

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, March 4, 2014 ● 5:30 PM**  
**Community Center Sierra Room, 851 East William Street, Carson City, Nevada**

**Committee Members:**

<b>Chair – Sean Lehmann</b>	<b>Vice Chair – Brett Long</b>
<b>Commissioner – Chuck Adams</b>	<b>Commissioner – Joe Cacioppo</b>
<b>Commissioner – Justin Colburn</b>	<b>Commissioner – Donna Curtis</b>
<b>Commissioner – Robert Glenn</b>	<b>Commissioner – Lee-Ann Keever</b>
<b>Commissioner John McKenna</b>	

**Staff:**

Roger Moellendorf – Parks and Recreation Director  
Tina Russom, Deputy District Attorney  
Vern Krahn, Park Planner  
Tamar Warren, Deputy Clerk/Recording Secretary

**NOTE:** A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and available for review during regular business hours.

**CALL TO ORDER** – Chairperson Lehmann called the meeting to order at 5:30 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**– A quorum was present.

Attendee Name	Status	Arrived
Sean Lehmann	Present	
Brett Long	Present	
Chuck Adams	Present	
Joe Cacioppo	Present	
Justin Colburn	Present	
Donna Curtis	Present	5:36 p.m.
Robert Glenn	Present	
Lee-Ann Keever	Present	
John McKenna	Present	

**PUBLIC COMMENTS** (5:32:58) – None.

**1. ACTION ON APPROVAL OF MINUTES**

(5:32:40) – **MOTION:** The Parks and Recreation Commission approves the minutes of the January 7, 2014 meeting as written.

<b>RESULT:</b>	<b>APPROVED (8-0-0)</b>
<b>MOVER:</b>	Keever
<b>SECONDER:</b>	Colburn
<b>AYES:</b>	Lehmann, Long, Adams, Cacioppo, Colburn, Glenn, Keever, McKenna
<b>NAYES:</b>	None
<b>ABSTENTIONS</b>	None
<b>ABSENT:</b>	Curtis

2. **MODIFICATIONS TO THE AGENDA.** (5:34:50) – Mr. Moellendorf noted that an email had been sent to the Commissioners stating that agenda item 3C would be postponed because the environmental assessment had not yet been completed. However, he suggested keeping the agenda item to discuss some key dates pertaining to the project.

3. **MEETING ITEMS**

A. **INTRODUCTION OF RECENTLY APPOINTED COMMISSIONER ROBERT GLENN, AND ACKNOWLEDGEMENT OF THE RE-APPOINTMENT OF SEAN LEHMANN AND DONNA CURTIS TO THE PARKS AND RECREATION COMMISSION.** (5:36:04) – Mr. Moellendorf congratulated all three appointees to the Commission and welcomed Commissioner Glenn, who was asked to introduce himself.

**PUBLIC COMMENTS:** - None.

B. **PRESENTATION AND DISCUSSION ONLY ON REVIEW OF THE ADOPTED CARSON CITY PARKS AND RECREATION MASTER PLAN.** (5:37:38) – Mr. Krahn gave background on the creation of the Master Plan. Commissioner Curtis suggested agendaizing this as an action item instead of discussion only. Mr. Moellendorf agreed; however, he cautioned against major changes because the Master Plan was the outcome of a public process.

(5:47:57) – Commissioner Curtis was informed that the Master Plan was posted on the City’s website, and Mr. Moellendorf offered his department’s assistance to those who wished to access it.

(5:49:20) – Mr. Krahn presented the overview and the Executive Summary chapters of the Master plan.

(6:07:48) – Commissioner Curtis suggested understanding some of the unexpected responses such as the need for additional parks in neighborhoods with existing parks.

(6:27:15) – In response to a question, Mr. Krahn gave examples of how certain groups had raised funds to have parks such as the dog park at Fuji Park and the proposed disc golf course.

(6:30:28) – Commissioner Colburn was informed that the Master Plan had not been amended since 2006.

(6:38:54) – Commissioner Curtis suggested receiving an update from Lee Plemel, Business Development Director, on how Carson City’s demographics have changed.

(6:41:20) – Mr. Krahn described the process of going through the Planning Commission for the acceptance of this Commission’s recommendations, regarding changes to the Master Plan.

(6:45:04) – Chairperson Lehmann was informed that the proposed changes could be combined and sent to the Board of Supervisors all at once. Commissioner Colburn suggested finding a better way to reduce the time spent on the Master Plan during Commission meetings.

(6:48:45) – Commissioner McKenna suggested working with concepts, then applying rules to the concepts. Commissioner Adams suggested looking at the intent of the Master Plan.

(6:53:15) – Commissioner Curtis read from the Master Plan that stated it must be reviewed annually, and Mr. Moellendorf agreed that it was time to review the document; however, not as frequently.

(6:56:39) – Commissioner McKenna clarified that the Commission should consider revisions to the Master Plan and make a decision on whether to revise it or not. Commissioner Long believed that it was the Commission's job to review the Master Plan.

**PUBLIC COMMENTS:** - None.

**C. PRESENTATION AND DISCUSSION ONLY REGARDING THE ENVIRONMENTAL ASSESSMENT FOR THE NEVADA STATELINE TO STATELINE SHARED-USE PATH, NORTH DEMONSTRATION PROJECT, INCLINE VILLAGE TO SAND HARBOR. COMMENTS WILL BE SUBMITTED TO THE TAHOE TRANSPORTATION DISTRICT.** (6:57:15) – Mr. Moellendorf gave a brief overview of the agenda item and noted that the public comment period for the North Demonstration Project, from Incline Village to Sand Harbor, Environmental Assessment will begin on March 5, 2014 and will conclude on April 11, 2014. He also suggested visiting [www.tahoetransportation.org](http://www.tahoetransportation.org) for additional information.

(7:00:20) – Commissioner Colburn was informed that this was a sister project to the “Spooner-to-Incline project”.

**PUBLIC COMMENTS:** - None.

#### **4. STAFF UPDATES**

**A. UPDATE ON THE CARSON CITY FAIRGROUNDS/FUJI PARK COMPLEX MAINTENANCE BUILDING AND PICNIC SHELTER PROJECTS.** (7:01:33) – Mr. Krahn noted that Coons Construction had been awarded the maintenance building project and presented the construction plans, incorporated into the record, to the Commission. He also noted that the bids had been opened for the picnic shelter project and were awaiting Board of Supervisors approval.

(7:05:08) – Commissioner Curtis was informed that the reason for the dog park closure was a drainage issue, and would be reopened within several days.

(7:07:59) – Commissioner Kever was informed that the picnic shelter plastic panels would not be donated due to their high cost. Mr. Krahn also noted that the infrastructure project would be completed, as they were critical to the fair.

**PUBLIC COMMENTS:** - None.

**B. UPDATE REGARDING THE APPROVAL PROCESS FOR THE 1/8<sup>TH</sup> OF ONE PERCENT SALES TAX FOR PUBLIC INFRASTRUCTURE PROJECTS INCLUDING THE MULTI-PURPOSE ATHLETIC CENTER, THE PROPOSED ANIMAL SHELTER, STREET AND PEDESTRIAN IMPROVEMENTS IN THE DOWNTOWN AREA, AND THE CARSON STREET, WILLIAM STREET, AND HIGHWAY 50 EAST COMMERCIAL CORRIDORS AND IMPROVEMENTS TO THE COMMUNITY CENTER.** (7:10:30) – Mr. Moellendorf reviewed the articles incorporated into the Commissioners' packets and updated them on the Board of Supervisors (BOS) 4-1-0 vote regarding the first reading of an ordinance regarding the one-eighth cent infrastructure sales tax implementation. He also noted that the second reading of the ordinance would take place at the next BOS meeting and would require a super majority to pass.

(7:18:16) – Mr. Moellendorf noted that the Multipurpose Athletic Complex (MAC) project design was 60 percent complete.

(7:18:48) – Commissioner McKenna encouraged the Commissioners to be actively involved as they were “leading the charge on this”.

(7:54:13) – Commissioner Curtis was informed that some accumulated funds would be used to address the immediate needs of the auditorium in the Community Center.

(7:24:23) – Commissioner Cacioppo inquired about a revised budget being approved by the Commission.

**5. MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.**

(7:26:43) – Commissioner Curtis suggested facilitating a program based on an article regarding obese youth.

**A. REPORT FROM SCHOOL BOARD LIAISON.** (7:25:53) – Commissioner Cacioppo noted that the school district was interested in purchasing a new scoreboard. He also noted that the district was working on school security projects. Commissioner Long inquired about the Parks and Recreation Department’s involvement in the State Track Meet.

**6. FUTURE AGENDA ITEMS.** (7:31:00) – Incorporated in the agenda materials and into the record. Mr. Moellendorf noted that agenda item 3C would be revisited, in addition to inviting a speaker from the Foundation for the Betterment of Parks and Recreation. He also stated that the budget would be discussed in May.

**7. PUBLIC COMMENTS** (7:32:40) – None.

**8. ACTION ON ADJOURNMENT** (7:32:49) – **Commissioner Keever moved to adjourn. The motion was seconded by Commissioner Curtis. The meeting was adjourned at 7:33 p.m.**

The Minutes of the March 4, 2014 Carson City Parks and Recreation Commission meeting are so approved this 6<sup>th</sup> day of May, 2014.

---

SEAN LEHMANN, Chair