

**CARSON CITY PARKS AND RECREATION COMMISSION**  
**Minutes of the October 2, 2012 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, October 2, 2012, in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

**PRESENT:** Chairperson Sean Lehmann  
Vice Chairperson Janice Brod  
Commissioner Chuck Adams  
Commissioner Brett Long  
Commissioner Molly Walt  
Commissioner Todd Westergard

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Tina Russom, Deputy District Attorney  
Scott Fahrenbruch, Operations Director  
Joel Dunn, Operations Manager  
Mitch Ames, Operations Manager  
Vern Krahn, Park Planner  
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 part of the public record. These materials are available for review, in the Clerk's Office, during regular business hours.

**CALL TO ORDER (5:32:17)** – Chairperson Lehmann called the meeting to order at 5:32 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM (5:32:27)** – Roll was called; a quorum was present. Commissioners Curtis and Myers were absent. Commissioner Westergard arrived at 5:40 p.m.

**CITIZEN COMMENTS (5:32:55)** – Chairperson Lehmann entertained citizen comments. Greg Swift introduced himself as a Carson City resident, and requested adding a disc golf course to one of the existing City parks. He noted that 18 baskets would be added to a naturally existing habitat. Discussion ensued regarding a course at Centennial Park. In response to a question by Commissioner Long, Mr. Swift noted that certain areas near Western Nevada College would be feasible. He also explained that he belonged to the Professional Disc Golfers' Association (PDGA). Chairperson Lehmann thanked Mr. Swift and noted that the item would be placed on a future agenda. Candy Roper, President of Bonanza kennel Club, informed the Commission that a dog show was held in Fuji Park, and that 957 dogs had been entered into competition from 21 different states, attracting 1,600 visitors to Carson City. She stated that in Nevada dog shows generated \$8.7 million annually, evenly divided between the northern and southern parts of the State. Ms. Roper also gave background on the exhibitors and the attendees, noting that while many pet owners stayed in RVs at the park, quite a few individuals, including judges and handlers, stayed in hotels and spent money locally. Bob Newman, treasurer of the Bonanza Kennel Club stated that the club had spent over \$3,000 on rooms for the judges. They requested to be placed on a preferred vendor list, and thanked the Parks and Recreation Department for "what they do for us". Chairperson Lehmann thanked Ms. Roper and Mr. Newman for their work within the community. Commissioner Walt inquired about future bookings in advance. Mr. Moellendorf noted that every effort would be made to accommodate the club's shows, explaining that the system could book the reservations two years in advance. Ms. Russom ensured that the information handed out by the Bonanza kennel Club, and incorporated into the record, was available on the back table for the public to view.

**1. ACTION ON APPROVAL OF MINUTES (5:48:06)** – Chairperson Lehmann introduced the item. **Commissioner Walt moved to approve the minutes of the June 6, 2012 and the September 4, 2012 meetings. The motion was seconded by Commissioner Westergard. Motion carried 6-0.**

**2. MODIFICATIONS TO THE AGENDA (5:48:21)** – Chairperson Lehmann introduced the item. Commissioner Walt requested to address item 4A prior to items 3A, 3B, and 3C. (6:41:05) – Chairperson Lehmann suggested addressing item 4B after item 3A.

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**3. STAFF UPDATES - DISCUSSION ONLY**

**A. UPDATE ON THE KINGS CANYON TO ASH CANYON TRAIL AND THE WATERFALL TRAIL PROJECTS.** (6:41:10) – Chairperson Lehmann introduced the item. Mr. Moellendorf introduced Jeff Potter, the Ash to Kings Canyon Trail Leader for Muscle-Powered, who had directed a group of volunteers working on the trail. Mr. Potter presented a series of photographs and showcased the trail details, such as the Forest Service and City lands. He noted that Loomis and Associates had donated the engineering services for this portion of the trail. In response to a question, Mr. Potter stated that he did not have the necessary certifications to operate the needed machinery; therefore, all the work had been done manually. Chairperson Lehmann noted that the team had done “awesome work” and inquired about naming the trail for the Forest Service maps. Mr. Moellendorf clarified that the waterfall road near Kings Canyon trail was “halfway done” and that eventually the two trails would be linked. Chairperson Lehmann entertained public comments; however, none were forthcoming.

**B. UPDATE ON THE COMMUNITY CENTER WEST PARKING LOT LANDSCAPING PROJECT.** (7:18:52) – Chairperson Lehmann introduced the item. Mr. Krahn explained that this project was the result of a combined effort by the Public Works and Parks and Recreation Departments, noting that the design and the landscaping had been completed by in-house staff, with some of the labor also being provided by the prison’s trustee program. He anticipated the project to be completed by the end of the week, and cleanup to extend until the following week. Mr. Krahn also noted several repairs done to the Community Center, including roof repairs. Chairperson Lehmann entertained public comments; however, none were forthcoming.

**C. UPDATE ON THE COMMUNITY CENTER ADA ACCESS PROJECT.** (7:26:32) – Chairperson Lehmann introduced the item. Mr. Ames noted that this much-needed accessibility project was the result of a Community Development Block Grant (CDBG) award. It comprised an ADA-accessible ramp from the west lobby to the west hall, restroom updates, and a wheelchair lift. Chairperson Lehmann thanked Mr. Ames and entertained public comments; however, none were forthcoming. Mr. Moellendorf thanked Commissioner Brod for her efforts on this project.

**4. MEETING ITEMS**

**A. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS ACCEPTANCE OF AN OPERATIONAL ASSESSMENT REPORT FOR THE BOB BOLDRICK THEATER BY IMPRESARIO MANAGEMENT SERVICES.** (5:49:44) – Chairperson Lehmann introduced the item. Mr. Moellendorf introduced Mitch Ames, Operations Manager of Bob Boldrick Theater, and John Shelton of Impresario Management services and Director of the Brewery Arts Center. He also presented a Staff report, incorporated into the record, as background information and criteria given to Mr. Shelton for consideration. Mr. Ames noted that they had requested a third-party perspective to improve the services and utilization of the Theatre. Mr. Shelton explained that he had been involved with several contracts for Carson City such as the Economic Development Department, the library and the Brewery Arts Center. He stated that the primary issues were the facility’s loss of revenue, approximately \$77,000 annually, and the 49 percent occupancy rate. He also presented his finding and recommendations, which are incorporated into the record. Mr. Shelton attributed the loss of revenue to limited staffing, lack of concessions, not ticketing, the barter system used with the schools, and the mostly non-profit use. He concluded that for profit rental of the facility would cover the losses and generate an additional \$30,000. In response to a question by Vice Chairperson Brod, Mr. Ames explained that the “for profit” organizations had cited “not enough seats” for their events to be held in the Theatre. Mr. Shelton compared theatre use in several municipalities and described their operations and made recommendations such as a decision by the City to define the purpose of the Theater as a subsidized entity or having the responsibility to generate rental revenue. He also explained that the rental cost at the Theatre was lower than market standards elsewhere. He suggested increasing the booking and marketing support, obtaining a balanced revenue mechanism, and hiring outside operators to manage the day-to-day operations of the Theatre. Discussion ensued regarding the services provided to the community through the Theatre versus the services provided by other Parks and Recreation venues. Commissioner Westergard expressed concern over the conflict of interest regarding Mr. Shelton’s position as the Director of the Brewery Arts Center. Mr. Moellendorf clarified that Mr. Shelton had received this assignment prior his directorship at the Brewery Arts Center. Mr. Shelton noted that the Brewery Arts Center served a different purpose; therefore, that would not be a

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conflict. Discussion ensued regarding the Staff recommendation to accept the report which would have budgetary implications, versus the acceptance of the report itself and to agendaize it for future discussion. Mr. Moellendorf clarified that accepting the report did not mean approving the recommendations.

(6:35:40) – Chairperson Lehmann entertained public comments. Stephanie Arrigotti introduced herself as “running the Western Nevada College Performing Arts Program and through that running the Western Nevada Musical Theater Company, which enjoys this Theater very much”. She noted that they value Mr. Ames and his staff, adding that they could not exist without this Theater. Ms. Arrigotti stated that their production of the Phantom of the Opera had attracted 7,000 people, including tourists from California, stating that a third of the “paying customer” revenue had been generated by her production, and suggested not increasing their fees as they were unable to afford it and to ensure the programs would continue. Chairperson Lehmann suggested visiting for profit, non-resident fees, which Mr. Ames noted, were already high. He also thanked the presenters and suggested re-agendaizing this item for further discussion.

**B. FOR POSSIBLE ACTION: REQUESTING THE REGIONAL TRANSPORTATION COMMISSION (RTC) CONSIDER THREE CONCEPTUAL OPTIONS FOR A BICYCLE LANE AND PATHWAY FOR A SECTION OF KINGS CANYON ROAD BETWEEN ORMSBY BOULEVARD AND THAMES LANE.** (6:56:08) – Chairperson Lehmann introduced the item and showed via a PowerPoint presentation, incorporated into the record, the lack of bicycle lanes for a portion of Kings Canyon Road, between Ormsby Boulevard and Thames Lane. He also suggested using Nevada Department of Transportation (NDOT) grants, such as the Safe Routes to School grant funds. Chairperson Lehmann expected the budget for the project to be around \$950,000, which also would necessitate an easement or a sidewalk with a bicycle lane, from a private property owner. Patrick Pittenger, Transportation Manager, Carson City Public Works Department, confirmed that “the advocacy continues” toward making the previously-mentioned NDOT funds available for this project, and noted that the Safe Routes to School program had recently ended. However, he added, that a new program called Transportation Alternatives could be explored. Mr. Pittenger explained that new programs such as Safety Funds could also be looked into. Commissioner Walt reminded the Commission that this route had been previously brought up to the Board of Supervisors, and that they were aware of the need, which also constituted a walking path for school children. Discussion ensued regarding right-of-way issues and the easement required from the private property owner. Ms. Russom confirmed that the presented late material had been accepted into the record, and could now be part of a motion. Chairperson Lehmann entertained public comments, and when none were forthcoming, a motion. **Commissioner Walt moved to request that the Regional Transportation Commission consider three conceptual options for a bicycle lane and pathway for a section of Kings Canyon Road, between Ormsby Boulevard and Thames Lane. The motion was seconded by Commissioner Westergard. Motion carried 6-0.** Commissioner Brod disclosed that this project was not in conflict with her position in the Carson City Planning Division.

**C. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS FOR APPROVAL OF SUBMISSION OF A GRANT WITH THE SOUTHERN NEVADA PUBLIC LANDS MANAGEMENT ACT (SNPLMA) PROGRAM FOR THE CONSTRUCTION OF SOCCER FIELDS AND A POSSIBLE NEIGHBORHOOD PARK PROJECT LOCATED AT JOHN D. WINTERS CENTENNIAL PARK LOWER SPORTS COMPLEX.** (7:32:22) – Chairperson Lehmann introduced the item. Mr. Moellendorf gave background and a presentation, incorporated into the record, on the grant and noted that a Board of Supervisors approval was required in order to submit the grant. He also explained that this was the only Northern Nevada county applying for the grant, calling it a “newbie to the program”. Vice Chairperson Brod received confirmation that this project was only for the lower Centennial Park project. In response to a question by Commissioner Walt, Mr. Moellendorf clarified that the Edmonds facility would remain a youth soccer facility, while this project would be dedicated to adult soccer league play and for hosting youth tournaments. He also noted that the project would not include lighting due to limited funding availability. Discussion ensued regarding future phases of the project. In response to a question by Chairperson Lehmann, Mr. Krahn confirmed that the grant amount would most likely be for \$500,000. In response to a question, Mr. Dunn clarified that Field 3 was not usable for programming or tournaments, clarifying that with this project, tournaments would be feasible. Mr. Moellendorf added that this new project would incorporate the soccer played at Mills Park, leaving the latter open for other community activities such as carnivals and fairs. Discussion ensued regarding utilizing grants for trails versus parks. Chairperson Lehmann entertained public comments, and when none were forthcoming, a motion. **Commissioner Walt moved to recommend to the Board of Supervisors for approval of submission of a**

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grant with the Southern Nevada Public Lands management Act (SNPLMA) program for the construction of soccer fields and a possible neighborhood park located at John D. Winters Centennial Park Lower Sports Complex. The motion was seconded by Commissioner Adams. Motion carried 6-1-0.

**5. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.** (8:00:02) – Chairperson Lehmann introduced the item and reminded the Commission that the January Parks and Recreation Commission Meeting would take place on New Year's Day. He suggested postponing the meeting in lieu of cancellation because Election Day had already resulted in canceling the November meeting. January 15, 2013 was chosen as a possible alternative date. Commissioner Brod announced that a pedestrian and bicycle safety and access plan would be run by Muscle Powered on October 8, 2012 at Sassafra's Restaurant. Commissioner Westergard pointed out that a work project had enabled him to travel around the City and see several parks, noting that "the parks look terrific". Commissioner Walt encouraged Mr. Krahn to look for art and culture grants, now that he was the Staff Liaison to the Cultural Commission. She also praised the Parks and Recreation Staff to make the AYSO tournaments possible.

**A. REPORT FROM SCHOOL BOARD LIAISON.** (8:06:05) – Commissioner Myers was not present to report.

**6. FUTURE AGENDA ITEMS** (8:06:09) – Chairperson Lehmann introduced the item and noted that the Theatre discussion would be re-agendized. He also requested that a discussion to make specific recommendations to the Board of Supervisors regarding a disc golf park be added to the list of future agenda items..

**7. CITIZEN COMMENTS** (8:06:30) – Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

**8. ACTION ON ADJOURNMENT** (8:06:42) – Chairperson Lehmann entertained a motion to adjourn. **Commissioner Walt moved to adjourn. The motion was seconded by Vice Chairperson Brod. The meeting was adjourned at 8:07 p.m.**

The Minutes of the October 2, 2012 Parks and Recreation Commission meeting are so approved this 4<sup>th</sup> day of December, 2012.

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**SEAN LEHMANN, Chair**