

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, February 2, 2015 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Brett Long**

**Commissioner – Chuck Adams**

**Commissioner – Joe Cacioppo**

**Commissioner – Donna Curtis**

**Commissioner – Sean Lehmann**

**Vice Chair – Lee-Ann Keever**

**Commissioner – Lori Bagwell**

**Commissioner – Justin Colburn**

**Commissioner – Robert Glenn**

**Staff**

Roger Moellendorf, Parks and Recreation Department Director

Iris Yowell, Deputy District Attorney

Daniel Yu, Deputy District Attorney

Scott Fahrenbruch, Deputy Parks and Recreation Department Director

Vern Krahn, Senior Park Planner

Meagan Soracco, Recreation Program Manager

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.

An audio recording of this meeting is available on [www.Carson.org/minutes](http://www.Carson.org/minutes).

**CALL TO ORDER**

(5:31:51) – Vice Chairperson Keever called the meeting to order at 5:31 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:32:07) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived/Left</b>
Brett Long	Present	Arrived: 5:34 p.m.
Lee-Ann Keever	Present	
Chuck Adams	Absent	
Lori Bagwell	Present	
Joe Cacioppo	Present	
Justin Colburn	Absent	
Donna Curtis	Present	
Robert Glenn	Present	Arrived: 5:39 p.m.
Sean Lehmann	Present	Left: 5:58 p.m.

**PUBLIC COMMENTS**

(5:32:27) – None.

**1. ACTION ON APPROVAL OF MINUTES – NOVEMBER 4, 2015 AND DECEMBER 1, 2015.**

**(5:32:50) – MOTION: I move to approve the November 4, 2015 and December 1, 2015 meeting minutes as presented.**

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

**2. MODIFICATIONS TO THE AGENDA**

(5:33:10) – None.

**3. MEETING ITEMS**

**A. FOR POSSIBLE ACTION: TO ELECT A CHAIRPERSON AND VICE CHAIRPERSON OF THE PARKS AND RECREATION COMMISSION FOR 2016 CALENDAR YEAR.**

(5:33:25) – Vice Chairperson Keever introduced the item and Mr. Moellendorf presented the Staff Report which is incorporated into the record. Chairperson Long and Vice Chairperson Keever noted that they were planning to apply for reappointment.

**(5:36:48) – MOTION: I move to appoint Lee-Ann Keever to the position of Chair.**

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

**(5:34:54) – MOTION: I move to appoint Robert Glenn to the position of Vice Chair.**

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

**B. DISCUSSION ONLY REGARDING A REVIEW OF THE PARKS AND RECREATION COMMISSION BYLAWS**

(5:40:25) – Chairperson Kever introduced the item.

(5:40:28) – Mr. Moellendorf presented Exhibit A of the agenda materials which are incorporated into the record, and noted that the bylaws would be voted on during the April 5, 2016 meeting and would require the approval of two-thirds of the Commission in order to pass. He also presented Exhibit B, the bylaws revisions which are incorporated into the record. Commissioner Curtis inquired whether the Commission could elect a Chair and Vice Chair for two years and Mr. Moellendorf offered to find out and report back in the April meeting. Commissioner Curtis also requested adding to the Chair's duties the presentation of the PRC Annual Report to a Board of Supervisors meeting. Commissioner Cacioppo noted that the bylaws should reflect the new quorum comprising four members and Commissioner Glenn suggested deleting the definition of two-thirds of the Commissioners as six members. Discussion ensued regarding the outgoing Chair presenting the Annual Report to the Board of Supervisors.

There were no public comments.

**C. PRESENTATION AND DISCUSSION ONLY BY THOMAS REED, EAGLE SCOUT ON THE COMPLETION OF HIS LONE MOUNTAIN PARK TRAIL ENHANCEMENT AND FENCE/SIGNAGE REMOVAL PROJECT.**

(5:50:16) – Chairperson Kever introduced the item. Thomas Reed, Eagle Scout, delivered a PowerPoint presentation, incorporated into the record, outlining the Lone Mountain Park Trail enhancement project. Discussion ensued regarding revegetation of the area and the removal of signs to avoid graffiti. Mr. Moellendorf noted that with the newly-hired Open Space Ranger and the Park Ranger, the area would be monitored better. Chairperson Kever thanked Mr. Reed and Mr. Krahn for their efforts.

There were no public comments.

**D. FOR POSSIBLE ACTION: TO RECOMMEND TO THE PLANNING COMMISSION APPROVAL OF THE LOMPA RANCH NORTH SPECIFIC PLAN AREA'S PARK AND TRAIL COMPONENTS AS IDENTIFIED IN CHAPTER 3 OF THE MASTER PLAN AMENDMENT. (MIKE RAILEY, RUBICON DESIGN GROUP / VERN L. KRAHN)**

(5:59:56) – Chairperson Kever introduced the item and Mr. Krahn reviewed the Staff Report and the appropriate sections of the Master Plan, both of which are incorporated into the record..

(6:01:10) – Mike Railey of the Rubicon Design Group, representing Blackstone Development Group, presented the Lompa Ranch North Specific Plan which is also incorporated into the record. Discussion ensued regarding the diverse community housing being proposed and the removal of the floodplain designation. Commissioner Curtis wished to see a dog park as part of the plan. Commissioner Bagwell requested clarification on what the Commission would approve tonight, adding that specifics such as the dog park should be added to the motion. Mr. Krahn clarified that only the related Parks and Recreation sections within Chapter three of the Carson City Master Plan Amendment require the Commission's approval. Commissioner Cacioppo suggested having measures in place to accommodate the Carson High School traffic, he also received confirmation that the parks were public parks and for use by the high school students and the community. Commissioner Long was informed

that more specific plans would be heard by the Commission in the future, with opportunities for further recommendations.

There were no public comments.

**(6:32:24) – MOTION: I move to recommend to the Planning Commission approval of the Lompa Ranch North Specific Plan Area’s park and trail components (3.1 through 3.4) as identified in Chapter three of the Master Plan Amendment; and specifically we’d like a dog park and special enhanced routes for traffic flow to and from [Carson] High School to be included, and recommend considering 50 percent paved and 50 percent dirt trails.**

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

**E. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF A GRANT APPLICATION SUBMITTAL TO THE NEVADA DEPARTMENT OF WILDLIFE FOR A VAULT TOILET RESTROOM AND ASSOCIATED SITE IMPROVEMENTS FOR THE RIFLE AND PISTOL RANGE AND TO AUTHORIZE THE CHAIRPERSON TO SIGN A LETTER OF SUPPORT FOR THE PROJECT.**

(6:34:05) – Chairperson Keever introduced the item.

(6:34:40) – Mr. Krahn presented the Staff Report which is incorporated into the record. Discussion ensued regarding operating and maintenance costs and Mr. Fahrenbruch explained that the volunteers of the Carson Rifle and Pistol Club would undertake the maintenance. Commissioner Bagwell noted that \$2,756 had been deposited with the Carson City Foundation for Parks and Recreation, specifically earmarked as a grant match to this project. Commissioner Cacioppo was informed that two additional ADA-compatible parking spots would be provided. Commissioner Long suggested having an organized process for those who wish to shoot appliances or other items as long as they would dispose of it responsibly afterwards. Mr. Krahn offered to author a letter for Chairperson Keever to sign, once the item is approved.

**(6:47:01) – MOTION: I move to recommend to the Board of Supervisors approval of a grant application submittal to the Nevada Department of Wildlife for a vault toilet restroom and associated site improvements for the Rifle and Pistol Range and to authorize the Chairperson to sign a letter of support for the project.**

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

**F. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS APPROVAL OF STAFF’S FY 2016/17 CAPITAL IMPROVEMENT BUDGET REQUEST.**

(6:47:40) – Chairperson Kever introduced the item and noted that Mr. Moellendorf had distributed an updated and prioritized 2016/2017 Capital Improvement Budget, which is incorporated into the record.

(6:48:17) – Mr. Moellendorf reviewed the Staff Report, incorporated into the record, and stated that many of the projects have been repeated over the years due to budgetary issues. Eric Klug, Recreation Program Manager for the Bob Boldrick Theatre, gave additional background on the need for wireless microphones for communication with the crew during performances and outlined the timeline and noted that March 29, 2016 was a critical date as the Federal Communications Commission (FCC) would sell off the particular spectrum of the current microphones. He also clarified the function and the need for a load monitoring system. In addition to other requests, attached, Mr. Moellendorf noted the need for the pool surveillance cameras and the resurfacing of the 50 meter pool. Commissioner Cacioppo suggested retrofitting the orchestra pit as well.

Commissioner Curtis noted that a “decision packet” was distributed to the Commission in earlier years and stated that she would have liked more information on the projects. Mr. Moellendorf explained that in the past few years it had been difficult to have a Capital Improvement budget, and that this year “things were improving”; therefore he had presented the items that were being carried over year-after-year. Discussion ensued about prioritization and Mr. Moellendorf reminded the Commission that the budget request must be submitted to the Finance Department prior to the next PRC meeting in April. Commissioner Bagwell suggested revisiting the priority order and ranking them based on immediate needs and liability issues, adding that further data was needed to make better decisions. Commissioner Cacioppo suggested addressing the safety items first. Mr. Fahrenbruch stressed the importance of the Lone Mountain Cemetery expansion as the City was running out of room to bury veterans. Commissioner Bagwell suggested combining all the Bob Boldrick Theater improvements together and looking into the one-eighth percent tax revenue as a funding source. Similarly, it was agreed that another funding source should be found for the ice rink panels, possibly from the Redevelopment funds.

There were no public comments.

**(7:45:51) – MOTION: I move to recommend to the Board of Supervisors to fund the following projects in prioritized order:**

- 1. Toro mower replacement at \$60,000.**
- 2. Lone Mountain Cemetery expansion at \$45,480.**
- 3. Community Center entry mats and window covers at \$11,185.**
- 4. Additional pool surveillance cameras at \$14,500.**
- 5. Truck for Recreation Division at \$49,000.**
- 6. Resurfacing of the 50 meter pool at \$130,000.**

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

**G. FOR DISCUSSION ONLY REGARDING THE PARKS AND RECREATION COMMISSIONS' 2015 ANNUAL REPORT THAT [FORMER] CHAIR BRETT LONG WILL PRESENT TO THE BOARD OF SUPERVISORS ON FEBRUARY 4, 2016.**

(7:47:25) – Chairperson Keever introduced the item. Commissioner Long reviewed the items he would present to the Board of Supervisors, incorporated into the record as Exhibit A of the agenda materials. Chairperson Keever thanked Commissioner Long for the excellent recap. Commissioner Curtis suggested adding the Pete Livermore Sports Complex entrance sign, and the addition of a program for 100 percent disabled (service related) veterans to use the aquatic facility free of charge, to the list of accomplishments.

There were no public comments.

**4. STAFF UPDATES - DISCUSSION ONLY**

**A. MULTI-PURPOSE ATHLETIC CENTER**

(8:09:14) – Mr. Moellendorf announced that the Multi-Purpose Athletic Center (MAC) is open and has been busy with all the programmed sports and a “surprising amount of drop-ins”. Ms. Soracco clarified that the facility was opened to City leagues on Saturday, January 9, 2016, to the Boys and Girls Club on January 11, 2016, and to the public on January 13, 2016. She also noted that 71 memberships were sold in the past three weeks. Mr. Moellendorf added that he had received positive feedback from the public regarding the “kids’ behavior” and the amount of supervision provided. Commissioner Bagwell suggested several open houses for the public to see the facility and encourage membership. Ms. Soracco added that the surfacing of the walking track had begun and should be completed in two weeks. Commissioner Cacioppo suggested marketing the MAC on the electronic advertising board at the Community Center. Mr. Moellendorf announced the possibility of a basketball tournament in April. Commissioner Curtis thanked Mr. Moellendorf and Commissioner Bagwell for the opportunity to take the first walk on the walking track. She also suggested having a future discussion on keeping the MAC open full-time. Ms. Soracco ensured her that they had not turned anyone away since the opening of the MAC, even during off hours. Commissioner Long suggested having free monthly open houses throughout the year. Vice Chairperson Glenn commented on the parking issues and also inquired about the open gym at the Community Center. Ms. Soracco explained that the MAC was becoming the drop-in facility whereas the Community Center would become more of a non-athletic community event venue. Discussion ensued regarding the availability of staff and budget to keep both facilities open all year round.

There were no public comments.

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

**A. REPORT FROM SCHOOL BOARD LIAISON**

(8:26:55) – Commissioner Cacioppo announced that the school district had adopted the State recommendations for nutrition programs with an exercise component, which may bring back a second recess. He also reported on a dance completion the previous weekend held at the Community Center.

**6. FUTURE AGENDA ITEMS**

(8:29:15) – In additions to the Staff suggestions which are incorporated into the record, Commissioner Bagwell requested revisiting the possibility of having restroom facilities at Long Ranch Park. Commissioner Long

requested agendaizing the future of the Nevada State Fair and an update on Schulz Ranch. Commissioner Curtis suggested further discussion on the possible extension of the MAC hours.

**7. PUBLIC COMMENTS**

(8:31:25) – None.

**8. ACTION ON ADJOURNMENT**

**(8:31:36) – MOTION: Commissioner Bagwell moved to adjourn. Commissioner Cacioppo seconded the motion. The meeting was adjourned at 8:32 p.m.**

The Minutes of the February 2, 2016 Carson City Parks and Recreation Commission meeting are so approved this 5<sup>th</sup> day of April, 2016.

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LEE-ANN KEEVER, Chair