

CARSON CITY PARKS AND RECREATION COMMISSION
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A special meeting of the Carson City Parks and Recreation Commission was scheduled for 8:00 a.m. on Saturday, March 27, 2010 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Donna Curtis
Vice Chairperson Steve Lasco
Commissioner Charles Adams
Commissioner Janice Brod
Commissioner Randy Carlson
Commissioner Sean Lehmann
Commissioner Pete Livermore
Commissioner Jim Smolenski
Ex Officio Commissioner Molly Walt

STAFF: Roger Moellendorf, Parks and Recreation Department Director
Joel Dunn, Recreation Programs Manager
Scott Fahrenbruch, Parks and Recreation Operations Director
Vern Krahn, Park Planner
Melanie Bruketta, Chief Deputy District Attorney
Jano Barnhurst, Recording Secretary
Transcribed by: Tamar Warren, 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. These materials are on file in the Clerk-Recorder's Office, and available for review during regular business hours.

CALL TO ORDER, ROLL CALL AND DETERMINATION OF QUORUM (1-0018) - Chairperson Curtis called the meeting to order at 8:05 a.m. Roll was called; a quorum was present. Vice Chairperson Lasco arrived after roll call. Commissioner Westergard was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0052) – None.

1. **ACTION ON APPROVAL OF MINUTES (1-0040)** – No minutes were submitted for approval.
2. **MODIFICATIONS TO THE AGENDA (1-0041)** – None.
3. **AGENDA ITEMS**

3-A. PRESENTATION REGARDING A PLAN TO ASSESS THE COMMUNITY'S INDOOR RECREATION PROGRAM AND FACILITY NEEDS INCLUDING A COMMUNITY SURVEY (1-0061) – Chairperson Curtis introduced the item and Mr. Moellendorf presented background information. Mr. Dunn advised that the Carson City Parks and Recreation survey uses the level of service standards set by the NRPA. He discussed the contents of the survey and its process, a copy of which is incorporated into the record. He stated that the survey will reject more than one entry from the same IP address to ensure accuracy, and it will be used to assess the needs of the community. In response to a question, Mr. Dunn replied that the survey wasn't intended to address facilities but the indoor programs and activities. Commissioner Livermore noted that 12 months wasn't a fair representation. Mr. Dunn explained that indoor recreation facilities are limited. Discussion ensued regarding terminology of activities in general and fitness in particular. Mr. Dunn advised against creating questions that weren't user friendly. Commissioner Livermore suggested activities for senior citizens and advised creating a venue for them. Mr. Moellendorf and Mr. Dunn explained that open meeting would be conducted, some in the Senior Center. Commissioner Carlson expressed concern about inadvertently collecting personal information. Commissioner Lehmann pointed out the lack of aquatic programs and Mr. Dunn stated he would revise the survey to include that. It was suggested to offer an incentive for filling out the

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survey, however, it was pointed out that this had not been effective in the past. Mr. Dunn reviewed the suggestions as per the previous discussion. It was suggested to include the level of programming being offered, such as entry-level, intermediate, etc. Mr. Moellendorf addressed concerns expressed by Ex Officio Commissioner Walt regarding the lack of indoor facilities. Chairperson Curtis noted that it wasn't clear that there aren't funds for a center. Discussion ensued regarding Question 18 funds and their usage, and whether outdoor activities should also be included in the Survey. Mr. Moellendorf clarified that the directive from the Board of Supervisors was to survey indoor recreation activities. Chairperson Curtis thanked Mr. Dunn for his efforts.

3-B. DISCUSSION REGARDING THE STATUS OF THE PARKS AND RECREATION COMMISSION'S 2009 GOALS (1-1585) - Chairperson Curtis introduced the item and Mr. Moellendorf distributed copies of the Commission's 2009 goals, a copy of which is incorporated into the record. Chairperson Curtis gave background information and suggested the ones that the Commissioners had questions on.

Ex Officio Commissioner Walt wished to discuss Goal #6 regarding the Carson City Convention and Visitors Bureau (CCCVB). She gave background information and reported that the Bureau's first priority had shifted this year, from the V&T to Parks and Recreation. She added that she had requested a "money analysis" to understand how much staff time is needed, and how to maintain the fields and support the tournaments. She wanted to understand how much money was needed from the Bureau by Parks and Recreation. Discussion ensued regarding marketing in general and on how much money was spent for tournaments versus V&T. Vice Chairperson Lasco suggested marketing the "facilities we have". Mr. Fahrenbruch noted that their best marketer of the fields is the "condition they are in." In response to suggestions on how to bring more tournaments to the City, Mr. Moellendorf commented that "our core mission is to support residents and their recreational needs". Mr. Krahn noted that staff has not had the opportunity to market the fairgrounds. Commissioner Brod distributed material regarding mountain biking and discussed its economic benefits which did not include indoor facilities. Commissioner Livermore suggested enhancing the Muscle Powered trail map and marketing it. It was agreed to collaborate with the CCCVB to ensure that the goal is met.

Goal #4 – Commissioner Carlson requested an update memo "with what's going on between the schools and Parks and Rec". He also suggested discussing what could be changed in the future.

Goal #8 – Mr. Moellendorf advised that one part time position and other part time hours lost, and a full-time employee had resigned at the theater. Commissioner Livermore commented that if collected fees go into the general fund, it could not benefit the theater. Mr. Moellendorf explained that 90 percent of users of the theater are non-profit organizations. Discussion ensued regarding non-profits versus commercial use of the theatre. It was agreed upon to suggest to that the Cultural Commission coordinate better revenue generation for the theatre.

Goal #9 – In response to a question, Mr. Moellendorf advised that this goal was a moving target and were tied to grants. He explained that it was not at the point where they could bring it to the Commission. Commissioner Livermore commented that at last Thursday's presentation to the Board of Supervisors, it was evident that without resources, coordination would be difficult.

Goal #7 – In response to a question by Vice Chairperson Lasco, Chairperson Curtis noted that the Mayor invited them to attend the Board of Supervisors meetings. The Commissioners preferred a more informal setting and discussion. Commissioner Livermore suggested not giving up, and the consensus was to leave it as a goal and consider it next year.

Goal #5 – It was agreed to keep this item as is.

Goal #3 – Vice Chairperson Lasco asked who was responsible for implementing the goals. Mr. Moellendorf advised that they were the Commission's responsibility, as they were not operational goals. It was agreed to have a subgroup and an action plan to measure the results of this item, and present them to the Commission.

Ex Officio Commissioner Walt suggested she be the Liaison with the CCCVB.

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3-C. DISCUSSION WITH POSSIBLE ACTION TO APPROVE THE PARKS AND RECREATION COMMISSION'S GOALS AND OBJECTIVES FOR 2010 (1-2993) - Chairperson Curtis introduced the item. Mr. Moellendorf gave background information. He advised that a lot of the goals are project driven and still in planning or construction stages. Mr. Fahrenbruch explained that he is working with staff to determine levels of service to parks. He added that he is a proponent of a volunteer coordinator, however, he wanted to assess how much staff time was also needed to manage the efforts. Discussion ensued regarding the Adopt-a-Park program and the coordinating of volunteers. Mr. Moellendorf noted that difficulty in keeping up Adopt-a-Park is sustainability and interest. It was suggested that the PRC Adopt-a-Park which led to considerable discussion. Vice Chairperson Lasco, Chairperson Curtis, and Commissioner Smolenski agreed to work with Mr. Fahrenbruch to discuss the possibility of raising awareness and possibly funds for Adopt-a-Park Program. Commissioner Carlson suggested extending the volunteerism into an unpaid internship for high school seniors who need community service hours for college applications. Ex Officio Commissioner Walt cautioned against using staff time to mentor students. Vice Chairperson Lasco commented on the benefits of having a Volunteer Coordinator and said he would work with WNC to assess the possibility. Donations and fund raising efforts through the Foundation was also discussed. Commissioner Lehmann was concerned about the lack of awareness of the Foundation. Chairperson Curtis stressed the importance of legislation watch. Commissioner Adams suggested an entry level fitness program for those who are unable to participate in strenuous activities such as mountain biking or running.

2010 Goals:

- Trails: running and biking; CCCVB Liaison; aquatic offerings; Marketing – (Commissioner Brod, Ex Officio Commissioner Walt, Vice chairperson Lasco, Commissioner Livermore)
- Adopt-A-Park by the Commission to include field maintenance and upkeep; corporate and/or private park sponsorship; neighborhood projects "ownership"; internship and/or volunteer coordinator (Chairperson Curtis, Vice Chairperson Lasco, and Commissioners Carlson and Smolenski).
- Fundraising, along with the Parks Foundation (Commissioner Lehmann)
- Healthy Life Starter Programs (Commissioner Westergard)
- Post needs assessment survey decision on the use of Question 18 (fund direction)

4. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (2-0815) – Mr. Krahn reported on the impact of budget cuts in parks planning and construction projects, and shared that they were down to one city inspector. Mr. Fahrenbruch reported on the operational impacts of the budget cuts, stating that trails maintenance would most likely be an issue. Ms. Bruketta cautioned against having too many people on committees to ensure that open meetings laws were not violated.

5. FUTURE AGENDA ITEMS – Not Applicable.

6. ACTION ON ADJOURNMENT – Chairperson Curtis entertained a motion to adjourn. **Commissioner Livermore moved to adjourn the meeting at 11:35 a.m. The motion was seconded by Vice Chairperson Lasco and carried unanimously.**

The Minutes of the March 27, 2010 Carson City Parks and Recreation Commission special meeting are so approved this 4th day of October, 2011.

STEVE LASCO, Chair