

# CARSON CITY PARKS AND RECREATION COMMISSION

## Minutes of the December 7, 2004 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, December 7, 2004 in the Community Center Sierra Room, 851 East William Street, Carson City, Nevada.

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

**STAFF:** Roger Moellendorf, Parks and Recreation Department Director  
Scott Fahrenbruch, Parks and Recreation Department Director of Operations  
Vern Krahn, Park Planner  
Barbara Singer, Recreation Superintendent  
Joel Dunn, Recreation Supervisor  
Kathleen King, Recording Secretary

**NOTE:** A tape recording of these proceedings is on file in the Clerk-Recorder's Office, and is available for review during regular business hours.

**CALL TO ORDER AND ROLL CALL (1-0007)** - Chairperson Keeton called the meeting to order at 5:32 p.m. Roll was called; a quorum was present. Commissioner Patton was absent.

**CITIZEN COMMENTS ON NON-AGENDIZED ITEMS (1-0016)** - None.

**1. ACTION ON APPROVAL OF MINUTES - November 2, 2004 (1-0019)** - Commissioner Livermore moved to approve the minutes. Commissioner Hoffman seconded the motion. Motion carried 7-0.

**2. CHANGES TO THE AGENDA (1-0026)** - None.

**3. AGENDA ITEMS:**

**3-A. PRESENTATION ONLY OF THE KOREAN WAR VETERANS MEMORIAL CONCEPTUAL DESIGN PLANNED FOR THE NEIGHBORHOOD PARK PORTION OF RIVERVIEW PARK (1-0032)** - Mr. Krahn invited John Copoulos and Richard Hyde to the meeting table, and reviewed the staff report and attachments. Mr. Copoulos provided background information on development of the conceptual design, and reviewed the design drawings which were included in the agenda materials and displayed in the meeting room. He advised that Parks staff had suggested a landscape screen, and that Rose of Sharon, the national flower of South Korea, was chosen.

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In response to a question, Mr. Fahrenbruch and Mr. Copoulos described the location of the proposed memorial in relation to other park facilities in the area. In response to a further question, Mr. Copoulos described the method by which the four hills will be represented, and the feature to which plaques will be affixed. In response to an additional question, Mr. Copoulos advised he would have no problem with children climbing on the rocks, and that the memorial will be designed to withstand such activities. Commissioner Livermore noted the historical significance of the meeting date, and expressed support for the proposed memorial. In response to a question, Richard Hyde, President of the Carson City Post Korean War Veterans Chapter 198, advised that there is only one other Korean War Memorial in Nevada, located in Sparks. Fred Williams, Jr., a member of the Carson City Post Korean War Veterans Chapter 198, described the Sparks memorial. He discussed the proposal to memorialize the 34 Nevadans killed or listed as "missing in action" in Korea. He provided background information on the Korean War Veterans Chapter 198.

In response to a question, Mr. Hyde advised that the 34 Nevadans were from throughout the State. Commissioner Livermore discussed the criteria by which the Viet Nam Veterans are memorialized in Mills Park. He expressed the hope that the criteria for the Korean War Veterans Memorial will not be as stringent. Mr. Hyde advised that an additional feature will be added in the future to memorialize veterans who served in Korea and have since passed away. [Commissioner McKenna arrived at 5:48 p.m.] Mr. Hyde referred to Exhibit B which described the Nevada Cities Complex, and advised that the description will be affixed to a plaque at the entrance of the memorial. He acknowledged that the four stones will be inscribed with the names of the four hills: Carson, Reno, Vegas, and Elko.

In response to a question, Mr. Fahrenbruch explained the criteria by which notices to adjacent neighbors were distributed by the Park Rangers. He advised of having received one telephone call, to date, from a concerned citizen who, after receiving answers to his questions, seemed satisfied with the project. Mr. Krahn and Mr. Moellendorf indicated they had received no inquiries. Commissioner Curtis advised that her husband is a Korean War veteran, and expressed support for the memorial and its proposed location. She suggested considering development of a policy with regard to establishing memorials in City parks. Commissioner Livermore noted that the proposed memorial is a veterans memorial and not a war memorial. Mr. Fahrenbruch advised that Commissioner Curtis' questions would most likely be answered as part of the next agenda item. Commissioner McKenna commented that other countries have various memorials throughout their cities and towns. He expressed support for "spreading out" the memorials, and the opinion that every park should have a memorial.

**3-B. ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS RENAMING THE NEIGHBORHOOD PARK PORTION OF RIVERVIEW PARK TO THE "KOREAN WAR VETERANS MEMORIAL PARK"** (1-0352) - Mr. Fahrenbruch reviewed the staff report. He explained a citizen's concern with regard to lighting the flag pole. In response to a question, he advised that various options had been discussed, including raising the flag only during ceremonies and using directional photocell lighting. He noted that the subject process is in accordance with Resolution 1988-R-59, a copy of which was included in the agenda materials.

In response to a question, Mr. Copoulos advised that the proposed flagpoles would carry a 3'x5' flag. Parks staff has requested the use of flagpoles with internal lanyards. Mr. Fahrenbruch advised that the flagpole at Governor's Field is 35' tall and flies a 5'x8' flag. In response to a question, Mr. Fahrenbruch advised that only the developed neighborhood park portion is proposed for renaming. Commissioner McKenna noted

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that the light on the restroom is left on all night and is fairly bright. He suggested that the flagpole light shouldn't bother anyone. Mr. Fahrenbruch advised that the citizen is a "stargazer" who was concerned about the light interfering with his telescope. Mr. Copoulos acknowledged that all three flagpoles will be the same height and that only the American flag will be lighted.

In response to a question, Mr. Hyde advised that annual events are planned for the memorial. He further advised that a local educational tour group has indicated a willingness to include the memorial in their route. Commissioner Curtis reiterated her support for the memorial and the proposed location, and concern with regard to setting a precedent for future veteran's groups to rename parks. In response to a question, Mr. Hyde advised that \$3,000 has been raised for the project, and that additional fund raisers will be held. He further advised that the Korean War Veterans will adopt this park through the Parks and Recreation Department, and will assist with maintenance. Commissioner McKenna commented that Riverview Park is more of a regional park than a neighborhood park. He acknowledged that the memorial is dedicated to a Marine battle, but expressed concern that recognition of all branches of the U.S. military are considered. He commented that there is no more appropriate name for a park than in memory of people who gave their lives for our freedom. Commissioner Herst expressed support for the design.

Chairperson Keeton called for public comment; however, none was provided. **Commissioner Herst moved to recommend to the Board of Supervisors to approve the renaming of the neighborhood park portion of Riverview Park to "Korean War Veterans Memorial Park." Commissioners McKenna and Livermore seconded the motion. Motion carried 8-0.**

**3-C. DISCUSSION ONLY REGARDING THE ECONOMIC IMPACTS TO CARSON CITY FROM ADULT SOFTBALL TOURNAMENTS (1-0607)** - Ms. Singer provided background information on this item, and distributed the results of the Economic Impact Survey to the Commissioners and staff. Mr. Dunn reviewed the staff report, the Economic Impact Survey form, and the survey results. He encouraged the Commissioners to review the survey results, and to consider developing a method by which to track the economic impact of all recreation events.

In response to a question, Mr. Dunn explained the process for organizing tournaments. Commissioner Livermore advised of having served as a member of the Convention and Visitors Bureau, and of having participated in development of many of the major recreation facilities in town. He commented that the tournaments are a side benefit to the City as a result of constructing Centennial Park. He discussed difficulties experienced by lodging properties associated with holding two of the tournaments during holiday weekends. He noted that the survey demonstrates how recreation adds to the City's economy. He suggested that development of new hotels which are not connected to casinos will be helpful to promoting even larger tournaments. He expressed concern with regard to "if and when the V&T comes to Carson City," and encouraged continued consideration of scheduling tournaments during non-holiday weekends and in the off-season. He commended Ms. Singer and Mr. Dunn on development of the survey.

Ms. Singer acknowledged there are many other times during which to schedule tournaments, and discussed the need to hire additional staff to assist Mr. Dunn in this area. Discussion took place with regard to new lodging facilities in town. Mr. Dunn advised that Shawn Sever, of the Pinion Plaza, provided comment during the Parks, Recreation, and Trails Master Plan Workshops that the tournament held during the weekend of May 29, 30, and 31 resulted in the Pinion Plaza's largest weekend ever. Mr. Sever is interested in having more softball tournaments scheduled. Mr. Dunn discussed his interest in scheduling more

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tournaments during the shoulder season. Commissioner Livermore advised that the Convention and Visitors Bureau assembles a calendar which is distributed to the lodging properties. He suggested that the lodging property owners should begin working with some of the tournament and event organizers. Vice Chairperson DePauw commended Mr. Dunn and Ms. Singer on development of the survey. Chairperson Keeton provided an overview of the survey results for the benefit of the citizens present, and commended Mr. Dunn. Mr. Dunn discussed the importance of identifying additional funding sources for recreation tournaments and events in light of their economic benefit to the City.

**3-D. UPDATE ONLY REGARDING THE COMPREHENSIVE MASTER PLAN AND THE PARKS, RECREATION, AND TRAILS MASTER PLAN (1-0937)** - Mr. Moellendorf commended Mr. Krahn and Principal Planner Lee Plemel on their work with the master plan consultants. He reviewed the staff report. Mr. Krahn reviewed the Exhibits attached to the staff report, and discussed the workshop planned for Wednesday, January 5<sup>th</sup>. He distributed, to the Commissioners and staff, an e-mail from Mr. Plemel to the Envision Carson City Stakeholders, and reviewed the same. Mr. Moellendorf encouraged the Commissioners to review the agenda materials pertinent to this item.

Vice Chairperson DePauw suggested that staff and the consultants visit a park site off the Meadow Vista exit along Interstate 80. Chairperson Keeton and Mr. Moellendorf responded to questions regarding the number of representatives from the Hispanic community who attended the neighborhood meetings. Mr. Moellendorf advised that a group from the Hispanic Soccer Club attended one of the focus group meetings. The club currently has approximately 26 teams and they anticipate having approximately 50 teams within five years. Club representatives also attended some of the neighborhood meetings. Commissioner Herst thanked Mr. Moellendorf, and discussed the importance of continuing to include the Hispanic community as the master planning process moves forward. Mr. Krahn advised that Nevada Hispanic Services provided assistance in “getting the word out” and have committed to continue assisting City staff.

In response to a question regarding “misuse of facilities” as a survey response, Mr. Fahrenbruch surmised that this refers to such things as playing touch football on a soccer field, bicycles on the skateboard park, dogs running loose in Mills Park, etc. Chairperson Keeton reminded the Commissioners to mark their calendars for the Wednesday, January 5<sup>th</sup> Commission meeting.

In response to a question, Mr. Krahn advised that the Waterfall Fire interrupted the master planning process by approximately 4-6 weeks. Mr. Plemel is overseeing the project time line. In response to a further question, Mr. Krahn reviewed the January 5<sup>th</sup> agenda. He referred the Commissioners to the website for information on the comments and input received by the Planning Commission in response to a question. He advised that the consultants will be preparing for the January 5<sup>th</sup> and 6<sup>th</sup> workshops well in advance, and that staff will provide materials for the Commissioners’ review prior to the workshop.

**3-E. ACTION TO SET A MEETING DATE AND TIME TO REVIEW AND/OR REVISE THE PARKS AND RECREATION COMMISSION’S BYLAWS (1-1432)** - Chairperson Keeton provided background information on this item. Commissioner Livermore suggested that the chairman select a meeting date and time based on suggested revisions to the bylaws submitted by the Commissioners. Commissioner Herst suggested establishing a working group to review the existing bylaws. Commissioner Curtis suggested agendaizing discussion regarding the Commission’s internal processes. Commissioner

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McKenna noted that the agenda item was specific to establishing a meeting date to review the Commission's bylaws. **Commissioner Livermore moved to authorize the chairman to select a meeting date and time to review and/or revise the Parks and Recreation Commission's bylaws. Commissioner Hoffman seconded the motion. Motion carried 8-0.**

#### 4. NON-ACTION ITEMS:

**STATUS REPORT ON QUESTION #18, RESIDENTIAL CONSTRUCTION TAX, AND CAPITAL IMPROVEMENT PROJECTS (1-1537)** - Mr. Moellendorf reported that the Commission's recommended residential construction tax allocations were approved by the Board of Supervisors at their December 2<sup>nd</sup> meeting. He discussed the series of internal meetings held among Parks and Recreation Department staff to define and prioritize the remaining Question #18 projects, specifically the multi-purpose community gymnasium. He reviewed the list of priorities, as follows: new gym/recreation center, upgrades to the community theater, and improvements to Centennial Park. Staff subsequently discussed the community gymnasium concept, and Mr. Moellendorf advised that the shortage of indoor recreation space became apparent during the master plan workshops. Staff discussed various ways to meet the community's needs and developed a list of elements to include in a community gymnasium facility. Mr. Moellendorf advised that a charette will be scheduled for January 4 and 5, 2005, which will include an architectural consultant, a recreational facility management/programming consultant, and an economic consultant. School District Facilities Manager Michael Mitchell will also participate. The charette will include site evaluations, consideration of identified needs and ways to meet them, and the possibility of developing a rough floor plan. A series of public meetings will be planned as well, and Mr. Moellendorf requested Chairperson Keeton to participate in the charette. Commissioner Curtis expressed an interest in participating.

In response to a question, Mr. Krahn reported that the consultant team for the Fairgrounds announcer's booth has been hired, all survey work and geotechnical reports have been completed, and 30% design drawings and cost estimates are anticipated to be available by mid-January. Mr. Krahn anticipates a late fall 2005 construction time table. In response to a comment, Mr. Krahn advised that the urban fishing pond will also be at 30% design by mid-January. Mr. Krahn acknowledged that the announcer's booth is still a safety concern, and has been incorporated into the improvement project.

**STATUS REPORT ON STATEWIDE BALLOT QUESTION #1 PROGRAM, GRANT APPLICATIONS, AND PROJECTS (1-1717)** - Mr. Moellendorf reported that fee purchase of the hillside portion of the Horse Creek Ranch was approved by the Board of Supervisors at their December 2<sup>nd</sup> meeting.

**STATUS REPORTS AND COMMENTS FROM STAFF (1-1726)** - Previously covered.

**STATUS REPORTS AND COMMENTS FROM COMMISSIONERS (1-1730)** - Commissioner Livermore advised that Internal Auditor Steve Wolkomir has resigned. The Boards, Commissions, and Committees Audit is currently being reviewed by the City Manager. Commissioner Livermore further reported that the Board of Supervisors approved funding of the lights for Governor's Field. The Board of Supervisors approved purchase of the hillside portion of the Horse Creek Ranch by a vote of 4-1. Commissioner Livermore advised that the Board received numerous citizen comments with regard to public access to the Horse Creek Ranch. He related the comments provided by Open Space Advisory Committee

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Chairman Steve Hartman at the Board of Supervisors meeting. Commissioner Livermore advised that recreational use of the Horse Creek Ranch will most likely be very limited, and suggested this may be an issue for future discussion. Commissioner Livermore discussed a recent newspaper article regarding construction of a volleyball facility by a private developer. He encouraged staff to include such articles in the Commissioners' agenda materials, and to discuss the proposal with the master plan consultants. Mr. Moellendorf related details of a telephone conversation with the developer. Mr. Krahn provided an overview of the major project review process to which the proposed project was submitted earlier in the day.

Mr. Moellendorf responded to questions regarding the upcoming budget process. He will advise the Commission as soon as the budget schedule is available through the City Manager's Office.

(1-1956) Commissioner McKenna discussed the potential of a property tax cap to be imposed by the Legislature, and expressed an interest in discussion of this issue in conjunction with the master plan process. He requested staff to research the issue and provide information at the January 5<sup>th</sup> workshop. He noted that the School District is most likely the largest provider of indoor recreation space in the community, and expressed support for School District officials and Parks and Recreation Department staff to work together on the community gymnasium concept.

Commissioner Curtis requested an updated list of the Commissioners' contact information.

**FUTURE AGENDA ITEMS FROM COMMISSIONERS** (1-1940) - Vice Chairperson DePauw requested staff to agendize discussion of the Silver Oak Park. (1-1996) Vice Chairperson DePauw requested staff to agendize discussion of policies with regard to scooters and small motorcycles. Commissioner Herst requested staff to agendize discussion of procedures and policies regarding special needs children and adults with disabilities in conjunction with the Latch Key Program and other recreation programs. Commissioner Hoffman requested staff to agendize a meeting with the Open Space Advisory Committee Chairman to discuss the relationship between open space and recreation. Commissioner Curtis requested staff to agendize discussion of the recommendations outlined in the Boards, Commissions, and Committees audit. Mr. Fahrenbruch provided an overview of the Youth Sports Association Code of Conduct included in the agenda materials, and advised that it will be agendized for review and adoption at a future Commission meeting.

**5. ACTION ON ADJOURNMENT** (1-2160) - Commissioner Herst moved to adjourn the meeting at 7:32 p.m. Vice Chairperson DePauw seconded the motion. Motion carried 8-0.

The Minutes of the December 7, 2004 meeting of the Carson City Parks and Recreation Commission are so approved this 5<sup>th</sup> day of January, 2005.

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THOMAS N. KEETON, Chair