

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, June 3, 2014 ● 5:30 PM**  
**Community Center Sierra Room, 851 East William Street, Carson City, Nevada**

**Committee Members:**

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

Roger Moellendorf – Parks and Recreation Department Director  
Tina Russom, Chief 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.

The televised Carson City Parks and Recreation Commission meetings are available on AccessCarsoncity.org, [http://www.breweryarts.org/?page\\_id=2603](http://www.breweryarts.org/?page_id=2603).

**CALL TO ORDER (5:33:53)** – Vice Chairperson Long called the meeting to order at 5:33 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM (5:34:02)** – A quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Sean Lehmann	Present	7:00 p.m.
Brett Long	Present	
Chuck Adams	Present	
Joe Cacioppo	Absent	
Justin Colburn	Present	
Donna Curtis	Absent	
Robert Glenn	Present	
Lee-Ann Keever	Present	
John McKenna	Present	

**PUBLIC COMMENTS (5:34:30)** – None.

**1. ACTION ON APPROVAL OF MINUTES. (5:34:38)** – There were no minutes to approve.

**2. MODIFICATIONS TO THE AGENDA. (5:34:53)** – None

**3. MEETING ITEMS**

**A. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF \$30,000 FROM THE QUALITY OF LIFE (QUESTION 18) PARKS CAPITAL,**

**UNDESIGNATED PROJECTS TO PARTNER WITH THE REDEVELOPMENT AUTHORITY CITIZEN COMMITTEE AND THE NEVADA COMMISSION ON TOURISM TO FUND PHASE 1 OF THE CARSON CITY FAIRGROUNDS AT FUJI PARK DIRECTIONAL AND EVENT BANNER SIGN PROJECT; OR, RECOMMEND TO THE BOARD OF SUPERVISORS TO RETURN THE NEVADA COMMISSION ON TOURISM \$20,000 GRANT.**

(5:36:30) – Mr. Moellendorf clarified that the grant funding was not received yet; therefore, if the project is not approved, the grant would be declined and no refund would be issued.

(5:37:06) – Mr. Krahn introduced Tom Grundy, Senior Project Manager of Carson City Public Works, who would be co-presenting with him, Joel Dunn, Executive Director of Carson City Convention and Visitors Bureau, and Steve Reynolds with Sign Pro, who was present to answer technical questions regarding signs.

(5:37:52) – Mr. Krahn gave background and presented the agenda materials which are incorporated into the record.

(5:43:24) – Mr. Grundy noted that the location and the sign type were determined after considering several factors such as visibility, the conceptual plan for Fuji Park, traffic volume, property ownership, and proximity to power. He also reviewed the previously-approved Fuji Park conceptual plan from 2006, noting that the Nevada Department of Transportation (NDOT) right of ways would make it difficult to place signs in the area.

(5:54:56) – Mr. Krahn reviewed the type of sign being proposed, which he noted was half banner and half static. He also stated that community service organizations would be able to utilize the banner sign space, adding that a fee was being considered. Mr. Krahn noted that the purpose of the sign was for location identification and for communication of City co-sponsored events.

(6:06:34) – Mr. Krahn also stated that the Redevelopment Authority Citizens Committee had approved a \$20,000 to be used towards the purchase of the sign, conditional to this Commission's approval.

(6:09:24) – Commissioner Kever expressed concern over jeopardizing future grants, should the Commission decline the Nevada Commission on Tourism grant, and Vice Chairperson Long inquired about a grant expiration date should the project be delayed.

(6:15:09) – Mr. Moellendorf noted that the requested amount would not be funded from maintenance funds, but from funds set aside for unforeseen projects.

(6:20:15) – Commissioner McKenna indicated that the sign would not be visible and Vice Chairperson Long wondered if the Bodine's Casino sign could be used for Fuji Park advertising. Discussion resumed regarding the sign location and its visibility.

(6:34:20) – Commissioner Adams stated that he had visited the sign location and he was no longer apprehensive of its visibility.

**PUBLIC COMMENTS**

(6:38:36) – Stan Jones, past president of the Carson City Chamber of Commerce, expressed his support of the signage, with one caveat. He recommended the purchase of an LED sign.

(6:44:20) – Ronni Hannaman, Executive Director of the Carson City Chamber of Commerce, cautioned against not doing a project correctly by spending less. She also noted that the California residents who shop at Costco will see the sign on their way out. She thanked the RACC for their contributions to the renovation of Fuji Park and the Fairgrounds.

(6:47:48) – Steve Reynolds, owner of Sign Pro, called the sign site “unmatched”, and urged the Commission to approve it.

(6:53:49) – Mr. Dunn expressed the need for a sign and noted that he had not seen a better location for the sign. He also believed that the sign could become an “economic engine”.

(7:04:01) – Mr. Grundy explained that the traffic counts indicated the average daily traffic north of the proposed location to be over 49,000 trips.

(7:04:31) – Chairperson Lehmann joined the meeting and noted that he would abstain.

**(7:04:53) – MOTION: I move to recommend to the Board of Supervisors approval of \$30,000 from the Quality of Life (Question 18) parks capital, undesignated projects, to partner with the Redevelopment Authority Citizens Committee and the Nevada Commission on Tourism to fund Phase 1 of the Carson City Fairgrounds at Fuji Park Directional and Event Banner Sign Project.**

<b>RESULT:</b>	<b>APPROVED (6-0-1)</b>
<b>MOVER:</b>	Adams
<b>SECONDER:</b>	McKenna
<b>AYES:</b>	Long, Adams, Colburn, Glenn, Keever, McKenna
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Lehmann
<b>ABSENT:</b>	Cacioppo, Curtis

**B. DISCUSSION ONLY REGARDING THE BOARD OF SUPERVISORS’ VOTE TO KEEP THE MULTI-PURPOSE ATHLETIC CENTER (MAC) AT THE BOYS AND GIRLS CLUB SITE; AND A PRELIMINARY ONE EIGHTH OF ONE PERCENT SALES TAX PROJECTS SCHEDULE INCLUDING THE MAC, THE COMMUNITY CENTER, AND CORRIDOR IMPROVEMENTS.**

(7:06:23) – Mr. Moellendorf gave background and presented the agenda materials, incorporated into the record.

(7:11:42) – In response to a question by Commissioner Colburn, Mr. Moellendorf clarified that the Commission would have the opportunity to review the monthly updates as the project gets underway.

**PUBLIC COMMENTS** – None

**C. FOR POSSIBLE ACTION: TO REVIEW AND DISCUSS AND POSSIBLY MAKE RECOMMENDATIONS TO THE BOARD OF SUPERVISORS REGARDING THE EXISTING FACILITY USE AGREEMENT FOR THE USE OF THE MULTI-PURPOSE ATHLETIC CENTER (MAC) BY THE BOYS & GIRLS CLUB OF WESTERN NEVADA.**

(7:12:31) – Mr. Moellendorf first gave background information and presented the Staff Report, which is incorporated into the record.

(7:16:16) – Ryan Russell, representing the Boys and Girls Club (BGC), clarified the lack of exclusivity in the usage of the MAC, adding that they would work with the City to book as appropriate, to plan events, and staff the gyms. He hoped that a joint-use agreement could be executed to move things forward.

(7:20:50) – Chairperson Lehmann received clarification that funds for first right of refusal had already been paid to the BGC. Discussion ensued regarding a rental versus joint-use agreement.

(7:37:20) – Mr. Moellendorf requested a recommendation from the Commission to look into a joint-use agreement with BGC.

**(7:38:19) – MOTION: I Move to recommend that Carson City work with the Boys and Girls Club of Western Nevada to mutually agree on a program to maximize the MAC usage for the benefit of the residents of Carson City; and once complete, to bring the solution back to the Parks and Recreation Commission for review.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Long
<b>SECONDER:</b>	Colburn
<b>AYES:</b>	Lehmann, Long, Adams, Colburn, Glenn, Keever, McKenna
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Cacioppo, Curtis

**D. FOR POSSIBLE ACTION: TO IDENTIFY ISSUES AND/OR TOPICS IN CHAPTER 5 OF THE PARKS AND RECREATION MASTER PLAN FOR CONSIDERATION IN FUTURE AMENDMENTS TO THE PLAN.**

(7:39:35) – Mr. Krahn introduced Megan Sorocco, Recreation Program Manager, and Scott Chapman, responsible for the sports programs. Mr. Krahn, Ms. Sorocco, and Mr. Chapman delivered a presentation, incorporated into the record, about the recreation programs.

(8:12:55) – Chairperson Lehmann received clarification that the term scholarship was used synonymously with the term financial aid, based on gross family income, and he requested that it be changed, as scholarships were usually defined as merit-based assistance.

(8:28:06) – Discussion ensued regarding the reduction in programs which was attributed to the decrease in the City’s population, income, and enrollment in the schools.

**PUBLIC COMMENTS** – None

**(8:32:29) – MOTION: I move to identify the following issues and/or topics in Chapter 5 of the Parks and Recreation Master Plan for consideration in future amendments to the plan. They are as follows:**

- 1. Inclusion of the current “snapshot in time”.**

2. The replacement of the word scholarship with “financial aid”.

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Lehmann
<b>SECONDER:</b>	Keever
<b>AYES:</b>	Lehmann, Long, Adams, Colburn, Glenn, Keever, McKenna
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Cacioppo, Curtis

**E. FOR POSSIBLE ACTION: TO DETERMINE WHETHER THE PARKS AND RECREATION COMMISSION IS GOING TO HOLD THEIR REGULARLY SCHEDULED MEETINGS ON JULY 1, 2014 AND AUGUST 5, 2014.**

(8:33:30) – Mr. Moellendorf reminded that in past years, the Commission had chosen not to have a meeting in July due to the Independence Day holiday. However, due to the significant amount of agenda items to be discussed, Mr. Moellendorf suggested having meetings in July and in August, even though the latter would coincide with the Sherriff’s Night Out.

**(8:36:28) – MOTION: I Move to have a Parks and Recreation Commission meeting on July1 and August 5, 2013.**

<b>RESULT:</b>	<b>APPROVED (7-0-0)</b>
<b>MOVER:</b>	Lehmann
<b>SECONDER:</b>	Long
<b>AYES:</b>	Lehmann, Long, Adams, Colburn, Glenn, Keever, McKenna
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Cacioppo, Curtis

**PUBLIC COMMENTS** – None

**4. STAFF UPDATES**

**A. UPDATE REGARDING THE DEMOLITION OF THREE HOUSES AT IMUS PARK.**

(8:37:07) – Mr. Moellendorf updated the Commission on the three homes on the 11-acre property acquired from NDOT along Imus Drive. He added that the removal of the houses was part of the agreement and noted that the neighborhood had been improved.

**PUBLIC COMMENTS** - None

**B. UPDATE ON THE AMERICAN BUILDINGS’ PAINTING DAY AT THE FAIRGROUNDS/FUJI PARK COMPLEX.**

(8:38:18) – Mr. Krahn referred to the photographs included in the agenda packets and updated the Commission on the cleanup efforts at Fuji Park, in support of the Nevada Sesquicentennial (NV 150) Fair.

**PUBLIC COMMENTS** – None.

**C. UPDATE REGARDING THE VOLUNTEER WORK SCHEDULE AND NATIONAL TRAILS DAY CELEBRATION FOR THE CONSTRUCTION OF THE ASH CANYON TO KINGS CANYON TRAIL WITH MUSCLE POWERED.**

(8:40:15) – Mr. Moellendorf referred to an email from Muscle Powered inviting the public to volunteer to build trails in celebration of National Trails Day. He also noted that 277 people had used the Ash Canyon/Kings Canyon trail in May alone, based on camera data. Commissioner McKenna encouraged volunteers to participate.

**PUBLIC COMMENTS** – None.

**D. UPDATE ON THE TRANSPORTATION ALTERNATIVE PROGRAM (TAP) GRANT APPLICATION FOR THE CARSON CITY FREEWAY MULTI-USE PATH FROM NORTHRIDGE DRIVE TO THE LINEAR PARK MULTI-USE PATH ADJACENT TO 5<sup>TH</sup> STREET.**

(8:45:15) – Mr. Krahn presented the agenda materials and noted that the next step is to put a stewardship agreement with NDOT. He also noted that the grant was for “just under \$50,000”.

**PUBLIC COMMENTS** – None

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

(8:49:05) – Chairperson Lehmann received confirmation that with the joint-use agreement with the BGC, the MAC track will be usable while a BGC event is in progress.

(8:50:28) – Vice Chairperson Long requested receipt of meeting minutes two weeks after a meeting. He was informed that per Open Meeting Law and NRS requirement, the turnaround time for minutes was 30 days. Discussion ensued regarding the televised access of meetings.

(8:53:54) – Commissioner Adams requested an update regarding the proposed disc golf course.

(8:45:36) – Commissioner Kever requested a safety plan update for the NV 150 Fair.

(8:55:40) – Vice Chairperson Long thanked the Public Works Department for their effort in “running the utilities down the road” instead of going through [Fuji] Park.

**A. REPORT FROM SCHOOL BOARD LIAISON.** – Commissioner Cacioppo was not present to provide a report.

**6. FUTURE AGENDA ITEMS.** (8:56:28) – Incorporated in the agenda materials and into the record. Mr. Krahn also noted that the July meeting will not have a Master Plan Update as an agenda item.

**7. PUBLIC COMMENTS** (8:56:33) – None

**8. ACTION ON ADJOURNMENT. (8:56:38) – Commissioner Keever moved to adjourn. The motion was seconded by Commissioner Colburn. The meeting was adjourned at 8:57 p.m.**

The Minutes of the June 3, 2014 Carson City Parks and Recreation Commission meeting are so approved this 1<sup>st</sup> day of July, 2014.

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SEAN LEHMANN, Chair