

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the November 20, 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, November 20, 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
Kathryn Shabi
Glenn Tierney

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Scott Fahrenbruch, Parks and Recreation Operations Director
Will Geddes, Deputy District Attorney

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 (1-0007) - Chairperson Curtis called the meeting to order. A quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0008) - None.

1. ACTION ON APPROVAL OF MINUTES - October 16, 2007 (1-0010) - Commissioner Livermore moved to approve the minutes, as presented. Vice Chairperson Felesina seconded the motion. Motion carried 8-0.

2. MODIFICATIONS TO THE AGENDA (1-0018) - None.

3. STAFF UPDATES

3-A. UPDATE ON GRAND OPENING PLANS FOR JOHN MANKINS PARK (1-0021) - Chairperson Curtis introduced this item. Mr. Moellendorf provided background information, and advised that the early afternoon of December 7th has been tentatively scheduled for the grand opening celebration.

3-B. UPDATE ON THE BID OPENING FOR THE CARSON CITY FAIRGROUNDS PROJECT (1-0043) - Chairperson Curtis introduced this item. Mr. Moellendorf explained that the project had been divided into a base bid and five alternate bids. Eight contractors submitted bids. Mr. Moellendorf advised of approximately \$2.1 million budgeted for the project. Horizon Construction was the low bidder at \$1,252,384.60 for the base bid. The total award, considering all the add alternates, was \$1,633,579.60. The bid was presented to the Board of Supervisors at their November 15th meeting with a recommendation to award the bid to Horizon Construction as the low bidder. The Board of Supervisors approved the recommendation. A pre-construction meeting is scheduled for November 29th, and Mr. Moellendorf

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anticipates the project will begin soon afterward. Mr. Moellendorf thanked the Fairgrounds / Fuji Park Users Coalition, Chairperson Curtis and Commissioner Livermore, Parks and Recreation Department staff, and Consultant Lumos & Associates. Mr. Moellendorf expressed the hope that the project will be completed by spring 2008.

3-C. UPDATE ON THE LIBRARY'S CHILDREN'S SECRET GARDEN PROJECT (1-0090) - Chairperson Curtis introduced this item. Mr. Fahrenbruch oriented the commissioners to the location of the secret garden on the west side of the Library. Western Environments, Inc. designed the landscape plan. One maple tree and Heavenly bamboo have been planted, and the mural will face the landscape. Rock work has been done and Western Environments staff constructed a podium using some of the boulders. Rocks have also been placed in such a way as to provide for seating. As part of the project, Western Environments also installed an ADA compliant rock path. Concrete curbing lines the path for definition from the south parking lot to the secret garden. Mr. Fahrenbruch expressed the understanding that the mural will be "unveiled" in the spring. In response to a comment, he advised that the mural project was funded by the CIP Program. Chairperson Curtis provided a status report on the project, and advised of plans to "unveil" the Secret Garden during National Library Week 2008. She thanked Western Environments and Mr. Fahrenbruch.

3-D. UPDATE ON THE WALKING CLUB (1-0140) - Chairperson Curtis introduced this item. Mr. Moellendorf advised of consideration given to maximizing the use of the Community Center gymnasium, as well as providing services to seniors in the community. He advised that Recreation Superintendent Barbara Singer had recently conducted a survey at the Carson City Senior Center inquiring as to interest in activities. Responses to the survey indicated an interest in walking, the benefits of which Mr. Moellendorf listed. Ms. Singer scheduled an organizational meeting at which the preference for walking outdoors was expressed. A list of outdoor walking venues was developed and a decision made to meet at these sites on certain days of the week. During inclement weather, the Community Center gymnasium will be made available to the Walking Club.

Chairperson Curtis discussed the composition of the walking club, and the members' interest in other activities. She advised that Muscle Powered representatives are involved and have been acquainting Walking Club members with various areas of town. She expressed appreciation to the Parks and Recreation Department and Ms. Singer for their willingness to develop the program. Mr. Moellendorf advised that the Walking Club meets Tuesdays and Thursdays at 10:00 a.m. at the Community Center gymnasium. He further advised that all ages are welcome to participate.

4. NON-ACTION ITEMS - None.

5. ACTION ITEMS:

5-A. ACTION TO AMEND (INCLUDING BY SUBMITTING NEW BUDGETARY REQUESTS) AND RANK IN PREFERENCE THE "FROZEN" BUDGETARY ITEMS CONTAINED IN THE PARKS AND RECREATION DEPARTMENT'S FISCAL YEAR 2007-08 CAPITAL IMPROVEMENTS BUDGET, AND TO RECOMMEND THE SAME TO THE BOARD OF SUPERVISORS FOR ITS APPROVAL (1-0210) - Chairperson Curtis introduced this item. Mr. Moellendorf reviewed the staff report and the attachments. Chairperson Curtis noted "this is not our normal budget-type situation." She listed various capital improvements projects reviewed by the commission in

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the past which were not included in the list attached to the staff report. Mr. Moellendorf advised that capital improvements projects will be presented to the commission within the next couple months for fiscal year 2008-09.

Commissioner Livermore advised of having discussed the budget at the last Board of Supervisors meeting. He apologized to Mr. Moellendorf for challenging presentation of this item at the November 6th commission meeting. He advised that Mr. Moellendorf had followed the direction of the Board of Supervisors, and discussed difficulties associated with the freeze of capital improvements projects. He explained the capital improvements program funding source. He commended Mr. Moellendorf on working with the other departments on the capital improvements program.

Commissioner McKenna expressed a preference for the parks equipment replacement allocation to be designated as a public safety priority, and as the highest priority of the listed projects. He expressed a further preference for designating the electronic reader board as a higher priority project "if there is ever money available." He discussed the importance of a reader board in communicating important information to the community. Mr. Moellendorf advised of having discussed, with Community Center Theater Operations Manager Mitch Ames, various funding options for purchase of the reader board, including the possibility of securing funding "outside of the CIP budget." Mr. Moellendorf advised that the parks equipment replacement allocation is his number one priority. He agreed with Commissioner McKenna's comments that the allocation represents a necessary action to "keep the doors open" as well as a public safety issue. He named his number two priority as the auditorium seating "simply because this is a project that's been going on forever." He expressed a concern over completing the project within the next fiscal year. He listed his number three priority as the Sierra Room audio system. The fourth priority would be the reader board repair. He noted that the Sierra Room data video projector would be an enhancement to the public meeting process. He designated the City Hall landscape as the last priority.

Chairperson Curtis requested Mr. Moellendorf to present the City Hall landscape project to the Internal Finance Committee as a funding option for another department. Commissioner Shabi discussed the importance and benefits of an electronic reader board to the community. She expressed the opinion that the existing reader board may present a safety issue in that it is so difficult to read while driving by. Commissioner McKenna suggested surcharging the users of the Sierra Room in light of the legislative mandate to televise public meetings. Commissioner Livermore expressed agreement with Mr. Moellendorf's prioritization of the listed projects, as follows: (1) parks equipment replacement; (2) auditorium seating; (3) Sierra Room audio system; and (4) reader board repair. **Commissioner Livermore moved to accept the first four priorities, as listed.** In response to a question, he expressed an interest in providing Mr. Moellendorf some flexibility for prioritizing the remaining projects. Chairperson Curtis called for a second on the pending motion. **Commissioner Keeton seconded the motion.** In response to a question, Mr. Moellendorf and Commissioner Livermore discussed the importance of the auditorium seating. Vice Chairperson Felesina expressed the opinion that funding for such projects as the Sierra Room audio system, data video projector, the reader board, and City Hall landscape should not be allocated solely from the Parks and Recreation Department budget "being that these are being used by everybody that meets here." Chairperson Curtis called for additional discussion on the motion. Commissioner Keeton called the question. Chairperson Curtis called for a vote on the pending motion; **motion carried 8-0.**

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5-B. ACTION TO RECOMMEND TO THE PLANNING COMMISSION AND THE BOARD OF SUPERVISORS THE PARKS AND RECREATION DEPARTMENT'S MASTER PLAN ANNUAL REPORT (1-0852) - Chairperson Curtis introduced this item. Mr. Moellendorf reviewed the staff report and revisions to the annual report which was included in the agenda materials. He agreed to add the Potter property to the list of open space acquisitions being pursued under Strategy / Action 4.3b. In conjunction with Strategy / Action 5.5a, he reviewed the 2007 Grant Proposals and Estimated Project Costs matrix which was included in the agenda materials.

Commissioner McKenna suggested including a reference to the cooperative efforts between the Parks and Recreation Department and GROW. Discussion followed, and Chairperson Curtis thanked Park Planner Vern Krahn for his efforts in revising the annual report. She called for additional comments and, when none were forthcoming, entertained a motion. **Commissioner Livermore moved to recommend to the Planning Commission and the Board of Supervisors the Parks and Recreation Department's Master Plan Annual Report, as presented and with amendments noted at this meeting. Commissioner Tierney seconded the motion. Motion carried 8-0.**

5-C. ACTION TO APPOINT A MEMBER OF THE PARKS AND RECREATION COMMISSION TO WORK WITH STAFF IN EVALUATING THE CONSULTANT'S PRELIMINARY DESIGN FOR THE MORGAN MILL ROAD ACCESS AREA PHASE I AND THE CARSON RIVER PARK PHASE II PROJECTS (1-1153) - Chairperson Curtis introduced this item. Mr. Moellendorf reviewed the staff report. In response to questions, he advised that the time line for the projects are yet undetermined. The meetings would take place through the winter months, once or twice a month for approximately an hour. Commissioner McKenna volunteered. **Commissioner Livermore moved to appoint Commissioner McKenna. Vice Chairperson Felesina seconded the motion. Motion carried 8-0.**

5-D. ACTION TO CONFIRM THE PARKS AND RECREATION COMMISSION MEETING SCHEDULE AND COMMISSION ELECTION AGENDA DURING THE MONTH OF JANUARY 2008 IN LIGHT OF THE UPCOMING NEW YEAR'S DAY HOLIDAY, AND THE PARKS AND RECREATION COMMISSION BYLAWS REGARDING QUORUMS, COMMISSION ELECTIONS, AND HOLIDAY SCHEDULING (1-1209) - Chairperson Curtis introduced this item. Mr. Moellendorf reviewed the staff report. Chairperson Curtis requested the commissioners to indicate their availability to attend a January 2, 2008 meeting. Mr. Geddes discussed a recommended amendment to the commission's bylaws with regard to the first meeting in January. Discussion followed, and consensus of the commission was to schedule a meeting for Wednesday, January 2nd. Additional discussion took place with regard to the provisions of the bylaws as to canceling meetings. No formal action was taken.

6. COMMISSIONERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (1-1380) - Commissioner McKenna advised of having talked with members of the Mankins family, who expressed appreciation for the new park. He cautioned anyone walking dogs on the east side of town of the presence of coyotes in the area. At Chairperson Curtis' request, Commissioner Tierney discussed his experience as grand marshal of the Veteran's Day Parade in Virginia City. Commissioner Tierney requested consideration for installation of a practice backboard at the tennis court in Mankins Park. Commissioner Livermore advised that a commission vacancy is in the process of being advertised. He encouraged members of the community to submit applications. Commissioner Keeton inquired as to a policy for a

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commissioner to continue serving until his or her replacement is appointed by the Board of Supervisors. Mr. Moellendorf offered to research the matter and return to the commission with an answer. Chairperson Curtis requested consideration for installation of benches on the V&T Trail.

7. FUTURE AGENDA ITEMS (1-1484) - None.

8. ACTION ON ADJOURNMENT (1-1488) - Motion was made, seconded, and carried to adjourn the meeting.

The Minutes of the November 20, 2007 Carson City Parks and Recreation Commission meeting are so approved this 2nd day of January, 2008.

DONNA CURTIS, Chair