

# CARSON CITY PARKS AND RECREATION COMMISSION

## Minutes of the November 6, 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 6, 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  
Kathryn Shabi  
Glen Tierney

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Scott Fahrenbruch, Parks and Recreation Director of Operations  
Vern Krahn, Park Planner  
Will Geddes, 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 (5:33:25)** - Chairperson Curtis called the meeting to order at 5:33 p.m. Roll was called; a quorum was present. Commissioners McKenna and Wontorski were absent. Chairperson Curtis welcomed Commissioner Shabi.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:34:27)** - None.

**1. ACTION ON APPROVAL OF MINUTES - October 2, 2007 (5:34:38; 5:35:07)** - Commissioner Livermore moved approval of the minutes. The motion was seconded and carried 7-0.

**2. MODIFICATIONS TO THE AGENDA (5:35:21)** - None.

**3. STAFF UPDATES**

**3-A. UPDATE ON THE JOINT USE, MULTI-PURPOSE GYM/RECREATION CENTER PROJECT WITH THE BOYS AND GIRLS CLUBS OF WESTERN NEVADA (5:35:34)** - Chairperson Curtis introduced this item. Mr. Moellendorf advised that three meetings with two teams, one comprised of Boys and Girls Clubs representatives and one comprised of City representatives, have taken place. He reviewed the list of representatives participating in each of the two teams. He advised the substance of discussions has been mainly of a conceptual nature, and has included such things as the City's needs, the necessary property, the method by which property would be transferred, property maintenance, and the joint use agreement. A time line has been developed with the first significant event being a design charette with both teams and Consulting Architect Brent Tippetts, scheduled for November 13 and 14. Following the charette, Mr. Moellendorf expects to move into more "concrete issues" on the project. He advised of a meeting with Mr. Geddes to discuss the provisions of the joint use agreement. He expressed

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the hope that the design charette will result in a clearer understanding of project components; required property; the project budget, cost estimates, and available funding; and whether or not to phase the project. Recommendations will be presented to the commission at its December 4<sup>th</sup> meeting, together with a conceptual site / floor plan of the facility. A special use permit will be required for the project; submission of the application to the Planning Commission is scheduled for May 2008. Mr. Moellendorf advised that the December 4<sup>th</sup> commission meeting will also serve as a neighborhood meeting. Flyers will be sent out to residents of the adjacent neighborhood publicizing the meeting.

In response to a question, Mr. Moellendorf advised that both Chairperson Curtis and Commissioner Livermore are serving as commission representatives to the City team. Chairperson Curtis expressed the understanding that available funding will be part of the discussion. She requested to keep in mind the possibility of allocating all available Question #18 funds to the project or to set some aside for "other contingencies that seem to be coming up." Commissioner Livermore advised that the recreation facility is one of the remaining items included as part of the original ballot question. He discussed the importance of the commission keeping in the mind the priority assigned to the project.

**3-B. UPDATE ON THE STATUS OF THE 2007 / 2008 CAPITAL IMPROVEMENT PROJECTS BUDGET (5:43:07)** - Chairperson Curtis introduced this item. Mr. Moellendorf distributed, to the commissioners and staff, a capital improvements projects request spreadsheet and provided background information on the City's capital improvements program. He advised of the City Manager's request for staff to review the capital improvements program budget and resubmit all necessary capital improvements projects for the current fiscal year. He reviewed the spreadsheet, and clarified that the spreadsheet represented budget requests. In response to a question, he advised that the listed capital projects had been frozen. The requests are now being resubmitted for consideration of funding. Commissioner Livermore advised of not having been informed of a process providing for departments to reapply for the frozen capital improvements funds. In response to a question, Mr. Moellendorf advised that the capital improvements projects requests were submitted October 31<sup>st</sup>. The City Manager has indicated an intent to present capital projects recommendations to the Board of Supervisors at its December 6<sup>th</sup> meeting. Prior to that, the Internal Finance Committee will meet to review the requests. Mr. Moellendorf reiterated the projects listed on the spreadsheet represented requests which may or may not be recommended for funding. Projects not funded will likely be submitted for capital improvements program funding in the 2008 / 09 budget.

In response to a question, Mr. Moellendorf advised that the projects listed on the spreadsheet represented a combination of new requests that had been frozen as well as current requests. He responded to questions regarding the projects listed on the spreadsheet. Chairperson Curtis recalled the commission having prioritized the capital improvements projects. She expressed surprise over the new items listed on the spreadsheet. Commissioner Livermore expressed concern over including new capital equipment in the budget approved by the Board of Supervisors. In response to a question, Mr. Moellendorf advised that the recommendations of the Internal Finance Committee will be submitted to the Board of Supervisors for approval. Commissioner Livermore expressed the opinion that the Internal Finance Committee had no authority to change the capital improvements program budget. Mr. Moellendorf explained that no change will be made; new recommendations will be presented to the Board of Supervisors. Nothing will be added to the budget without approval of the Board of Supervisors. Commissioner Livermore expressed the belief there had been no process established to re-open the capital improvements program budget.

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In response to a further question, Mr. Moellendorf continued reviewing the spreadsheet. He acknowledged the projects listed represented general fund requests. In response to a further question, he provided background information on the phases of the theater improvements project. Commissioner Livermore expressed the opinion that the spreadsheet represented “a whole new list that [Mr. Moellendorf] and other staff members are going to discuss and debate and decide on.” He expressed the further opinion that this would be unfair and inequitable. Mr. Moellendorf advised that the spreadsheet represented new information for Board of Supervisors consideration. Commissioner Livermore suggested that “the question should have been asked to allow that to happen.” Mr. Moellendorf reiterated the City Manager’s direction to review the frozen capital improvements projects and submit requests based on those frozen requests as well as any other needs for consideration by the Board of Supervisors. He reiterated the belief that most of the new projects will likely be carried over to a future fiscal year rather than the current fiscal year. He noted that reviewing the frozen projects provides staff and the Board of Supervisors an opportunity to consider the continued viability of the frozen projects. Commissioner Livermore expressed concern over the new projects included in the review process. He suggested developing, through the “normal budget process,” a new priority list of projects. Mr. Moellendorf advised that the Board of Supervisors may choose to act on the current frozen projects. Chairperson Curtis expressed concern that the proposed process “also leaves out the commission.” She commented that she would not have assigned a high priority to the electronic readerboard. Commissioner Keeton agreed. Mr. Moellendorf expressed the belief that, with the exception of the City Hall landscaping, all of the capital improvements projects had previously been submitted to the commission. Chairperson Curtis recalled having prioritized the capital improvements projects. Commissioner Livermore reviewed elements of the theater improvements project which had been funded through a budget process approved by the Board of Supervisors. He expressed opposition to allowing the theater improvements project, “unless there is some dire financial consequence to why we can’t do this, ... to get back into an area of debate and discussion regarding competition of other projects.” He acknowledged the critical needs of every City department, but noted the critical need of “moving toward the finalization of completion of the theater.” He expressed surprise over the subject process, and reiterated that there had never been any discussion as to the method by which frozen capital improvements projects would be reopened.

Chairperson Curtis commended Mr. Moellendorf on the attempt to secure additional capital improvements project funding for parks and recreation. Mr. Moellendorf referred to the current budgeted projects listed on the spreadsheet, and noted that some had been consolidated in an attempt to acquire funding. If funding is available, the projects listed on the right-hand side of the spreadsheet would be recommended for funding. He noted this was the purpose of the subject report.

Mr. Moellendorf acknowledged that the impetus for the freeze was the projected budget shortfall. In response to a question, he advised that the spreadsheet represented a request list as well as elements of a current status of the projects on the left-hand side of the spreadsheet. He responded to questions of clarification regarding the spreadsheet format. In response to a question, he advised that most of the projects listed were budgeted in fiscal year 2006 / 2007. There were very few 07 / 08 budget requests. Projects listed in 06 / 07 carried over into 07 / 08 but were also frozen during the 07 / 08 fiscal year. In response to a question, Mr. Moellendorf advised that the projects listed under 06 / 07 were funded and approved in 06 / 07 and typically carried over into 07 / 08. The City Manager requested staff to review all projects carried over and frozen, and to reapply for funding for those projects. In response to a further question, he advised that the spreadsheet lists all the frozen projects for the Parks and Recreation Department.

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Commissioner Livermore expressed concern that the process “voided” public input. Mr. Moellendorf expressed the understanding that the commission had no problem with resubmittal of existing projects for consideration of funding for the remainder of the 07 / 08 budget year, but was concerned over the new requests. Chairperson Curtis expressed the opinion that the commission is responsible for providing input on budgetary matters, and that the process should have been open to the public. She noted substantial increases in the requests previously budgeted for the theater improvements project and the Community Center parking lot. She thanked Mr. Moellendorf for his report.

**3-C. UPDATE ON THE “WE CAN” (WAYS TO ENHANCE CHILDREN’S ACTIVITY AND NUTRITION) REGIONAL TRAINING WORKSHOP HELD AT THE COMMUNITY CENTER ON OCTOBER 29 AND 30, 2007 (6:10:47)** - Chairperson Curtis introduced this item. Mr. Moellendorf provided background information, and discussed the training session held October 29 and 30, 2007. He advised that WE CAN is planning a national kick off on November 29<sup>th</sup>. Staff is working with a committee which includes representatives of the City Health and Human Resources Department, Washoe Tribe Health Division, and the School District. Mr. Moellendorf explained the kick off consists of some type of physical activity which will take place in each classroom at a certain time during the day.

**3-D. UPDATE ON JOHN MANKINS PARK (6:12:48)** - Mr. Moellendorf advised of a dedication ceremony tentatively planned for November 29<sup>th</sup>. There is the possibility of a school district activity to be scheduled in conjunction with the dedication ceremony. Mr. Fahrenbruch provided background information on development of the park. He announced completion of the park and that it was opened earlier in the day. He distributed, to the commissioners and staff, a press release and clarified that the *Nevada Appeal* had misprinted the park hours. He advised that a grand opening ceremony will be scheduled on or about November 29<sup>th</sup>. He expressed the opinion that John Mankins Park is the “best neighborhood park” with which he had ever been involved. He reviewed the park amenities, and described them as “first class.” He commended Garth Richards and Silver Oak Development Company on development and construction of the park. Commissioner Keeton congratulated Mr. Fahrenbruch. Mr. Moellendorf commended Mr. Fahrenbruch on all his hard work, time, and effort invested in working with Silver Oak Development Company. Commissioner Tierney advised that “the original residents of Silver Oak ... have been waiting for this park for twelve years.” Mr. Fahrenbruch acknowledged this statement, and provided historic information on the development agreement. He advised that the original cost for the park was projected at \$300,000, but that over \$1 million has been invested in the park development. In response to a question, he advised that Oak Ridge Drive opened earlier in the day in conjunction with the park opening. In response to a further question, he advised that dogs are not allowed at the park. He provided background information on the park design process and the preference of the area residents, voiced at neighborhood meetings, to not allow dogs in the park. Discussion took place regarding areas around the park which are accessible to dogs. Chairperson Curtis thanked Mr. Fahrenbruch for his report.

#### **4. NON-ACTION ITEMS:**

**4-A. DISCUSSION ONLY REGARDING A REQUEST TO DEVELOP A SOCCER FIELD AT PARK TERRACE PARK BY DAN BOWLER, OF THE SIERRA NEVADA SOCCER LEAGUE (6:22:24)** - Chairperson Curtis introduced this item and Sierra Nevada Soccer League President Dan Bowler, who presented his proposal to develop a soccer field at Park Terrace Park. In response to a question, he requested the commission’s approval to proceed with neighborhood meetings. He advised of no intent to light the field or to install any sound system, and of verbal support by an adjacent neighbor.

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In response to a question, Mr. Moellendorf advised of having met with Mr. Bowler, together with Mr. Fahrenbruch and Commissioner Livermore, to discuss his vision for the field. Mr. Moellendorf advised that both he and Mr. Fahrenbruch have looked at the site and are supportive of Mr. Bowler's vision. Mr. Moellendorf discussed the importance of meeting with the area neighbors to ensure their support prior to proceeding. He advised that Mr. Bowler is fully aware of the costs associated with developing the field, and is convinced he can raise the necessary private-sector funding. In response to a question, Mr. Moellendorf oriented the commissioners to the location of the subject park. In response to a further question, he advised the park is designated as a neighborhood park with a "fairly passive" use. It is surrounded on three sides by residences and on the south side by Empire Elementary School. Mr. Moellendorf advised that Empire Elementary School utilizes a portion of the park for outdoor activities and as a play area. In response to a question, Mr. Fahrenbruch advised that Park Terrace Park is comprised of approximately six acres. He expressed the belief the field would greatly benefit the School District, particularly Empire Elementary School.

Commissioner Livermore provided historic information on development Park Terrace Park, and discussed the benefits of the proposed field. He commended Mr. Bowler on his proposal. Mr. Bowler discussed his vision to reach area children through a soccer program. He discussed the importance of developing a planning strategy to ensure that we "get this thing right." Commissioner Livermore cautioned Mr. Bowler about an "imaginary line" negotiated between the commission and the School District prohibiting the public from using park facilities during school hours. He suggested researching the provisions of this agreement. Mr. Fahrenbruch advised that the "imaginary lines have kind of gone away over the years." The School District constructed modular classrooms on park property thus integrating park property into the School District. In addition, Empire Elementary School uses the playground at Park Terrace Park. Commissioner Keeton commended Mr. Bowler's proposal. In response to a question, Mr. Fahrenbruch advised that operation and maintenance of one to two soccer fields will be a little more expensive than just the open turf area. One benefit of the soccer field is that the irrigation system at Park Terrace Park will have to be renovated / replaced. Mr. Bowler is aware of the requirement for a professionally-designed soccer field, including a grading plan and a new irrigation system. Mr. Fahrenbruch expressed the opinion that the proposal represents a "win-win for everybody": Mr. Bowler, his soccer program, the Youth Sports Association, and the City. Mr. Bowler acknowledged the park would remain City property. He considered it an obligation to the City to include all soccer groups in use of the field. He discussed fund raising plans and his vision for soccer tournaments.

Commissioner Keeton requested a report with regard to legal requirements associated with Mr. Bowler's proposal, and that this item be agendaized for commission action in the near future. Chairperson Curtis requested to have the commission included in the design phase. She commended Mr. Bowler's proposal. Mr. Bowler discussed the reasons he does not propose to have the field lighted. Mr. Fahrenbruch advised that the park rangers would agree with not providing a lighted field due to gang activity in the area. He expressed the opinion the "biggest hurdle" will be "selling the neighborhood and the neighbors who are used to having a passive, quiet park ..." Mr. Bowler advised of no interest in forcing the soccer field on the neighborhood. He advised of being "okay if this doesn't happen," and discussed the importance of neighborhood support for his proposal. Commissioner Livermore expressed support for recreation activities in neighborhood parks during the summer months. Mr. Bowler discussed the importance of change coming from within the Hispanic culture. He discussed his vision for developing a library or similar venue "where people can go and get on computers and learn about their culture and about the leaders who struggled against the gangs and made a difference for their families." Chairperson Curtis

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thanked Mr. Bowler for his presentation. Mr. Moellendorf advised that periodic reports will be provided to the commission, as well as agendaizing an action item at the appropriate time.

**4-B. DISCUSSION ONLY REGARDING THE PARKS AND RECREATION DEPARTMENT'S MASTER PLAN ANNUAL REPORT TO THE PLANNING COMMISSION AND THE BOARD OF SUPERVISORS (6:51:43)** - Chairperson Curtis introduced this item. Mr. Moellendorf reviewed the staff report and provided an overview of the pertinent agenda materials. In response to a question, Mr. Krahn provided background information on the Action Plan Matrix included in the agenda materials. In response to a question, Mr. Moellendorf offered to agendaize this item for action at the next commission meeting. Mr. Krahn reviewed the purpose of the agenda item, as outlined in the staff report. In response to a question, he offered to follow up on the opportunity to develop urban-type recreational components in conjunction with commercial and residential development within activity centers.

In response to a question, Mr. Moellendorf reviewed the Action Plan Matrix prioritization system. He advised that the V&T SPA is designated as a high priority to be completed within one to two years after plan adoption. Commissioner Livermore discussed plans reviewed by the V&T Railway Commission at its meeting on November 5<sup>th</sup>. In response to a question, Mr. Krahn discussed work with the V&T Railway Commission design engineers over the last couple years to determine the effect of the V&T on existing and future trail alignments. He discussed the importance of keeping up with the V&T Railway Commission's design process in order to ensure public access to park and trail facilities. In response to a question, Mr. Moellendorf advised that the City is in the "planning and identification stages of the corridors and access easements" for the V&T Railroad. A variety of funding sources will be considered at the point funding needs to be allocated to the project. Possible funding sources for the trails and pathways include Question #1, the Open Space Program, and grant opportunities. There may also be the opportunity for collaboration between the City and the V&T Railway Commission.

In response to a question, Mr. Krahn explained the intent of Strategy / Action 12.1a, on page 6, to pursue "missing link projects." The reason for designating the priority as "ongoing" is to take advantage of planning efforts associated with development in conjunction with the Planning and Transportation Divisions. He noted that urban trails are more recreation based than transportation or planning as a part of connectivity within the community. He explained the "ongoing" priority designation in that it is often better to wait for a commercial or residential development rather than expending City funds to develop trails and pathways. Mr. Moellendorf suggested that the "ongoing" priority designation is actually a high priority "because if it wasn't, we wouldn't be doing it." He agreed that provision of multi-use paths are driven by development opportunities. In response to a comment, he suggested identifying the multi-use pathways which are the highest priority projects within the ongoing priority category.

In reference to Strategy / Action 5.5b, Commissioner Bauman discussed the importance of creating a bike lane "from one end of town to the other." In response to a question, Mr. Krahn referred to the Unified Pathways Master Plan which identifies a number of different routes in town which provide bike lanes or shared roads. He advised that Transportation Division staff are making a concerted effort to bring bike routes into compliance with the unified pathways master plan element as repairs and construction take place. He reviewed various routes around town, but advised that the "missing links" presently exist on off-street as well as on-street bicycle facilities. In response to a question, he discussed plans to provide for on-street, striped bicycle lanes once the freeway is complete and all the traffic is diverted from Main Street.

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Another issue to consider is the amount of traffic which will remain on Main Street once the freeway is complete. Mr. Krahn noted this constitutes long-range planning which has been incorporated into the unified pathways master plan element. He acknowledged the unified pathways master plan element calls for a “green dashed line” from Highway 50 “through the Lompa property and along that corridor. And that’s again some of that long-range planning ...” Commissioner Livermore discussed funding mechanisms associated with constructing bike trails and paths. Mr. Krahn advised that trails funding was included in the passage of Question #18. He noted that the funding has been allocated and leveraged well, together with grant funding. He noted the linear bike path from Roop Street to the freeway, construction of the V&T Trail from Ash Canyon Road to the college, and the section of the Mexican Ditch Trail from Hells Bells Road to Fifth Street, as examples. Commissioner Bauman commended the unified pathways master plan element map.

Chairperson Curtis recommended assigning an “ongoing” priority designation to Strategy / Action 4.2a, and staff concurred. She pointed out typographical errors in the language of Strategy / Action 12.1b, and expressed the hope that the possibility of grants and other funding sources would be indicated as part of the descriptive language. Mr. Krahn discussed the possibility of other funding sources. Commissioner Keeton requested staff to list the recreation center project as part of the action plan.

Mr. Moellendorf agreed to reagendaize this item for action at the next commission meeting. Mr. Krahn reviewed the suggested revisions, and additional discussion took place. He reviewed the time line for presentation of the annual report to the Planning Commission.

#### **4-C. DISCUSSION ONLY REGARDING THE BOARD OF SUPERVISORS ACTION TO FREEZE ALL HIRING AND THE RESULTING EFFECTS THE FREEZE MAY HAVE ON LEVELS OF SERVICE PROVIDED BY THE PARKS AND RECREATION DEPARTMENT**

(7:37:43) - Chairperson Curtis introduced this item. Mr. Moellendorf provided background information, and reviewed the staff report. Commissioner Livermore discussed the intent of the Board of Supervisors’ action. In response to a question, Mr. Moellendorf discussed the Latchkey Program student to teacher ratio standards established by the Parks and Recreation Department. He acknowledged that costs associated with part-time employees hired as part of the Latchkey or sports programs are covered by the registration fees for said programs. He discussed difficulties associated with hiring part-time employees. In response to a question, he discussed the ongoing recruitment process for part-time employees facilitated by the Human Resources Department. Discussion followed.

#### **5. ACTION ITEMS - None.**

#### **6. COMMISSIONERS’ ANNOUNCEMENTS AND REQUESTS FOR INFORMATION**

(5:34:49) - Commissioner Bauman advised of having attended a meeting last evening regarding the Recreation Division Junior Ski Program. He commended Recreation Superintendent Barbara Singer on “a beautiful job.” (7:55:31) Chairperson Curtis noted a recent newspaper article announcing commission vacancies, and encouraged people to apply or reapply. Vice Chairperson Felesina advised he would not be seeking reappointment to the commission following expiration of his term in December.

#### **7. FUTURE AGENDA ITEMS (7:56:55) - Chairperson Curtis noted that Mr. Moellendorf had distributed to the commissioners and staff the table of future agenda items.**

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**8. ACTION ON ADJOURNMENT (7:58:07)** - Commissioner Keeton moved to adjourn the meeting at 7:58 p.m. Commissioner Bauman seconded the motion. Motion carried 7-0.

The Minutes of the November 6, 2007 Carson City Parks and Recreation Commission meeting are so approved this 2<sup>nd</sup> day of January, 2008.

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DONNA J. CURTIS, Chair