Minutes of the January 2, 2007 Meeting Page 1

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, January 2, 2007 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Donna Curtis

Sam Bauman John Felesina Leanndra Jones Tom Keeton Pete Livermore Glenn Tierney

STAFF: Linda Ritter, City Manager

Roger Moellendorf, Parks and Recreation Department Director Scott Fahrenbruch, Parks and Recreation Director of Operations

Barbara Singer, Recreation Superintendent

Vern Krahn, Park Planner

Mary-Margaret Madden, 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 (5:34:00) - Chairperson Curtis called the meeting to order at 5:34 p.m. Roll was called; a quorum was present. Commissioner McKenna was absent.

CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:34:28) - None.

- **1. ACTION ON APPROVAL OF MINUTES November 21, 2006** (5:34:33) Commissioner Livermore moved to approve the minutes, as presented. Commissioner Keeton seconded the motion. Motion carried 7-0.
- 2. MODIFICATIONS TO THE AGENDA (5:34:47) None.
- 3. AGENDA ITEMS:
- 3-A. ACTION REGARDING THE ELECTION OF PARKS AND RECREATION COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR 2007 (5:34:56) Chairperson Curtis introduced this item, and entertained nominations. Commissioner Livermore moved to reappoint Donna Curtis as chair. Commissioner Keeton seconded the nomination. Chairperson Curtis called for additional nominations and, when none were forthcoming, a vote on the pending nomination. Nomination carried 7-0. Chairperson Curtis entertained nominations for vice chair. Commissioner Keeton moved to elect John Felesina as vice chair. Commissioner Livermore seconded the motion. Chairperson Curtis called for additional nominations and, when none were forthcoming, a vote on the pending motion. Motion carried 7-0.

Minutes of the January 2, 2007 Meeting Page 2

3-B. DISCUSSION ONLY AND A REVIEW OF THE PARKS AND RECREATION COMMISSION BYLAWS, INCLUDING A RECOMMENDATION FROM STAFF TO REDUCE THE FREQUENCY OF PARKS AND RECREATION COMMISSION MEETINGS TO ONE MEETING PER MONTH (5:37:08) - Chairperson Curtis introduced this item, and referred to the bylaws which were included in the agenda materials. She reviewed certain issues which had been previously discussed by the commissioners, including a two-year limit on serving as chair or vice chair, responsibilities for scheduling agenda items and preparing the agenda. In response to a question, Ms. Madden advised that the commission can form subcommittees which are subject to the Nevada Open Meeting Law. She responded to additional questions regarding agenda requirements. In response to a further question, she offered to research the requirement for having a recording secretary present at workshop / subcommittee meetings. Discussion took place regarding paragraphs 9 and 12 of the bylaws.

Commissioner Keeton expressed the opinion that the bylaws are "fine the way they are." He expressed support for electing the chair and vice chair on an annual basis, but saw no reason to limit the number of consecutive terms each could serve. He expressed support for the requirement of a two-thirds majority to amend the bylaws. Commissioner Livermore suggested including provisions to address commissioner conduct, and responded to questions of clarification. Ms. Madden cautioned against including too much specificity in any one certain area of the bylaws. Commissioner Livermore acknowledged his concern was over commissioners representing the commission to other boards, commissions, or committees. Mr. Moellendorf expressed the understanding that commissioners were required to identify themselves to other boards, commissions, or committees as a commissioner but not to speak on behalf of the commission unless authorized to do so by the commission. Commissioner Livermore related a specific example, and discussion followed. Commissioner Livermore advised he would meet with counsel and return to the commission with a recommendation, if warranted. In response to a question, Chairperson Curtis noted a consensus to not amend the bylaws pursuant to any of the issues discussed thus far.

Mr. Moellendorf reviewed the staff report, and discussed projects which have been delayed or postponed due to the inordinate amount of time staff spends on preparing for and attending advisory committee meetings. He reminded the commission that the enabling ordinance only requires one meeting per month, and that special meetings could be scheduled, as needed. He noted staff's recommendation to reduce the number of commission meetings to one per month. Mr. Moellendorf acknowledged that the master planning process required a great deal of staff time; however, the meetings associated with the master planning process were "above and beyond" the regularly scheduled advisory committee meetings. He further acknowledged a bit of a lull following approval of the master plans, but advised that the work load has started "ramping back up again." He noted the federal lands bill process and other projects which require public meetings. He discussed the importance of developing the master plan implementation strategies, one of the projects which has been delayed. He expressed frustration that two commission meetings a month creates a situation which causes Parks and Recreation Department staff to be more reactive than proactive.

Commissioner Livermore discussed upcoming items for review by the commission, such as the budget, rates and fees, and implementation of the parks and recreation master plan element. He acknowledged the number of hours spent by staff in preparing for each meeting, as outlined in the staff report and reported by Mr. Moellendorf, but expressed opposition to once-a-month commission meetings. In response to a question, Mr. Moellendorf advised that commission meetings average 2 ½ to three hours. Commissioner Keeton expressed the opinion that once-a-month meetings may last five or six hours. He suggested

Minutes of the January 2, 2007 Meeting Page 3

converting some of the discussion-only items to written material which may reduce meeting time. In response to a question, Mr. Moellendorf explained that because staff is usually required to begin working on the next meeting immediately following each meeting, agenda packets are not distributed as timely as they could be. He expressed the opinion that reducing the meeting schedule to once a month would allow for distributing agenda packets to the commissioners in a more timely manner. This would, in turn, provide the opportunity for the commissioners to be better prepared for each meeting. Mr. Moellendorf expressed support for Commissioner Keeton's suggestion regarding discussion-only items. He discussed the importance of meeting efficiency.

In response to a question, Ms. Madden advised that special meetings could be called, as necessary, pursuant to the agenda posting requirements of the Nevada Open Meeting Law. In response to a question, Mr. Moellendorf reviewed the various opportunities available to the public to provide comments and input. Commissioner Keeton suggested combining meetings with other advisory committees for agenda items in common, and Mr. Moellendorf agreed to consider this possibility. He discussed reduction of staff time allocated to the Shade Tree Council and the Carson River Advisory Committee. He advised that this commission requires the majority of staff's time. It is the only advisory committee which meets more than once a month. Chairperson Curtis suggested that staff reports could be provided in writing or that the agenda could be revised to provide for staff reports at the beginning of each meeting. Commissioner Livermore provided historic information on the origins of the Shade Tree Council, the Open Space Advisory Committee, and the Carson River Advisory Committee. He expressed the opinion that this commission could assume the responsibilities of the other advisory committees staffed by the Parks and Recreation Department.

Chairperson Curtis suggested attempting to implement a reduction in the number of meetings without amending the bylaws. She expressed concern over the length of once-a-month meetings and items "dropping off the map." Mr. Moellendorf suggested amending the bylaws, leaving the third Tuesday of each month as the regularly scheduled meeting day, and exercising the ability to call additional meetings, as needed. He further suggested that the meeting room could remain under reservation on the first Tuesday of each month in case the commission should call a special meeting. Ms. Madden advised that the bylaws would have to be revised to accommodate a once-a-month meeting schedule. She discussed the amount of time invested by Parks and Recreation Department staff in preparing for commission and other advisory committee meetings. Commissioner Tierney observed that many of the things addressed at commission meetings could be considerably streamlined. He expressed a preference for a longer meeting once a month rather than two meetings a month. Commissioner Keeton expressed no opposition to revising the bylaws to indicate meeting "at least" once a month. This would leave the option for scheduling a second meeting whenever necessary. In response to a question, Mr. Moellendorf suggested meeting the third Tuesday of each month, except for the month of December which would be the first Tuesday in order to avoid conflicting with the Christmas holidays.

Commissioner Felesina expressed concern that once-a-month meetings would not provide an appropriate amount of time to fully discuss items and allow for public input. Mr. Moellendorf reiterated that once-a-month meetings would provide for the agenda materials to be delivered to the commissioners in a more timely manner and, therefore, allow more time for commissioner preparation. He suggested that each agenda item may not take as long if the commissioners had more opportunity to review agenda materials. He expressed the opinion that the issue is about self-discipline; on the part of the commissioners to be prepared and on the part of staff to ensure that pertinent items are agendized. Commissioner Livermore

Minutes of the January 2, 2007 Meeting Page 4

expressed disbelief that staff had spent 77 hours preparing the agenda materials for this meeting. He expressed disappointment that staff would suggest reducing the number of meetings and, therefore, the public's opportunity to provide input. He advised he would not attend any meeting of the commission that is not televised.

Chairperson Curtis requested input of the commissioners with regard to suggested amendment language. She reiterated she will make every effort to reduce the number of meetings to one per month. Commissioner Keeton suggested the following language: "Regular meetings shall be held at least once each month," with a decision to be made regarding the meeting day. He reiterated that two meetings a month could be scheduled, whenever necessary. In response to an earlier comment, he expressed the opinion that canceling meetings can be done without a great deal of trouble. He suggested that staff should return to the commission with a proposed revision.

- 3-C. ACTION TO SELECT THE FEBRUARY 6, 2007 PARKS AND RECREATION COMMISSION MEETING TO SERVE AS A 2007 COMMISSION GOAL SETTING SESSION, AND A DISCUSSION OF POSSIBLE TOPICS FOR GOALS (6:32:12) Chairperson Curtis introduced this item. She reviewed the Proposed Workshop for Commissioner Processes and Goals which she had distributed to the commissioners and staff prior to the start of the meeting. Discussion took place regarding the workshop and parks / facilities tours. Chairperson Curtis entertained a motion. Commissioner Keeton moved to request the chair and staff to determine a suitable date for a goal setting workshop and report back to the commission at an appropriate time in the future. Commissioner Livermore seconded the motion, and discussed the importance of considering recreation programming. Chairperson Curtis called for a vote on the pending motion; motion carried 7-0.
- 3-D. DISCUSSION ONLY REGARDING CARSON CITY'S ROUND 1 BUDGET REDUCTION MEASURES OF THE PARKS AND RECREATION DEPARTMENT FOR FY 2006/2007 AND FY 2007/2008 (6:42:22) Mr. Moellendorf introduced Ms. Ritter, and complimented her on the team building approach to the budget process. He complimented the Parks and Recreation Department staff on their efforts in examining day-to-day operations and programs to determine what can be done more efficiently and cost-effectively. Ms. Ritter provided background information on this item, and discussed the importance of streamlining operations in order to cut costs. She described the three rounds of the budget reduction process. Mr. Moellendorf reviewed the staff report, including Exhibit A and a December 5, 2006 memo from Mr. Fahrenbruch, copies of which were distributed to the commissioners and staff.

Commissioner Livermore commended staff on their efforts to address the budget reductions. In response to a question, Mr. Moellendorf discussed the Parks and Recreation Department fee structure. In response to a question, Mr. Fahrenbruch discussed the proposal to utilize inmate crews to cover the seasonal / part-time positions in the Parks Division. Following discussion, Ms. Ritter advised that she will be requesting the Board of Supervisors to approve a review of all fees and charges City-wide. Mr. Fahrenbruch advised that playground installations on City property, over the past ten years, have been done by inmate crews under Parks Division supervision.

In response to a question, Ms. Ritter anticipated that round two of the budget reduction process will begin in April or May. In response to a question, Ms. Singer reviewed the process by which complaints are addressed as part of the LatchKey program.

Minutes of the January 2, 2007 Meeting Page 5

3-E. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS A PREFERRED ALTERNATIVE JOINT RECREATION CENTER SITE LOCATED ON THE WESTERN NEVADA COMMUNITY COLLEGE CAMPUS EAST OF THE JOE DINI LIBRARY AT THE TERMINUS OF WEST COLLEGE PARKWAY (7:02:53) - Chairperson Curtis introduced this item. Mr. Moellendorf reviewed the staff report and the attached exhibits. In response to a question, he provided background information on the sites considered at the WNCC campus. He explained that the subject site wasn't initially considered because the WNCC master plan indicated it as an arts center location. He advised that City staff wouldn't have considered the site until it was offered by WNCC representatives.

Chairperson Curtis expressed an interest in reviewing the draft agreement as soon as possible. In response to a comment, Mr. Moellendorf advised that the "back-up position," chosen by this commission for the recreation center, is JohnD Winters Centennial Park. He acknowledged difficulties associated with this possibility, particularly funding for construction and operation of the facility. He advised that if the partnership with WNCC is not accomplished, the Centennial Park site will have to be considered in light of allocating additional funding or scaling back the project. He acknowledged these are issues to be addressed, but advised there is no sense in doing so until the first option of partnership with WNCC has played out. He further acknowledged that the legislative session is about to begin, but expressed the opinion the commission will have adequate time in which to make decisions. He reviewed the Final Project Schedule included in the agenda materials. He discussed changes to the draft agreement based on new information. Ms. Madden advised of a meeting with WNCC's counsel scheduled for January 5th, and anticipated having a draft agreement available for review by January 16th.

Chairperson Curtis called for public comment and, when none was forthcoming, entertained a motion. Commissioner Livermore moved to recommend to the Board of Supervisors a preferred alternate joint recreation center site located on the Western Nevada Community College campus east of the Joe Dini Library at the terminus of West College Parkway. Commissioner Jones seconded the motion. Motion carried 7-0.

4. NON-ACTION ITEMS:

STATUS REPORTS AND ANNOUNCEMENTS FROM STAFF (7:27:17) - Mr. Moellendorf reported on a meeting with a neighbor adjacent to Governor's Field regarding concerns over the indoor batting cage facility. The project will be re-agendized for the January Planning Commission meeting. Mr. Moellendorf further reported that the Board of Supervisors will conduct interviews for the current commission vacancy at their January 4th meeting. The federal lands bill will also be presented to the Board of Supervisors at that meeting, in addition to a consent agenda item regarding Ronald D. Wilson Memorial Park. Mr. Moellendorf provided an overview of the Carson River Aquatic Trail Public Hearing Schedule which was included in the agenda materials.

(7:33:16) Ms. Singer requested the commissioners to consider new programming, dog parks, etc. in light of budget reductions during the commission's goal setting session. She advised that increasing fees can result in reducing use and therefore revenues. She distributed to the commissioners the most recent edition of the *Discover Us* publication. She thanked Dixie Reed for coordinating the layout. She referred to that portion of the magazine which was published in Spanish and thanked former commissioner Charlene Herst for coordinating this service through her employer.

Minutes of the January 2, 2007 Meeting Page 6

COMMISSIONERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION (7:30:54) - Chairperson Curtis reported on a meeting with Open Space Advisory Committee Chairman Steve Hartman, Mr. Moellendorf, and Open Space / Property Manager Juan Guzman to discuss recreation and trail facilities. Staff will be considering the "fuzzy line" between recreation and open space, and a joint meeting may be scheduled between the Open Space Advisory Committee and this commission. Commissioner Livermore provided background information on Treadway Park, and discussed a desire for the City to reacquire the park property. He requested Chairperson Curtis to agendize discussion and possible action of this item.

- **5. FUTURE AGENDA ITEMS** (7:35:40) Mr. Moellendorf advised that an update from the Carson River Regional Recreation Steering Committee would be agendized for the January 16th commission meeting. Chairperson Curtis requested staff to agendize, for a future meeting, an update regarding Question #1 projects.
- **6. ACTION ON ADJOURNMENT** (7:38:07) Commissioner Bauman moved to adjourn the meeting at 7:38 p.m. Commissioner Livermore seconded the motion. Motion carried 7-0.

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

DONNA J. CURTIS, Chair