

**CARSON CITY PARKS AND RECREATION COMMISSION**

**Minutes of the March 21, 2006 Meeting**

**Page 1**

A regular meeting of the Carson City Parks and Recreation Commission was scheduled for 5:30 p.m. on Tuesday, March 21, 2006 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Donna Curtis  
Vice Chairperson Michael Hoffman  
Greg Davis  
John Felesina  
Charlene Herst  
Tom Keeton  
Pete Livermore  
John McKenna  
Tom Patton

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Scott Fahrenbruch, Parks and Recreation Director of Operations  
Barbara Singer, Recreation Superintendent  
Mitch Ames, Community Center Operations Supervisor  
Kurt Meyer, Aquatic Facility Operations Manager  
Joel Dunn, Recreation Program Manager - Sports  
Scott Keith, Recreation Program Manager - Youth  
Gail Schroeder, Reservation Coordinator  
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 ROLL CALL (5:32:05)** - Chairperson Curtis called the meeting to order at 5:32 p.m. Roll was called; a quorum was present. Commissioner Keeton arrived at 5:35 p.m. Commissioner Livermore arrived at 7:02 p.m.

**CHANGES TO THE AGENDA (5:32:30)** - None.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (5:32:35)** - None.

**1. ACTION ON APPROVAL OF MINUTES - February 21, 2006 (5:32:45)** - Commissioner Herst moved to approve the minutes. Vice Chairperson Hoffman seconded the motion. Motion carried 7-0.

**CARSON CITY PARKS AND RECREATION COMMISSION**

**Minutes of the March 21, 2006 Meeting**

**Page 2**

**2. AGENDA ITEMS:**

**2-A. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF PARKS AND RECREATION FEES AND CHARGES SCHEDULE FOR FY 2006-2007 (5:33:08) -**

Mr. Moellendorf provided background information on fees and charges, and reviewed the staff report.

(5:38:45) Mr. Meyer referred to the agenda materials. In response to a question, he advised consideration is being given to expanding the use of the aquatic facility's co-generation system. He described the operation of the co-generation system. He reviewed the agenda materials pertinent to the aquatic facility. He advised of a proposed policy change to allow use of the weight room facilities with purchase of a swim pass. In response to a question, he advised that there is no expiration date on punch cards. He further advised that swimming lesson fees are proposed to be increased for residents and nonresidents. He explained how Question #18 offsets costs each year. He responded to questions regarding usage capacity and the aquatic facility rental policy. In response to a question, Mr. Moellendorf advised there is no reason for the aquatic facility fees to be less than those charged by adjacent counties. He provided background information on the method by which the fee increases were developed. He expressed the opinion that Carson City has one of the nicest facilities in the region, and that the fees "represent a really good bargain." He suggested reviewing fees again next year to try to stay as close to the average as possible.

(5:51:02) Mr. Ames reviewed the agenda materials pertinent to the Community Center. Mr. Moellendorf advised that Mr. Ames is very meticulous in developing fees. He figures actual costs associated with services provided, and establishes fees accordingly. Mr. Moellendorf advised that, with the general overall increase, costs are covered in all areas.

(5:52:50) Mr. Dunn referred to the Recreation Sports Fee Comparison included in the agenda materials. In response to a question, he explained the differences between the men's and women's basketball fees and between the 10- and 16-game adult soccer seasons. He responded to additional questions regarding the proposed fee increases.

(5:56:24) Mr. Keith reviewed the youth programs fee chart included in the agenda materials. In response to a question, he advised there is currently no discount provided for families with multiple children. He agreed to check into the possibility. He acknowledged there is a scholarship program and that an increase in the allocation will be requested as part of the City's budget process. In response to a further question, he advised that the proposed rate increase is directly proportionate to increases in direct costs, including staff, buses, gasoline, etc. Some of the cost increases associated with Summer Kamp are directly proportionate to different activities which have been requested. Mr. Keith explained that Summer Kamp is tracked very closely through satisfaction surveys. More trips and special events have been added based on the survey responses. Mr. Moellendorf advised of having requested a budget augmentation for the scholarship fund last year. The philosophy is not to turn people away and, within reason, staff will do whatever is necessary to fund scholarships.

## CARSON CITY PARKS AND RECREATION COMMISSION

### Minutes of the March 21, 2006 Meeting

#### Page 3

(6:00:45) Mr. Moellendorf reviewed the Commercial Rates chart included in the agenda materials. He noted the difficulty in comparing Carson City fees to fees in adjacent counties because of not knowing the amenities of their facilities. He reviewed the agenda materials pertinent to the Carson City Fairgrounds. In response to a question, Mr. Fahrenbruch recalled discussion with regard to keeping camping fees at 50% of what is charged at the Carson RV Park across the street from Fuji Park. The proposal was never incorporated into the fee structure prior to the resolution being passed, however. Chairperson Curtis suggested the possibility that the resolution could be changed. Mr. Fahrenbruch explained the camping policy to maintain security for special events. Mr. Moellendorf responded to questions regarding the Fuji Park / Fairgrounds Master Plan. He advised of no future plans to include RV electrical or utility hookups. Chairperson Curtis noted previously discussed concerns over event organizers charging parking fees, and suggested somehow including this in the rental fee. Mr. Moellendorf advised this would be operationally difficult. Many of the event organizers are non-profit and consider parking fees as a method for raising funds. Attempting to monitor parking and including some type of conciliation at the end of an event would be difficult to track. Mr. Moellendorf commented the suggestion may make sense for the for-profit events, but advised there are very few scheduled at Fuji Park. He advised he would be open to suggestions for managing implementation of such a fee. Commissioner Felesina pointed out that organizations rent the entire park, which includes the parking lot. He suggested increasing the rental fees to address the issue.

Mr. Moellendorf referred to the Carson City Fairgrounds Non-Profit fee schedule included in the agenda materials. Commissioner Keeton expressed the opinion that non-residents should pay at least 20% more than residents. Mr. Moellendorf reviewed the Fairgrounds Prime User Fee schedule. At his request, Ms. Schroeder explained the prime user criteria. She acknowledged that prime users typically use a facility more than once annually. She further acknowledged that facilities are occasionally used for private parties or events. Fees are charged based on a resident / non-resident basis.

In response to a question, Mr. Moellendorf noted that non-resident fees are usually enacted for different reasons. Sometimes higher non-resident fees ensure that residents are not “squeezed out” from having access to a facility. Other times, non-resident fees are enacted in recognition of the fact that residents are taxpayers and, as such, should receive a discount over non-taxpayers. In response to a question, Ms. Schroeder advised that Fuji Park has a little more conflict than other facilities between resident and non-resident users. Mr. Moellendorf suggested keeping in mind that non-resident users also bring sales tax revenue into the community. He noted that Question #18 is funded through sales tax revenue. He referred to softball tournaments which are organized by a private, non-resident tournament director, and noted the importance of not increasing fees to the point that City facilities are no longer attractive. Commissioner Keeton reiterated the opinion that non-resident users should be charged higher fees.

In response to a question, Mr. Moellendorf advised the prime user fee is paid on a per calendar year basis. Commissioner Patton expressed the opinion that the fees for Fuji Park / Fairgrounds are “unreasonably low.” He suggested revisiting the fees annually for Fuji Park / Fairgrounds with an eye toward getting them into a more comparatively reasonable range. Mr. Moellendorf agreed. He acknowledged that residents are restricted and sometimes completely forbidden from using Fuji Park during dog shows. Commissioner Keeton noted the importance of park facilities being available to residents, and suggested revisiting this policy. In response to a question, Ms. Schroeder advised that, during the summer months, Fuji Park is

## CARSON CITY PARKS AND RECREATION COMMISSION

### Minutes of the March 21, 2006 Meeting

#### Page 4

booked 98% of the time. Residential access during these times vary. Ms. Schroeder advised that a majority of dog shows are non-resident events, held during the weekends. Fuji Park is rarely rented during the week. Commissioner McKenna pointed out that possible restrictions on use of a facility go along with the nature of the facility. Commissioner Felesina advised he doesn't use Fuji Park on the weekends during the spring and summer months.

Mr. Moellendorf reviewed Temporary Permit Fees, and noted they are established by the City Treasurer. In response to a question, he advised that all fee-generated revenue is allocated to the City's general fund. Mr. Moellendorf referred to the Centennial Park Softball Field Fee Schedule, and the Park and Pavilion Rental Fee Schedule. Commissioner Keeton noted the proposed increase in park and pavilion rental fees was actually 25%.

Mr. Moellendorf referred to the Equipment Rental Fee Schedule and the Mobile Stage fee schedule. In response to a question, Ms. Schroeder advised that bleachers are not rented except for the grandfathered events which were listed on the Equipment Rental Fee Schedule. Chairperson Curtis noted that the resolution limits annual review of the fees and charges. She suggested reviewing the resolution. **Commissioner McKenna moved to recommend to the Board of Supervisors approval of Parks and Recreation Fees and Charges schedule for FY 06/07. Commissioner Davis seconded the motion. Motion carried 8-0.**

**2-B. ACTION TO RECOMMEND TO THE CITY MANAGER AND BOARD OF SUPERVISORS THE PARKS AND RECREATION DEPARTMENT SUPPLEMENTAL BUDGET REQUESTS FOR FISCAL YEAR 2006-07 (6:31:50)** - Mr. Moellendorf provided an overview of this item. Ms. Singer advised that the supplemental requests were presented in the staff report in order of priority. Mr. Dunn reviewed the supplemental request for a full-time recreation coordinator position. He and Mr. Moellendorf explained the zero cost associated with the request.

Ms. Singer provided background information on the supplemental request to increase funding for the Latch Key Scholarship Account. Mr. Keith reviewed the supplemental request, and explained scholarship criteria and how fees are covered. He advised the sliding scale used to determine the percentage discount is somewhat outdated. He acknowledged \$30,000 would cover scholarships, under current demand, for an entire year. Ms. Singer acknowledged that private donations could be allocated to the recreation gift fund and used for scholarships. Commissioner Patton suggested including appropriate language in the *Discover Us* publication. Ms. Singer reviewed the supplemental request to add approximately eight pages to the *Discover Us* publication to be translated into the Spanish language. She acknowledged the request amount of \$3,300 would cover publication for an entire year.

In response to a question, Ms. Singer advised that the \$15,000 scholarship allocation has been made over the course of many years. She acknowledged the supplemental request was the first submitted for additional funding to be allocated to the scholarship fund. She further acknowledged that if the supplemental request is approved, \$30,000 would be allocated beginning July 1, 2006.

**CARSON CITY PARKS AND RECREATION COMMISSION**

**Minutes of the March 21, 2006 Meeting**

**Page 5**

**Commissioner Patton moved to recommend to the City Manager and the Board of Supervisors the Parks and Recreation Department's supplemental budget requests for FY 2006/2007. Commissioner Keeton seconded the motion. Motion carried 8-0.**

**2-C. ACTION REGARDING POLICIES RELATING TO COMMERCIAL CAR SHOWS IN CITY PARKS (6:43:58)** - Mr. Moellendorf reviewed the staff report. In response to a question, he advised that the recommended policies could be applied to any commercial event. Commissioner Herst suggested that commercial events should never be scheduled during holiday weekends. In response to a question, Mr. Moellendorf advised of having discussed the two per calendar year limitation with Mr. Suglia. Mr. Moellendorf advised that the Parks and Recreation Director has a right to control use of the park to ensure use and enjoyment by the residents. In response to a question, Ms. Madden advised that the language of proposed policy 1 was sufficient. She noted that proposed policy number 4 leaves a great deal of discretion to the Director. Commissioner Keeton agreed that parks should be available for use by the public during holiday weekends.

With regard to policy number 4, Commissioner McKenna suggested adding language, such as, "and the actual conduct of the show." He expressed a preference that Parks and Recreation Department staff should have complete discretion regarding the format and nature of a commercial event. He further suggested limiting availability of the parks for commercial events to Carson City businesses only. He noted the importance of auto dealers to the City's economy. Commissioner Patton noted the reference in Mr. Suglia's memo to the special use permit which does not differentiate between commercial events sponsored by residents or non-residents. He discussed background information on this commission's action to disapprove the request by Tim Milligan, of Capital Ford, as an inappropriate use of the park. He noted the limited availability of Fuji Park, particularly during the summer months, and suggested that the current fee will translate to increased commercial use of the park. He expressed disappointment over the commission having "labored over this at two different meetings" with an ultimate vote that the proposed use was inappropriate, and the Planning Commission's decision that the use was appropriate under the existing special use permit. Commissioner Patton noted that the commission was now being asked to consider policies related to inappropriate commercial use of the park that will eliminate too much of the public's access to the facility. He suggested the City should make a more appropriate facility available for commercial use, and advised he would abstain from voting on this item.

Vice Chairperson Hoffman referred to commercial fees, and expressed the opinion that the type of car show proposed has nothing to do with recreation. He suggested developing a "whole new set of fees" which would apply to commercial, non-recreational use of park facilities. He noted there is no special use permit applicable to Mills Park, but expressed concern that one could be granted by the Planning Commission. He suggested that a commercial, non-recreational designation of use would eliminate Mills Park in that its deed restriction limits use to recreational purposes only. He suggested developing a policy, and expressed concern that the Parks and Recreation Department Director may, in the future, be told he does not have the authority to limit commercial uses. [Commissioner Livermore arrived at 7:02 p.m.] Vice Chairperson Hoffman expressed the opinion that fees for commercial, non-recreational uses should be charged at \$1,000 per day.

## **CARSON CITY PARKS AND RECREATION COMMISSION**

### **Minutes of the March 21, 2006 Meeting**

#### **Page 6**

Chairperson Curtis clarified that the Planning Commission had determined Capital Ford's proposal to be a permitted special use, but left approval to the discretion of the Parks and Recreation Department Director. Mr. Moellendorf agreed with Commissioner McKenna's suggestion to require written detail of proposed use of the park followed up by a personal meeting with the event coordinator prior to approving the request. He expressed appreciation for the comments provided, and explained the purpose of this agenda item was an attempt to manage a use deemed appropriate under the existing special use permit. He pointed out that recreation is somewhat in the "eyes of the beholder." He agreed to consider Vice Chairperson Hoffman's suggestion with regard to a commercial, non-recreational fee. Vice Chairperson Hoffman discussed the differences between car shows as a hobby and commercial car shows. Mr. Moellendorf suggested the distinction would be whether or not an event could be defined as commercial. Chairperson Curtis suggested approaching the concept as a "pilot project," and re-evaluating it after one year. She further suggested adding language to proposed policy 1 to indicate that car shows would be limited to "one per car dealer and" to a total of two per calendar year.

Commissioner Davis expressed support for limiting car shows to two per calendar year. He suggested this may encourage multiple car dealers to hold an event together. He expressed the opinion that the auto dealers have a right to use the park facilities, and noted their importance to the economy and to youth sports in the community. He expressed support for the Director of Operations and the Department Director reviewing details with event coordinators prior to approving use of the park. Commissioner McKenna expressed concern over attempting to define commercial use of a park. He expressed the belief that park property belongs to Carson City residents. There is no requirement to allow non-residents or non-domiciled commercial operations to use City park facilities. Commissioner McKenna expressed the opinion that those who contribute to the acquisition and maintenance of properties should be allowed to use the properties. He reiterated the preference for restricting use to those citizens or businesses with a Carson City domicile.

Mr. Moellendorf reviewed the suggested revisions. In response to a request for clarification, Commissioner McKenna reiterated the preference that the Parks and Recreation Department Director have complete discretion over event details in order to protect the public. Mr. Moellendorf suggested adding the following language to proposed policy 4: The Parks and Recreation Director has absolute veto power over the planned and actual activities to the extent of closing down an event, if deemed appropriate. In response to a question, Mr. Moellendorf reviewed the purpose of the language of proposed policy 2. Discussion followed, and Mr. Moellendorf suggested revising the language of proposed policy 2 to indicate commercial car shows would only be allowed at Fuji Park. Mr. Moellendorf acknowledged he would have discretion over commercial uses in other parks. Commissioner Keeton reiterated the Planning Commission's decision indicated the car show was a permitted use, with approval left to the Parks and Recreation Director.

Commissioner Livermore expressed concern over being too restrictive, and suggested commercial car shows are as legitimate a use of the park as any other. He agreed with an earlier suggestion to allow commercial car shows on a trial basis. Mr. Moellendorf agreed with allowing commercial uses on a trial basis, and suggested evaluating fees, availability of the park to the general public, wear and tear on the park, etc. after one year. He suggested the resolution limiting fee increases to 15% annually may need to be revisited. In response to a question, he advised of a good understanding of the commission's direction,

**CARSON CITY PARKS AND RECREATION COMMISSION**

**Minutes of the March 21, 2006 Meeting**

**Page 7**

and suggested deferring action to provide staff time to rewrite the proposed policies. **Commissioner Keeton moved to continue this item to the next meeting to provide the Director sufficient time to rewrite the policies and present them at a future meeting. Commissioner Herst seconded the motion. Motion carried 9-0.** Commissioner Herst suggested commercial use on a trial basis should be reviewed sooner than one year.

**2-D. ACTION REGARDING DEVELOPING A QUESTION #1 CONSERVATION AND RESOURCE PROTECTION STATE GRANT PROGRAM PRIORITY WORK GROUP MADE UP OF REPRESENTATIVES OF THE PARKS AND RECREATION COMMISSION, THE OPEN SPACE ADVISORY COMMITTEE, THE CARSON RIVER ADVISORY COMMITTEE, THE ADVISORY BOARD TO MANAGE WILDLIFE, AND STAFF FOR THE PURPOSE OF REVIEWING THE CARSON CITY QUESTION #1 OPPORTUNITIES PROJECTS LIST (7:22:48)**

- Mr. Moellendorf advised that this item had been presented to the Open Space Advisory Committee ("OSAC") at their March 20<sup>th</sup> meeting, and that it will also be presented to the Carson River Advisory Committee and the Advisory Board to Manage Wildlife. He further advised that the OSAC recommended two representatives from each committee and to schedule the meeting during the day. Chairperson Curtis requested volunteers. Commissioners Keeton and McKenna and Chairperson Curtis volunteered. **Commissioner Livermore moved to appoint three members from the Parks and Recreation Commission to a work group to assist other city advisory boards and staff for the purpose of reviewing the Carson City Question #1 Opportunities project list, as follows: Commissioners Keeton and McKenna and Chairperson Curtis. Commissioner Felesina seconded the motion. Motion carried 9-0.**

**3. NON-ACTION ITEMS:**

**FUTURE AGENDA ITEMS FROM STAFF (7:27:04)** - Mr. Moellendorf referred to the list of future agenda items included in the agenda materials. He added "action regarding commercial car show events at Fuji Park." He reviewed tentative future agenda items for the April 4<sup>th</sup> meeting. Chairperson Curtis requested a status report on the Park Ranger Program.

**FUTURE AGENDA ITEMS FROM COMMISSIONERS (7:29:35)** - Commissioner Keeton requested to review the resolution establishing fee increase percentages as soon as possible.

**REVIEW OF FYI ATTACHMENTS (7:30:09)** - Mr. Moellendorf reviewed the "FYI" items included in the agenda materials.

**STATUS REPORTS AND COMMENTS FROM STAFF (7:31:10)** - Mr. Moellendorf advised that he and Chairperson Curtis would be meeting with WNCC representatives, at 9:00 a.m. on March 22<sup>nd</sup>, to further discuss the proposed recreation center.

**STATUS REPORTS, COMMENTS, AND CONCERNS FROM COMMISSIONERS (7:31:40)** - In response to a question, Mr. Fahrenbruch provided a status report on Silver Oak Park, which he anticipates will be open in the late summer. Commissioner Felesina commended Mr. Fahrenbruch on

**CARSON CITY PARKS AND RECREATION COMMISSION**

**Minutes of the March 21, 2006 Meeting**

**Page 8**

opening the gate at Ronald D. Wilson Memorial Park. In response to a question, Mr. Moellendorf advised Mr. Krahn anticipates being able to begin work on the Ronald D. Wilson Memorial Park bid during the first week in April. Chairperson Curtis announced that Carson City had been selected to host this year's 13-15 year old State Babe Ruth All Star Tournament. She advised that volunteers will be needed at Governor's Field. Commissioner Livermore requested staff to include the Youth Sports Association meeting schedule and contact information in the commission agenda materials.

**4. ACTION ON ADJOURNMENT (7:37:03)** - Commissioner Herst moved to adjourn the meeting at 7:37 p.m. Vice Chairperson Hoffman seconded the motion. Motion carried 9-0.

The Minutes of the March 21, 2006 Carson City Parks and Recreation Commission meeting are so approved this 16<sup>th</sup> day of May, 2006.

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DONNA J. CURTIS, Chair