



**CITY OF NORTH LAS VEGAS  
PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING MINUTES - MARCH 11, 2014**

**I. CALL TO ORDER**

The Regular Meeting of the Parks and Recreation Advisory Board was called to order by Member Lemmon at 5:45 p.m., in City Hall, Council Chambers, 2250 Las Vegas Blvd. North, North Las Vegas, NV 89030.

**II. CONFIRMATION OF POSTING**

Madeleine Jabbour, Recording Secretary, confirmed the meeting was posted in accordance with NRS 241, The Open Meeting Law.

**III. PLEDGE OF ALLEGIANCE**

Member Rick Lemmon led the Pledge of Allegiance.

**IV. ROLL CALL**

**PRESENT:**

**Board Member Tony Winsor  
Board Member Rick Lemmon**

**Board Member Michael Flores  
Board Member Thomas Messer**

**ABSENT:**

**Chairman Jim Olive  
Member Ruben D'Silva**

**Vice-Chairman Ken Kraft**

**CITY OF NORTH LAS VEGAS STAFF:**

**Dr. Qiong Liu, Deputy City Manager  
Brooke Kasel, Recreation Coordinator  
Brett Miller, Park Maintenance Supervisor  
Madeleine Jabbour, Recording Secretary**

**PUBLIC FORUM**

**Business**

**A. Approval of the March 11, 2014 Regular Meeting Agenda**

**(Motion)** Board Member Winsor introduced a motion to approve the March 11, 2014 Regular Meeting agenda, seconded by Board Member Thomas. The vote favoring approval was unanimous. The motion carried.

**B. Update reorganization from Community Services and Development to Housing and Leisure Services. (Non-Action)**

Dr. Liu presented to the board members the reorganization of the department from Community Services and Development to Housing and Leisure Services. Dr. Liu indicated that

it was the City's plan to reorganize the department to provide more efficiency, eliminate redundancy, and cost savings. As a result they identified five high level positions, four Directors and one Deputy Director that were part of the reorganization plan. The City consolidated several departments.

The consolidation that affects this board was regarding the parks and recreation division. The separation of parks and recreation division from Community Services and Development and the formation of Neighborhood and Leisure Services Department. This will bring together two sections: Neighborhood Services and Recreation Services.

Craig Ranch Regional Park has a team of five full time employees: Brett Miller, Brooke Kasel, James Allen, Arlene Smith, and Maria Hathaway. This team was suggested by staff. While it is not nearly enough to run the 170 acre park it is the staff we have at this time. We are thrilled to provide this team of five to focus their efforts on Craig Ranch Regional Park. This is a work in progress we are always looking to improve and do better. We have a very dedicated and passionate staff.

One big piece that needs to be mentioned, that is the leadership for the department. We have the recruitment underway for the Director's position. In two week time, we have received thirty-eight applications for that position. The City Manager and the Human Resources Department have gone through the screening process and have identified four candidates. These four candidates will be interviewed this coming Friday. Hopefully we can select someone with the experience and dedication to provide the leadership and take the parks and recreation to a high level.

Dr Liu will respond to questions.

Member Winsor asked if there was a minimum qualification standard. Of the thirty-eight applicants how many of those met the minimum standards. Dr. Liu indicated 10 people met or exceeded the minimum standards. Of the ten we will interview four.

Member Winsor asked how many of the candidates are local. Dr. Liu indicated that one was local and three were out of state. In order to save time and money we are going to interview those out of state candidates through SKIPE. Candidates are from Maryland, Utah, and Kansas or somewhere Midwest.

Member Winsor asked how much experience the Nevada candidate had. Dr. Liu said seven years in Nevada. Member Winsor asked if the candidates experience was in the private or public sector. Dr. Liu said public sector, all candidate have been in the public sector.

Member Flores thanked Dr. Liu for attending the meeting and for the update. He asked if Kim Leavitt and Jaini Christison would be attending future meetings. He had expected to see them here. Member Flores asked if the board could be give a heads up on Mike Henley being let go. The first time he heard was on the news and he works in the building. He would have appreciated knowing about the situation prior to it coming out as they have been working extensively with Mike on several projects.

Dr Liu indicated that she will be their resource and will be communicating to them directly.

Member Winsor noted on the organization chart that Jaini would be moving to Sports and Budget. Does that mean she will no longer be attending the meeting? Dr Liu informed the board that Jeff Smith would be leaving the City. At this time Jaini will be helping out to cover those duties and using the staffing resources that we have.

Member Lemmon asked if there was a timeline as to when the Director would be hired. Dr. Liu indicated as soon as possible. Member Winsor asked who was doing the interviews. Dr Liu stated we have a five member panel. The panel consists of the Interim City Manager, the Parks Directors from City of Las Vegas and Clark County, Board Member Ken Kraft, and Dr. Liu. Member Winsor and Flores where surprised.

Member Lemmon would like the board to be more involved in generating ideas for Craig Ranch Regional Park. He would like to have an item places on the agenda for that.

Member Flores asked how Ken Kraft was chosen to be on the hiring committee for the new Director. Dr. Liu indicated that it was recommended by the Chair. I guess we asked the Chair to be on the committee, he declined and recommended Ken. Member Winsor indicated he just wanted to make sure who is hiring the person is qualified and that Ken is familiar with the challenges that the board is working on.

Member Winsor talked about Craig Ranch being a park with many themes and that he was asked to join the board to bring his successful business knowledge to help with this park. That Craig Ranch Regional Park cannot be treated like any other City park and that can be a political issue. He wants to make Craig Ranch Regional Park an asset that generates enough revenue to cover expenses instead of a tax burden. Compares Craig Ranch to Disneyland and that people do not vandalize the park because of the \$200 ticket. There is nothing wrong with charging for the park. The sole reason he is on the park board is for Craig Ranch and he wants to see if fiscally sound.

#### C. Update on Craig Ranch Regional Park (Non-Action)

Brett Miller Parks Maintenance Supervisor indicated he has a great staff. It has been a warm winter and we are putting ten to fifteen thousand people through the park. Rentals are increasing. Staff is working on getting the policies and procedures in place. We have award the contract to US Landscape to take care of the park. They are getting used to the rhythm of the park and what needs to happen first. Everyone is starting to get familiar with the site.

Member Winsor indicated that we need to do all the event planning for the customer because they are not capable of doing it. We need to make it as simple as possible for them. The customer is not familiar with event planning. Just charge them for your services.

Member Messer asked about security. Brett Miller indicated that usually we have seasonal trends in the park. Our security contractor is gearing up to bring more security to the park. For security personnel we are going to have two day time and swing and three on graveyard. Member Messer indicated that the North Las Vegas Police canine unit was out at the park letting the dogs run

around the park. Brooke Kasel, Recreation Coordinator, stated that the staff was not informed by the North Las Vegas Police that they would be using the park. There is an internal rental policy to use the park facilities but the Police had not arranged to use the park. Member Messer indicated that he was in the park on Wednesday and was chased by a dog that was off leash. We have a dog park area and the dogs need to be in that area. Brett Miller stated that animal control is called if needed regarding animals lose in the park. Brooke Kasel said that as staff is learning the park so are residence. We are trying to educate them about the park use and are fortunate to have residence who know the rules help educate others.

D. Major Project Update (Kiel Ranch Historic Park, Craig Ranch Amphitheatre, Trails)  
(Non-Action)

Dr Liu indicated that Craig Ranch Amphitheater is out to bid and will open in a few weeks. Centennial Park Trail head is complete. Kiel Ranch Historical Park on March 6 Johanna Murphy went to Carson City to present her grant funding request to the committee on cultural affairs. Submitted a request for \$287,000 for phase 2 but we received \$57,000. There were fifteen projects in competition. The committee wanted to fund something for each project submitted so they gave a little money to each project. Dr Liu asked Johanna to see if potential CDBG funds could be used or Park District funds to make up the short fall.

**Staff Comments – no staff comments**

**Board Members’ Comment** – Member Lemmon asked about IDJ at Craig Ranch. Dr Liu indicated it will be the first challenge for the new director.

**Public Forum**

Jon Oats – Friend of Craig Ranch – talked about the events that took place in the park, basketball tournament. Jon talked about the cash prize and that the event did not run as smoothly as possible. Member Winsor brought up playing for a trophy. Keep the trophy onsite with the names of winners. Could be a brick that is kept onsite. Jon talked about the upcoming events – moves more miles and Creaser Chavez day.

**Adjournment (Action Item)**

Board Member Winsor introduced a motion to adjourn the March 11, 2014 Regular Meeting agenda, seconded by Board Member Flores. The vote favoring approval was unanimous. The motion carried.

There being no further business to come before the Member Lemmon adjourned the meeting at 6:53 p.m.

RESPECTFULLY SUBMITTED,

Jaini Christison

Jaini Christison, Minutes Clerk