chairperson Curtis thanked Mr. Krahn for his reports.

**3-C. HANDOUT OF THE NEW *DISCOVER US* PUBLICATION (5:53:59)** - Mr. Moellendorf referred to the Fall / Winter edition of the *Discover Us* publication which was distributed to the commissioners and staff prior to the start of the meeting. He commended Recreation Division staff, particularly Management Assistant Dixie Reed, on the hard work invested in "putting together a really attractive and very readable" publication on recreation offerings. He noted that publication of the *Discover Us* has been cut back to twice a year as one of the budget-savings measures instituted earlier in the year. He encouraged the commissioners to review the publication and to provide comments and input. Commissioner Keeton pointed out a typographical error. Chairperson Curtis advised of Recreation Superintendent Barbara Singer's proposal to start a walking club which could utilize the gymnasium during the morning and early afternoon hours. In response to a question, Mr. Moellendorf advised that the

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*Discover Us* publication is made available in many and various locations around town. In response to a further question, he advised that the next edition will be published in April. Discussion took place with regard to ensuring sufficient public notice for spring sports.

#### 4. NON-ACTION ITEMS:

**4-A. PRESENTATION AND DISCUSSION ONLY REGARDING THE KIDS BIKE RALLY EVENT AT THE NORTH CARSON CITY FREEWAY TRAIL TO BE HELD ON OCTOBER 13, 2007** (5:59:21) - Chairperson Curtis introduced this item and Muscle Powered President Anne Macquarie, who distributed to the commissioners and staff copies of the Bike Rally flyer. Ms. Macquarie reviewed the event sponsors, and provided information on the Bike Safety Rodeo to be presented by Nevada Department of Transportation (“NDOT”) staff. She provided background information on inception of the event by NDOT staff. The Parks and Recreation Department will provide loaner bikes and helmets for the event. Ms. Macquarie invited the commissioners to attend, together with their family members and friends, and noted that the event had been publicized in the most recent *Discover Us* edition. Flyers were also distributed in the Mark Twain Elementary School pechees. Mr. Moellendorf thanked Ms. Macquarie for her presentation, and advised that a City contractor had been cutting weeds and removing litter from along the trail. In response to a comment, he advised that the trail is called the North Carson City Freeway Trail. Chairperson Curtis thanked Ms. Macquarie for her presentation.

#### 5. ACTION ITEMS:

**5-A. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS ALLOCATION OF RESIDENTIAL CONSTRUCTION TAX FUNDS FOR FISCAL YEAR 2007-08** (6:06:50) - Chairperson Curtis introduced this item and provided background information on presentation of the residential construction tax (“RCT”) applications at the September 4, 2007 commission meeting. She noted staff’s recommendations listed in the staff report, and advised that some of the previously-submitted applications had been determined to be ineligible for RCT funding under the provisions of the applicable statute. Mr. Moellendorf reviewed the staff report, including the list of staff recommendations and their associated cost estimates. He discussed the difficulty associated with eliminating the BMX application for \$30,000 toward the track lighting project, in that the project is very worthwhile. He explained the statutory prohibition against “banking” or “phasing in” funding toward a project over a period of years. He suggested the possibility of another source of funding for the project such as capital improvements or private donations. He acknowledged the statute requires spending RCT funding within a three-year period. He further acknowledged past “banking” of RCT funding toward certain projects, and named the Ronald D. Wilson Memorial Park as an example. He reiterated that “banking” RCT funds is technically not permitted, and advised the City cannot proceed to do so.

(6:17:02) Mary Leaming, representing Carson City BMX, introduced herself for the record. Chairperson Curtis inquired as to whether track representatives had ever approached Sierra Pacific Power Company or other private entities for assistance with the track lighting project. Ms. Leaming advised that no specific request had ever been made. She advised that a private electrical contractor has offered to install lights at the track. She explained that BMX doesn’t have a lighting standard, but the City does. In response to a question, Mr. Fahrenbruch advised that dark skies-rated lighting is required for the site. Ms. Leaming acknowledged that dark skies-rated lighting would cost more than the funding BMX has accumulated for

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the project. Mr. Fahrenbruch explained that a soft light or a Musco lighting system would be required in that the BMX track is on the same elevation as adjacent residential developments. He discussed the importance of ensuring a BMX-rated electrical design to address safety issues.

Commissioner Livermore suggested agendaizing review of the Edmonds Sports Complex master plan. He commended Ms. Leaming on her commitment to the BMX program, and on her tenacity in attempting to secure the necessary funding for the lighting project. In response to a question, Mr. Fahrenbruch advised that the transformer equipment, which cost had already been borne, is on site at the BMX track. He offered to research additional cost estimates for the track lighting project in an attempt to “get a better deal.” He further offered to look into the possibility of the electrical contractor’s offer to install the lighting, and submitting the request as a capital improvements project. In response to a question, Ms. Leaming discussed increased participation in the Carson City BMX Program. She acknowledged that BMX racing is debuting in the 2008 Olympic games, and expressed the hope that this will further increase participation. In response to a comment, Mr. Fahrenbruch discussed match opportunities represented by the transformer unit.

Commissioner Livermore discussed his support of the RCT application for funding the Bob Boldrick Theater lighting console. In response to a question, Mr. Moellendorf provided the acreage for Governor’s Field, Mills Park, and the Edmonds Sports Complex. He explained Senior Deputy District Attorney Joel Benton’s interpretation of the statute that the 25-acre limit is applicable to development of new neighborhood parks. Improvements to existing parks and recreation facilities in excess of 25 acres is therefore not prohibited by the statute. Chairperson Curtis advised of having discussed previously-allocated RCT funds with Shade Tree Council Chairperson Carol Roberts. The Shade Tree Council had already decided to allocate the funding toward purchase and planting of trees.

In response to a question, Mr. Moellendorf advised there are presently no portable toilet enclosures at Governor’s Field. Chairperson Curtis expressed strong support for shading areas where families gather and children play, and a preference for picnic and seating areas to be shaded prior to parking lots. Mr. Moellendorf explained that the parking lot project is ongoing, and that the Carson City Municipal Code requires parking lot landscape. Funding is not available through any means other than RCT. Mr. Moellendorf discussed the importance of completing the project. He advised of landscape at the Governor’s Field T-Ball Complex which also serves as a neighborhood park. He noted that each of the RCT applications represents a worthwhile project in the face of a limited sum of RCT funding. Commissioner Livermore described the location of the portable restroom enclosures at the Governor’s Field T-Ball Complex.

In response to a question regarding the new fitness equipment for the Aquatic Facility, Mr. Moellendorf advised that completion of the new recreation facility is not anticipated for another eighteen months to two years. He further advised that the Aquatic Facility gymnasium gets a lot of use. The existing equipment is old and becoming obsolete, as parts are not easily acquired. Mr. Moellendorf advised of a number of requests from Aquatic Facility users to upgrade and modernize the equipment. He anticipates the Aquatic Facility gymnasium will still be extensively used once the recreation center is open. Replacement of the gymnasium equipment is “long overdue.”

In response to a question, Mr. Krahn reviewed plans for allocation of RCT funding for the urban fishing pond. Mr. Moellendorf suggested considering the \$40,000 RCT allocation as a match toward a Question #1 grant from the Nevada Department of Wildlife. In response to a comment, he clarified that the inability

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to bank RCT funding doesn't mean projects can't be phased. RCT funding simply must be spent within a period of three years. Conceivably, a very large project could be partially funded by RCT as long as the funding is spent within three years even if the project isn't completed within that three-year time period. In response to a question, Mr. Krahn advised of anticipating in the near future a revised cost estimate for the urban fishing pond from the engineers. He estimated \$300,000 in available funding. The requested \$40,000 "will help" and "specifically if Trout Unlimited comes through ... we'll be ... fairly strong to ... rebid the project." Mr. Moellendorf advised of staff's relative confidence in securing the necessary funding for the urban fishing pond project. The worst case scenario would be to either "rethink the project" or to reallocate the \$40,000 toward another project.

Commissioner Tierney confirmed that the existing Aquatic Facility gymnasium equipment is very antiquated. The equipment being considered will allow for the gymnasium to be used more. In response to a question, Mr. Meyer estimated that 25 to 30 people consistently use the equipment two or three times a week. In response to a question, Mr. Moellendorf reiterated that none of the listed projects is more meritorious than another. The purpose of the agenda item is to determine the projects to which RCT funding can be allocated and spent within the provisions of the applicable statute. In response to a question, Mr. Moellendorf explained that the BMX track lighting application was eliminated from consideration because the total cost is \$186,000. He reiterated that RCT funding cannot be "banked;" it must be spent within three years. He acknowledged the option of holding the current RCT funding and rolling it over to next year. He reiterated that the current funding is required to be spent within three years.

Commissioner McKenna inquired as to staff's reasoning behind the recommended list of applications. Mr. Moellendorf advised of attempting to "stretch the \$150,000 as far as we could." He reiterated the merit of each of the RCT applications. Once the three applications determined to be unqualified were dropped from consideration, only six applications were left. Once the BMX track lighting project was eliminated due to the likelihood the funding would not be spent within the required three-year time period, the five listed applications were left. Mr. Moellendorf reviewed each of the listed applications and reiterated the reasons for staff's recommendation. In response to a question, he advised the original amount requested as part of the application for the theater improvements was \$133,000. In response to a question, he explained the cost estimate for the Governor's Field portable toilet enclosures.

Commissioner Keeton expressed a desire to close out some of the listed projects. In response to a question, Mr. Moellendorf advised that the \$19,000 requested for the Governor's Field parking lot landscape will complete that project. The \$17,500 requested for the t-ball complex portable toilet enclosures "will only fund that part of it." Additional landscape improvements remain to be done for that portion of the park. Mr. Moellendorf acknowledged that the theater lighting console will provide for a much better production. Commissioner Keeton expressed the opinion that the theater lighting console would close out that portion of the project. In response to a question, Mr. Moellendorf advised of the statutory provision to return RCT funding to the entity from which it was paid if not spent within three years. In response to a further question, he advised there are one or two projects that are "getting close." Ronald D. Wilson Memorial Park is currently under contract. Commissioner Keeton encouraged staff to ensure the City doesn't lose previously-allocated RCT funding. He suggested the possibility of reallocating funding, if necessary.

Commissioner McKenna inquired as to whether Chairperson Curtis would entertain a motion. In response to a comment, Mr. Moellendorf advised that any surplus of RCT funding, after purchase of the portable toilet enclosures, would be used toward improvements listed in the RCT application for the Governor's

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Field T-Ball Complex. Chairperson Curtis entertained a motion. **Commissioner McKenna moved to recommend to the Board of Supervisors to approve allocation of residential construction tax funds for fiscal year 2007 / 2008 for the following purposes: Governor's Field parking lot landscape for \$19,000; Governor's Field portable toilet enclosures for \$17,500; Bob Boldrick Theater lighting console for \$60,000; Aquatic Facility new fitness equipment for \$13,500; and the urban fishing pond and wetland plants for \$40,000; a total of \$150,000. Commissioner Keeton seconded the motion.** Chairperson Curtis called for public comment and, when none was forthcoming, a vote on the pending motion. **Motion carried 8-0.**

**6. COMMISSIONERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION**

(6:51:27) - Commissioner Bauman requested that notification of cancelled commission meetings be provided by e-mail rather than regular mail. Mr. Moellendorf assured the commissioners that notification of any future cancellations will be provided by e-mail with a follow-up telephone call.

**7. FUTURE AGENDA ITEMS (6:52:36)**

- Commissioner Livermore suggested agendizing status reports on ongoing projects. Chairperson Curtis referred to the list of future agenda items included in the agenda materials, and suggested scheduling a workshop. Commissioner Livermore suggested scheduling a park tour. Following discussion, Mr. Moellendorf suggested scheduling a park tour / field trip in conjunction with one of the November commission meetings.

**8. ACTION ON ADJOURNMENT (6:55:50)**

- Commissioner Keeton moved to adjourn the meeting at 6:55 p.m. Commissioner Bauman seconded the motion. Motion carried 8-0.

The Minutes of the October 2, 2007 Carson City Parks and Recreation Commission meeting are so approved this 6<sup>th</sup> day of November, 2007.

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DONNA J. CURTIS, Chair