



**CITY OF NORTH LAS VEGAS  
PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING MINUTES - August 12, 2014**

**I. CALL TO ORDER**

The Regular Meeting of the Parks and Recreation Advisory Board was called to order by Chairman Ken Kraft at 5:45 p.m., in City Hall, Room #112, 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**

The Pledge of Allegiance was not performed as there was no flag in the room. Chairman Ken Kraft requested a flag be available at the next meeting.

**IV. ROLL CALL**

**PRESENT:**

<b>Chairman Ken Kraft</b>	<b>Vice Chairman Rick Lemmon</b>
<b>Board Member Michael Flores</b>	<b>Board Member Jon Oats</b>
<b>Board Member G. Stephen Shoaff</b>	<b>Board Member Cinthia Zermeno (15 min. late)</b>

**ABSENT:**

**Board Member Tony Winsor**

**CITY OF NORTH LAS VEGAS STAFF:**

**Mary Ellen Donner, Director**  
**Claudia Aguayo, Senior Deputy City Attorney**  
**Johanna Murphy, Principal Planner**  
**Jennifer Doody, Deputy Director, Public Works**  
**Madeleine Jabbour, Recording Secretary**

**PUBLIC FORUM**

**There were no speakers**

**Business**

**A. Approval of the August 12, 2014 Regular Meeting Agenda (Motion)**

Board Member Shoaff introduced a motion to approve the August 12, 2014 Regular Meeting Agenda. The vote favoring approval was unanimous. The motion carried.



**B. Update on the Kiel Ranch Historic Park. (Non-Action)**

Staff member, Johanna Murphy, presented a Site Plan, Phasing Plan, some historical photos of the Kiel Ranch Park, and a brief history of the park. This park will act as a neighborhood park. The park development was divided into four phases. These phases were funded from different sources. All phases are being designed at the same time. It is anticipated that Phase 1 will be going out to bid in September and construction is anticipated to start in January or February of 2015. Phase 1 will take approximately a year to be completed. Phase 2 is in the design phase. It is expected that construction of Phase 1 and 2 will be completed at the same time. There is not enough funding for Phase 3 at this time, so the design was slightly modified. Funding for Phase 4 has not been identified. Phase 1 will be opened as soon as construction is completed, with a possible limited opening hours compared to other parks. During this conversation, Councilman Barron stopped by and thanked everyone for their efforts.

**C. Craig Ranch Vendor Policy Presentation (Non-Action)**

Mary Ellen Donner distributed Craig Ranch Regional Park Vendor Policy (see attachment). Vendors will be required to submit an application along with all documentation. Incomplete applications will not be accepted. Vendors will be required to provide a CNLV Business License and Health Certificate. A list of vendors will be established. The submitted packet will be date and time stamped. There will be an allocation meeting in November. The time frame that these vendors will be working is from January through July and August through December, a 6-month period. This will ensure that no vendor will have all the best or worst months. The City will be looking not to duplicate products. Once the vendor is selected for 6 months, the payment will be made in full. Trash pickup and electricity is not included. Vendors will be required to have all documentations that were submitted with the application, on site. The concession stand is a separate item in the park and will be competitively bid.

**D. Update on Capital Projects within Leisure Services (Non-Action)**

Deputy Director of Public Works, Jennifer Doody, presented an update of parks capital projects. The construction schedule of Kiel Ranch was reviewed. Various capital projects were presented. There was an update regarding the Park Conversion Project. This project is located at Cheyenne Ave. and N. 5<sup>th</sup> Street and is in the design phase. A fire station was constructed on park land, that park now needs to be replaced. The City is working with the State Park land department and Federal Park Service on a proposal to replace the park at Windsor Park. Windsor Park property is surrounded by residential and it is anticipated the park will be heavily used.

Lone Mountain Pedestrian Bridge is under construction. This bridge is located on Lone Mountain and Losee Road and is about 30% complete.

The Amphitheatre at Craig Ranch about 10% complete.

The City is working on a scope of work outlining playground improvements at Eldorado. This scope will be finalized by next week, and a consultant will be hired to do the work.

**E. Update on upcoming special events (Non-Action)**

The following is the list of activities scheduled for the fall.

- A Back to School BBQ will be held at Neighborhood Recreation Center Thursday, August 28, 2014 from 3:30 to 5:00 pm.
- A visit to Putt-Putt & Laser tag will be sponsored by the Neighborhood Recreation Center on October 31, 2014 from 9:30 AM – 2:00 pm.
- The Mayor’s Soccer Challenge will be held November 22 & 23 at Tropical Breeze Park. This tournament is for non-competitive, recreational teams.
- The Farmers Market at Craig Ranch will begin on September 28 on Sundays.
- Dash’N Splash will be held Saturday August 23 at Craig Ranch from 8:00 am – 2:00 pm.
- Craig Ranch Action Sports Competition will take place on August 30 from 4:00 pm – 10:00 pm. The event will include BMX bikes, Scooters, and skateboards. The top three competitors from this event will go to Fremont Street and compete in the Hometown Heroes on September 1.
- North Las Vegas Century Ride will begin and end at the Craig Ranch. This ride will be held October 18.
- Get Outdoors Nevada Day will be held on Saturday October 25 from 9:00 am – 3:00 pm. This event is designated as a Nevada 150<sup>th</sup> event.

**Staff Comments – no staff comments**

**Board Members’ Comment –**

Member Flores asked if the 3rd of July event numbers were ready. Ms. Donner replied that the numbers are not available as of yet, but will be available by next meeting. Member Flores asked for this item to be placed on the agenda for the next meeting.

Member Flores inquired about the basketball hoops at the Desert Horizons Park not being up until the prior week. He also commented on not ignoring the low income area parks.

Vice Chairman Lemmon recommended that perhaps there could be a Board sponsored cleanup or basketball tournament that the city wanted to do at some of the other smaller parks. He recommended that this subject be added to the agenda for discussion at the next meeting.

Chairman Kraft asked that John Runiks be present at the next meeting to talk about maintenance, levels of service, and the type of outreach that can be done in the low-income communities.

Chairman Kraft also asked that representative from the Police Department be present at the next meetings to discuss crime rate statistics. Previously the Police Department only provided the data with not context or discussion.

**Public Forum**

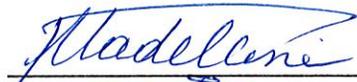
**There were no speakers**

**Adjournment (Action Item)**

Board Member Oats introduced a motion to adjourn the August 12, 2014 regular meeting. The vote favoring approval was unanimous. The motion carried.

There being no further business to come before the Board Member Lemmon adjourned the meeting at 7:08 p.m.

RESPECTFULLY SUBMITTED,

A handwritten signature in blue ink, appearing to read "Madeleine", written over a horizontal line.

Madeleine Jabbour, Minutes Clerk



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Effective Date:  
Revised Date:  
08/12/2014

## **Craig Ranch Regional Park Vendor Policy**

### **Purpose**

To provide a variety of goods and services to park patrons that contribute to the park experience in a clear and consistent manner; maximize the enjoyment of park patrons and food and beverage vendors at the Craig Ranch Regional Park.

### **Policy**

The Neighborhood and Leisure Services Department has established a vendor/mobile vendor policy along with Municipal Code 5.30 (Mobile Vendors) to assist business owners that wish to conduct private business within the Craig Ranch Regional Park and to ensure a positive experience for all users.

### **Definitions:**

**Park-Complex:** Craig Ranch Regional Park

**Vendor:** Provider of food, beverage, and equipment. Vendor must hold a valid City of North Las Vegas business license, State of Nevada Tax ID, certificate of general liability insurance, a park vendor certificate and all other applicable permits required by the State, City and/or Department. Items must be present when selling in Craig Ranch Regional Park and may not be duplicated.

**Special Event Vendor:** Permit issued for a single day or multiple day use in conjunction with a community event or sports tournament.

**Mobile Vendor:** Permit issued for a six month period and may only provide concession services at Craig Ranch Regional Park locations. Vendor must be mobile and fully self-contained. Certificate is not valid during special events, sports tournaments or at youth sports leagues where a seasonal vendor is in possession of an active certificate.

**Seasonal Vendor:** Certificate issued to youth sports organizations wishing to sell prepackage products for fund-raising purposes. Certificate to be issued for current season at allocated field site, during game/practice only.

**Concession Stand Vendor:** Approved vendor to lease a permanent on site concession stand for one year period with the option to renew for two additional periods. Power and water included in annual lease fees.

### **Procedure**

#### **A. GENERAL PROCEDURES**

1. Visit Craig Ranch Regional Park (CRRP) office at 851 W. Lone Mountain Road or [www.cityofnorthlasvegas.com](http://www.cityofnorthlasvegas.com) to obtain a vendor application packet.
2. Complete the application and return to the CRRP office with a valid City of North Las Vegas Business License and applicable documents as outlined in section B. 3. of this document. Incomplete applications will not be accepted.



3. Vendors will be placed on the official interest list according to the received time stamped date.
4. All mobile vendors will be required to attend an allocation meeting held in mid-November.
5. Mobile vendors will be selected based on time stamp and non-product duplication.
6. Specific areas of the park will be available for the time frame of January through June and July through December. Vendors are not guaranteed a specific site.
7. Payment, in full, is required at the time a vendor is selected. This fee is non-transferrable and non-refundable.

Special event vendor applications will be reviewed and selected based on the following and may include specific event requirements:

- a. Product Quality
- b. Uniqueness
- c. Overall Presentation / displays
- d. Customer Service and demand
- e. Served 20,000 + per event
- f. Variety of cuisines
- g. Space requirements
- h. Meets safety standards
- i. No sponsor conflict
- j. References
- k. Health Code violations or record of complaints

Concession Stand vendors will be sought through a formal bid process.

## B. VENDOR RULES & REGULATIONS

1. A vendor must obtain a Craig Ranch Regional Park vendor certificate prior to conducting business in the City of North Las Vegas park system.
2. The vendor is required to post a menu that includes all items for sale with an associated fee schedule.
3. Vendor is required to obtain the following documents before a certificate is issued.
  - a. City of North Las Vegas Business License
  - b. State of Nevada Tax Identification Number
  - c. Southern Nevada Health District Health Permit (when applicable)
  - d. A certificate of general liability naming the City as additional insured.
  - e. Pay in full all applicable fees.
4. The vendor is required to have all original documents listed above in their possession and available for review at all times while on park property.
5. The vendor is responsible for general maintenance and cleanliness of area. Vendor is required to provide trash receptacles and trash removal.
6. The vendor is responsible for their power and water needs. Special Event Vendors may be excluded.



7. All certificate fees are non-refundable and non-transferable. To replace a lost, stolen or damaged vendor certificate contact the CRRP office.
8. The vendor is subject to Park and Recreation Department rules, regulations and policies. Violations of these rules may result in permit revocation and/or permanent ban (Trespass). Violations may carry additional fines and/or incarceration.
9. The vendor is responsible for the collection and disposal of all waste produced during the course of business (grey water, grease, hot coals, etc.). Dump sites are not available in the park system.
10. The vendor is responsible for any damage they may cause in a park-complex and may be liable for repair/restoration.
11. The vendor vehicle must be in good working order. Noise and air pollution will not be tolerated.
12. The vendor may not use loud speakers and/or amplified sound within the park.
13. The vendor may not distribute literature outside vendor space.

Fees will be assessed as outlined in Exhibit A.

**Document Reference**

This document will serve as the department's written policy outlining the basic procedures regarding vendors.



## Exhibit A Fee Appendix

<b>VENDOR TYPE</b>	<b>FEE</b>
Special Event Vendor	Varies (set by event)
Mobile Vendor	\$1,200 per six months
Seasonal Vendor	\$200 per month
Concession Stand Vendor	Varies (by site)
Permit Replacement	\$50

Disclaimer: Fees are subject to change without notice.

