

CARSON CITY PARKS AND RECREATION COMMISSION

Minutes of the January 2, 2008 Meeting

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A meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Wednesday, January 2, 2008 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Donna Curtis
Charles Adams
Tom Keeton
Steve Lasco
Pete Livermore
John McKenna
Kathryn Shabi
James Smolenski
Todd Westergard

STAFF: Roger Moellendorf, Parks and Recreation Director
Will Geddes, Senior 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 (5:31:53) - Chairperson Curtis called the meeting to order at 5:31 p.m. Roll was called; a quorum was present.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:32:36) - None.

1. ACTION ON APPROVAL OF MINUTES - November 6, 2007; November 20, 2007; and December 4, 2007 (5:32:47) - Commissioner Livermore moved approval of the minutes, as presented. Commissioner Keeton seconded the motion. Motion carried 9-0.

2. MODIFICATIONS TO THE AGENDA (5:33:16) - Chairperson Curtis modified the agenda to address item 4-A prior to item 3.

3. STAFF UPDATES:

3-A. UPDATE ONLY REGARDING THE STATUS OF THE LAKEVIEW GATED ESTATES TENTATIVE SUBDIVISION MAP (5:37:06) - Chairperson Curtis introduced this item. Mr. Moellendorf provided background information, and oriented the commissioners to the location of the proposed subdivision. He reviewed the December 5, 2007 memo from Open Space / Property Manager Juan Guzman which was included in the agenda materials. He advised that the Planning Commission had recommended approval to the Board of Supervisors, with the stipulation that the developer work closely with Parks and Recreation Department staff to ensure that pathways and trails within the development meet City standards. He further advised that the Planning Commission's recommendation would be presented at the January 17th Board of Supervisors meeting.

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Chairperson Curtis expressed an interest in having been able to review a map of the current and proposed trails in the area. She expressed the hope that similar future proposals will be submitted for review by the commission "if it involves any form of recreation." In response to a question, Mr. Moellendorf explained staff's condition of approval requiring imposition of the residential construction tax. In response to a further question, he explained possible allocations of residential construction tax revenue. Commissioner Livermore provided historic information on the City's practice to impose the residential construction tax unless a development agreement is entered into. He explained the commission's role in providing recommendations to the Board of Supervisors to allocate residential construction tax revenues.

In response to a question, Mr. Moellendorf described the location of the subject property in relation to the Eagle Valley Children's Home. In response to a further question, he advised of an undeveloped parcel in the Lakeview area which has been designated for a park, as well as the detention facilities with a network of pathways located near the Carson-Tahoe Regional Medical Center. He acknowledged there are trails and open space in the area. Mr. Moellendorf advised that the subject property is immediately adjacent to the Casey property which has been designated as highly desirable for open space acquisition. He responded to additional questions regarding the location of the subject property and trails / pathways in the area.

Chairperson Curtis requested that maps and graphics be provided for such items in the future. Mr. Moellendorf committed to presenting future items, which correlate to the unified pathways master plan element, to the commission. In response to a question, Mr. Moellendorf advised that the proposed development will not put any existing trails "at risk." Chairperson Curtis called for public comment; however, none was forthcoming.

3-B. UPDATE ONLY REGARDING THE STATUS OF THE CARSON CITY FAIRGROUNDS PROJECT (5:52:53) - Chairperson Curtis introduced this item. Mr. Moellendorf reported that a certificate of completion for phase 1 of the Carson City Fairgrounds parking lot project was issued earlier in the day. A permit for the second phase has been issued and construction has started. Mobilization and delivery of materials and equipment was taking place earlier in the day. Commissioner Livermore reviewed the project time table, and suggested that staff notify event coordinators of the possibility the project may not be completed in time to accommodate annually-scheduled spring events. Mr. Moellendorf advised that 4-H representatives had already been notified. Staff will also talk with High School Rodeo event coordinators. Mr. Moellendorf advised that the contractor is highly motivated to complete the project as quickly as possible.

4. NON-ACTION ITEMS:

4-A. INTRODUCTION OF NEW PARKS AND RECREATION COMMISSIONERS (5:34:00) - Chairperson Curtis introduced the current and recently-appointed commissioners, and Mr. Moellendorf, Mr. Geddes, and Ms. King.

4-B. DISCUSSION ONLY AND REVIEW OF THE PARKS AND RECREATION COMMISSION BYLAWS, INCLUDING THE FOLLOWING RECOMMENDED REVISIONS FROM STAFF: (5:56:34) - Chairperson Curtis introduced and discussed the purpose of this item. At Commissioner Livermore's request, she reviewed the process required to amend the bylaws.

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4-B-1. TO REDUCE THE FREQUENCY OF PARKS AND RECREATION COMMISSION MEETINGS TO ONE MEETING PER MONTH (5:59:06) - Mr. Moellendorf reviewed the staff report, and discussed the recommendation to reduce the commission meetings to one per month.

4-B-2. TO AMEND THE PARKS AND RECREATION COMMISSION BYLAWS TO PERMIT THE PARKS AND RECREATION COMMISSION TO CANCEL ANY REGULAR MEETING IN ADVANCE BY A MAJORITY VOTE OF THE COMMISSIONERS PRESENT AT ANY REGULAR MEETING, AND TO RESCHEDULE SUCH MEETINGS WHERE NECESSARY TO COMPLY WITH THE BYLAWS AND THE CARSON CITY MUNICIPAL CODE (6:00:45) - Mr. Moellendorf introduced and provided background information regarding the subject proposed amendment. Mr. Geddes discussed the lack of provision in the bylaws to cancel and reschedule meetings. He suggested the commission would be better served to include a mechanism in the bylaws to cancel meetings in advance, and to schedule “make-up meetings.” Chairperson Curtis advised of having canceled several meetings last year.

Following discussion, Commissioner Westergard suggested starting with the possibility of scheduling only one meeting per month. “Maybe there will be enough with just one meeting a month to not have the second problem as to the need to cancel meetings.” Commissioner Westergard further suggested there may be times when canceling a meeting is necessary “if we get to the point where we have the ability to do that under the Open Meeting Law.” He reiterated the suggestion to start with one meeting per month “and see where that takes us in terms of work load.”

Commissioner Livermore referred to NRS 278, and provided historic information on formation of the commission and the decision to schedule two meetings per month. He suggested that Mr. Moellendorf and Mr. Geddes consider amendments to the bylaws that will provide for the commission to have one meeting per month and to schedule special meetings, as necessary. Mr. Moellendorf read a portion of the staff report into the record, and confirmed that the bylaws provide for scheduling special meetings. He noted that the Carson City Municipal Code obligates the commission to meet at least once per month. He agreed with Commissioner Livermore’s suggestion to allow him and Mr. Geddes to draft a proposed amendment to the bylaws to provide for one meeting per month and the ability to cancel meetings. Following additional discussion, consensus of the commission was to request Mr. Moellendorf and Mr. Geddes to develop proposed language to amend the bylaws.

Chairperson Curtis reviewed her proposed amendment, typewritten copies of which were distributed to the commissioners and staff prior to the start of the meeting. At Commissioner McKenna’s request, Mr. Moellendorf advised of no objection to the proposed amendment. Mr. Moellendorf advised of having reviewed the language of Section 5b and recognized “the fact that this is not my commission; it’s your commission.” He suggested modifying the language of Section 5c to indicate that the chair may “agendize items for a commission meeting.” He reviewed the method by which the agenda is drafted and reviewed by the chair and District Attorney’s Office staff. With the current language, he acknowledged the potential of a parks and recreation director to deny the chair the opportunity to agendize items. He expressed the opinion it “wouldn’t be the best thing for the commission to have the director deny a request coming from the commission” regarding the agenda.

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Commissioner McKenna advised that the School Board Bylaws provide for the School District Superintendent to establish the agenda in cooperation with the School Board President. He suggested that amending the bylaws "is just an exercise." Mr. Geddes provided input with regard to the proposed amendment language. Commissioner Livermore suggested requesting Mr. Moellendorf and Mr. Geddes to continue working on the proposed amendments and return with recommendations at the next meeting. The commissioners agreed. Chairperson Curtis entertained additional items for discussion in the bylaws; however, none were forthcoming.

5. ACTION ITEMS:

5-A. ACTION REGARDING ELECTION OF PARKS AND RECREATION COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR 2008 (6:27:33) - Chairperson Curtis introduced this item and referred to the pertinent section of the commission's bylaws. She entertained discussion or a motion for chair. Commissioner McKenna reiterated a previously-stated position that, as the School Board liaison, he would not serve as the chair nor be involved in discussion of this item. **Commissioner Livermore nominated Donna Curtis as chair. Commissioner Smolenski seconded the nomination.** Chairperson Curtis called for additional nominations and, when none were forthcoming, **Commissioner Livermore moved to close nominations. Commissioner Keeton seconded the motion. Motion carried 9-0.** Chairperson Curtis advised of having previously expressed the opinion that the position of chair should rotate. In light of the many new commissioners, however, she expressed appreciation for the appointment "for continuity's sake."

Chairperson Curtis called for nominations for vice chair. **Commissioner Livermore nominated Commissioner Keeton as vice chair.** Commissioner Keeton declined and **Commissioner Livermore withdrew his nomination. Commissioner Smolenski nominated Commissioner Livermore as vice chair. Commissioner Westergard seconded the nomination.** Chairperson Curtis called for additional nominations; however, none were forthcoming. Commissioner McKenna advised he would vote against the nomination because of Commissioner Livermore being the Board of Supervisors liaison to the commission. He emphasized that his opposition was not personal against Commissioner Livermore. Chairperson Curtis expressed the opinion that asking one of the newly appointed commissioners to serve as vice chair would be difficult. Commissioner Livermore advised he would never succeed to the position of chair. Chairperson Curtis called again for additional nominations and, when none were forthcoming, entertained a motion to close nominations. **Commissioner Westergard so moved. Commissioner Lasco seconded the motion. Motion carried 8-1.** Commissioner McKenna explained that his opposition was "part of the training and part of the history of this thing." He reiterated there was no personal animosity toward Commissioner Livermore, and advised that there would be no future complications as a result. He explained a personal policy and history of never having served as chairperson of a committee to which he had been appointed as liaison by another board or committee. Commissioner Livermore advised of several city advisory commissions / committees which are chaired by members of the Board of Supervisors. In response to a question, Mr. Geddes reviewed the resignation provision in the bylaws. Chairperson Curtis advised that she has always invited the vice chairperson to meet with her and Mr. Moellendorf to discuss the commission agenda. She invited Vice Chairperson-elect Livermore to participate.

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6. COMMISSIONERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

(6:35:00) - Commissioner McKenna invited the commissioners to visit the Eagle Valley Middle School track. Chairperson Curtis advised she would be absent from the January 15th commission meeting. Mr. Moellendorf advised that he and Mr. Geddes will develop proposed bylaws language providing for resignation of officers.

7. FUTURE AGENDA ITEMS (6:36:20)

- Chairperson Curtis referred to the table of future agenda items included in the agenda materials. Commissioner Livermore requested to add presentation of the 2008 / 2009 Parks and Recreation Department operating budget for the March 2008 meeting. Mr. Moellendorf advised that this item had been scheduled for the April 15th commission meeting. He offered to move the item to the March commission meeting. He advised that a revenue report will be part of the agenda item. Chairperson Curtis requested an update on the soccer field proposed for Park Terrace Park. She requested the commissioners to consider 2008 goals for the March commission meeting. Commissioner Livermore suggested scheduling a park tour and a strategic planning workshop. Mr. Moellendorf advised that a discussion and possible action item regarding park tour and strategic planning workshop was scheduled to be agendized for the January 15th commission meeting.

8. ACTION ON ADJOURNMENT (6:40:38)

- Vice Chairperson-elect Livermore moved to adjourn the meeting at 6:40 p.m. Commissioner Smolenski seconded the motion. Motion carried 9-0.

The Minutes of the January 2, 2008 Carson City Parks and Recreation Commission meeting are so approved this 5th day of February, 2008.

DONNA J. CURTIS, Chair