

**CARSON CITY PARKS AND RECREATION COMMISSION**  
**Minutes of the March 6, 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, March 6, 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 Donna Curtis  
Commissioner Brett Long  
Commissioner Todd Westergard

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Randall Munn, Chief Deputy District Attorney  
Tina Russom, Deputy District Attorney  
Joel Dunn, Carson City Parks and Recreation Operations Manager  
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 (5:33:30)** – Chairperson Lehmann called the meeting to order at 5:33 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM (5:33:44)** – Roll was called; a quorum was present. Commissioner Westergard arrived at 6:05 p.m. Commissioners Lasco, Walt, and Wilson were absent.

**CITIZEN COMMENTS (5:34:00)** – Chairperson Lehmann entertained citizen comments; however none were forthcoming.

**1. ACTION ON APPROVAL OF MINUTES (5:34:17)** – Chairperson Lehmann introduced the item. **Commissioner Adams moved to approve the minutes of the February 21, 2012 meeting. The motion was seconded by Commissioner Curtis. Motion carried 5-0.**

**2. MODIFICATIONS TO THE AGENDA (5:34:40)** – Chairperson Lehmann introduced the item. Mr. Moellendorf indicated that there were no modifications to the agenda.

**3. STAFF UPDATES - DISCUSSION ONLY - NO DELIBERATION**

**A. UPDATE REGARDING A CARSON RIVER - EAGLE VALLEY CREEK PATHWAY SEGMENT GRANT APPLICATION WITH THE SOUTHERN NEVADA PUBLIC LANDS MANAGEMENT ACT PROGRAM. (5:35:02)** – Chairperson Lehmann introduced the item. Mr. Moellendorf explained that he and Juan Guzman, Carson City Open Space Manager, had attended a Southern Nevada Public Lands Management Act (SNPLMA) Program subcommittee meeting called Parks, Trails, and Natural Areas (PTNA). He explained that SNPLMA became law in October, 1998 to allow the Bureau of Land Management to sell public land within a specific boundary around Las Vegas. A portion of the revenue from land sales is used for conservation, fire management, and trails efforts. Mr. Moellendorf was pleased to announce that with the passage of the Carson City Lands Bill, one of the items in the Bill stipulated that Carson City be considered in the SNPLMA Program. He also noted that the SNPLMA funds had been reduced due to the lack of development and the poor state of the economy. He also added that they had requested funding to span Eagle Creek, and possibly another bridge to help tie nine miles of pathway, which he called “a strong selling point”. Mr. Moellendorf noted that an exhibit in the packets, incorporated into the record, showed that the project had received the second highest rating, and hoped that at least the top four project requests would be funded, once approved by the Secretary of the Interior. He believed that a determination could be made within two or three months. Commission

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Curtis thanked Staff for their hard work and noted once there were two or three trails, but now there were many and called it “really incredible”. Mr. Moellendorf acknowledged that in the past seven years, the Commission had supported trails projects, and thanked the members for their continued support.

**4. MEETING ITEMS**

**A. DISCUSSION ONLY REGARDING OPEN MEETING LAW REQUIREMENTS GENERALLY AND SPECIFICALLY REGARDING AGENDA NOTICE REQUIREMENTS, COMMISSIONER COMMUNICATIONS OUTSIDE OF NOTICED MEETINGS, ENFORCEMENT AUTHORITY AND REMEDIES.** (5:47:32) – Chairperson Lehmann introduced the item. Mr. Munn explained legal ramifications and requirements of the Open Meeting Law, adding that the Attorney General had a full-time prosecutor who investigated, issued subpoenas, and enforced the law. Mr. Munn explained that the reason for the law was to maintain integrity as a government entity. He also noted that a misdemeanor sanction under the open meeting law could cause disqualification from office. Mr. Munn cautioned against “walking quorums” and serial communications among members, and urged them not to reply to all when replying to a staff member’s e-mail. He also explained that a member could lobby another individually; however he or she could not pass others’ opinions or information to those he or she was lobbying. Mr. Munn also addressed agenda posting requirements and notice timeframes, and suggested working closely with Staff. Commissioner Curtis suggested a remedy that would not be as harsh as stopping a meeting if an agenda posting has been missed by a few minutes. Chairperson Lehmann expressed concern that this was a volunteer organization that did not make policy decisions. Commissioner Brod received confirmation that the law required that agenda and backup materials being sent to board members electronically, must also be sent to those requesting the information via e-mail, within the same timeframe. Mr. Munn noted that social gatherings were permitted “as long as you don’t all sit at one table” adding that City-related business discussions should not happen at these gatherings. Mr. Moellendorf stated that his department would post six days prior to a meeting in order to “catch problems”. Mr. Munn also explained that vertical communication with Staff was “okay”, and responded to Commissioner Brod that four members could go to dinner but it might be mistaken for an open meeting law violation, and cautioned against it. Chairperson Lehmann entertained citizen comments. Kevin Baily stated that he had “learned a lot tonight” and thanked everyone for the opportunity.

**B. FOR POSSIBLE ACTION: REGARDING POSSIBLE AMENDMENT TO THE PARKS AND RECREATION COMMISSION BYLAWS.** (6:23:32) – Chairperson Lehmann introduced the item. Mr. Moellendorf reiterated that during the first Commission meeting of the year, the by-laws are reviewed and changes are suggested but not voted on until the following meeting. Mr. Moellendorf also noted that the proposed changes from the previous meeting had been incorporated and the new by-laws had been included in the packets, and incorporated into the record. He reminded the Commission that a two-thirds vote, or six yes votes, was needed for the amended by-laws to pass. **Commissioner Westergard moved to accept the amended by-laws. The motion was seconded by Commissioner Adams. Motion carried 6-0.**

**C. DISCUSSION ONLY REGARDING THE RESULTS OF THE “2011 SPORTS TOURISM ECONOMIC IMPACT REPORT.”** (6:25:38) – Chairperson Lehmann introduced the item. Mr. Dunn presented a report, incorporated into the record, on the economic impact on sports tourism. Mr. Dunn listed the sports tourism partners they work with and reviewed the data collection methodology used to prepare this report, using the John L. Crompton method which tracks new wealth brought into a community by visitors traveling over 100 miles. Mr. Dunn noted that a portion of the room tax allocated to the Carson City Convention and Visitors Bureau (CCCVB) is used to promote Carson City as a sports tournament destination. He also stated that each visitor spent approximately \$80.94 per day, calling those numbers conservative, and adding that their goal was to extend the visitors’ stay for additional revenue. Mr. Dunn indicated that the 2011 economic impact to Carson City from sports tourism was \$16,431,411.35, estimating that over the past seven years the total impact was \$77 million with a \$1.4 million contribution to the general fund, and with a \$217,000 investment from CCCVB over the past seven years. Mr. Dunn estimated the 2012 budget to be \$70,000 and noted that they were exploring tourism events that extended beyond sports tournaments. Chairperson Lehmann thanked Mr. Dunn, adding that several events such as the Tahoe Rim Trail Endurance Run and the upcoming State track championship would also add to Mr. Dunn’s conservative estimates. Commissioner Curtis inquired about room for

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additional tournaments and Mr. Dunn explained that they were looking at expansion and maximization of field usage. He also noted that a survey by lodging properties reflected imperfect field conditions, adding that they were exploring several tourism grant opportunities to remedy the situation. Commissioner Brod recommended going beyond baseball and soccer, and exploring opportunities in volleyball, basketball, and other sports. Mr. Dunn also suggested that organizers of events that do not use the Parks and Recreation facilities should get in touch with him for assistance. Commissioner Westergard received clarification that without the \$70,000 from the CCCVB, the sports tourism program could not continue, and that the tournaments caused direct cost to be incurred by the sports facilities. Mr. Dunn also noted that he would present to the Chamber of Commerce on March 27, 2012, where he would emphasize the involvement of the business community. Chairperson Lehmann entertained public comments. Mr. Baily praised Mr. Dunn for his “astounding work” and suggested an offline conversation to discuss special events at Baily Pond in Fuji Park. Mr. Dunn thanked the Commission and applauded the efforts of the community. Commissioner Curtis believed that the Elks Club was planning to host a fishing tournament at Baily Pond.

**D. DISCUSSION ONLY REGARDING THE 2011/12 ARLINGTON SQUARE ICE SKATING RINK SEASON.** (7:38:11) – Chairperson Lehmann introduced the item. Mr. Dunn presented the final 2011/2012 Arlington Square ice skating report which is incorporated into the record, explaining that they were striving towards a 100 percent cost-recovery mode, which could have been attainable, save for some one-time capital expenditures. He added that revenue had increased by 17 percent from the previous year, and noted that even though the number of skaters was slightly under the 10,000 goal, the impact of the good weather was felt, as more people enjoyed other outdoor activities. Mr. Dunn believed that the good quality skates they had purchased to rent out contributed to the positive experience by the skaters, and that the skate sharpener was another good investment. He also hoped to have better engagement by the downtown businesses next year. Mr. Dunn thanked Commissioner Lasco for his help with the banner program on the outside fence of the rink. He also explained that the season had been shortened due to the declining attendance towards the end of the skating season, and hoped to stay open until the Presidents’ Day weekend next year. Mr. Dunn reviewed all the expenses and noted that the only outstanding expense was the last power bill, which he believed was significantly higher this year. He indicated that even though the cost recovery was close to 97 percent, he was hoping to reach the 100 percent mark. However, he stated that he was not disappointed with the outcome, and credited his staff and community partners such as the Department of Public Works and Tahoe Fencing for the success, adding that he looked forward to reaching the 100 percent cost recovery mark next year. Commissioner Long suggested having a snowfest weekend next year. Chairperson Lehman believed that the ice rink was a great family activity venue and he received confirmation that the price to use the rink had not changed this year. In response to a question by Commissioner Westergard, Mr. Dunn stated that the ice rink had stayed open for an additional week last year. Commissioner Westergard also suggested looking into programming, and Mr. Dunn agreed, but cautioned against taking time away from the individual skaters. Chairperson Lehmann entertained citizen comments. Mr. Baily suggested marketing to Western Nevada College, and Mr. Dunn believed that opportunities existed to partner with the college.

**5. MEMBERS’ ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.** (8:11:27) – Chairperson Lehmann introduced the item.

**A. REPORT FROM SCHOOL BOARD LIAISON** – Commissioner Wilson was not present to report.

**6. FUTURE AGENDA ITEMS** (8:11:54) – Chairperson Lehmann noted that the July meeting would take place on Tuesday, July 3, 2011, and wondered about having a quorum. Commission Curtis requested information about Kings Canyon, and Mr. Moellendorf noted that the item was agendized; however it was removed and would be re-agendized when ready.

**7. CITIZEN COMMENTS** (8:13:40) – Chairperson Lehmann entertained citizen comments; however, none were forthcoming.

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**8. ACTION ON ADJOURNMENT (8:13:43) – Chairperson Lehmann entertained a motion to adjourn. Commissioner Westergard moved to adjourn. The motion was seconded by Commissioner Curtis. The meeting was adjourned at 8: 14 p.m.**

The Minutes of the March 6, 2012 Parks and Recreation Commission meeting are so approved this 1<sup>st</sup> day of May, 2012.

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**SEAN LEHMANN, Chair**