

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, October 4, 2016 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Lee-Ann Keever**  
**Commissioner – Lori Bagwell**  
**Commissioner – Donna Curtis**  
**Commissioner – Brett Long**

**Vice Chair – Robert Glenn**  
**Commissioner – Joe Cacioppo**  
**Commissioner – Sean Lehmann**

**Staff**

Steven Brunner, Parks and Recreation Department Deputy Director  
Ann Bollinger, Open Space Administrator  
Iris Yowell, Deputy District Attorney  
Vern Krahn, Senior Park Planner  
Tamar Warren, Deputy Clerk

**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**

(5:34:55) – Chairperson Keever called the meeting to order at 5:34 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:35:07) – Roll was called, and a quorum was present. Vice Chairperson Glenn was absent as excused.

| <b>Attendee Name</b> | <b>Status</b> | <b>Left</b> |
|----------------------|---------------|-------------|
| Lee-Ann Keever       | Present       |             |
| Robert Glenn         | Absent        |             |
| Lori Bagwell         | Present       |             |
| Joe Cacioppo         | Present       |             |
| Donna Curtis         | Present       |             |
| Sean Lehmann         | Present       | 6:55 p.m.   |
| Brett Long           | Present       |             |

**PUBLIC COMMENTS**

(5:35:26) – None.

**1. ACTION ON APPROVAL OF MINUTES – September 6, 2016.**

(5:35:51) – **MOTION:** I move to approve the September 6, 2016 meeting minutes as presented.

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

**2. MODIFICATIONS TO THE AGENDA**

(5:36:15) – Chairperson Keever noted that item 3-C has been withdrawn by Staff until further notice. Mr. Brunner requested the withdrawal of item 3A as well.

**3. MEETING ITEMS**

**A. DISCUSSION ONLY REGARDING ALEX LANINGHAM’S EAGLE SCOUT PROJECT FOR TRAIL SIGNAGE AND OTHER POSSIBLE WORK AT RIVERVIEW PARK.**

This item was withdrawn at Staff’s request.

**B. FOR POSSIBLE ACTION: TO ASSIST STAFF AND THE DEPARTMENT’S NEEDS BY NAMING UP TO TWO MEMBERS TO JOIN EACH OF THREE WORKING GROUPS: (1) REVIEW AND UPDATE CARSON CITY MUNICIPAL CODE 13.02, (2) DEVELOP A SIGNAGE PLAN, AND (3) REVIEW AND IMPROVE THE DEPARTMENT’S WEBPAGES.**

(5:37:12) – Chairperson Keever introduced the item. Ms. Bollinger presented background and the Staff Report which is incorporated into the record. She also announced the Open Space Committee members that have volunteered for the three workgroups. Commissioner Long and Commissioner Cacioppo volunteered to be on the signage and web page working groups and Commissioner Curtis offered to join the municipal code working group. Chairperson Keever offered her help as well to Ms. Bollinger.

**(5:46:30) – MOTION: I move to name Brett Long and Joe Cacioppo to join the signs and web page review [working groups] and Donna Curtis to the [working group to update] Carson City Municipal Code [13.02].**

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

**C. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE ICE SKATING RINK OPERATIONS.**

This item was withdrawn.

**D. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS TO APPLY FOR A LAND & WATER CONSERVATION FUND GRANT FOR THE PROPOSED DISC GOLF COURSE COMPLEX PROJECT AND TO AUTHORIZE THE CHAIRPERSON TO SIGN A LETTER OF SUPPORT FOR THE GRANT APPLICATION.**

(5:47:27) – Chairperson Keever introduced the item. Mr. Krahn presented the Staff Report which is incorporated into the record. He also noted that this and the next agenda item are part of a grant strategy, prepared by City Staff, from a single funding source. Commissioner Curtis was informed that the highest grant amount that can be requested is \$74,594. She was also informed by the Eagle Valley Disc Golf Association that efforts are underway for community donations and sponsorship opportunities. Commissioner Cacioppo inquired about maintenance costs and Paul Hanson, who identified himself as a disc golf advocate, noted that the baskets are heavy and hard to move; therefore, theft is prevented. Mr. Krahn informed Commissioner Bagwell that the City will commit to having trash bins and pick up. He also explained that a document containing a list of responsibilities will follow once the grant is received. Mr. Hanson elaborated on the free use of the family-oriented course.

There were no public comments.

**(6:13:36) – MOTION: I move to recommend to the Board of Supervisors to apply for a Land and Water Conservation Fund grant for the proposed Disc Golf Course Complex Project and to authorize the Chairperson to sign a letter of support for the grant application.**

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

**E. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS TO APPLY FOR A LAND & WATER CONSERVATION FUND GRANT, A COMMUNITY DEVELOPMENT BLOCK GRANT, AND A GAMETIME PLAYGROUND GRANT FOR A NEW PLAYGROUND AT ROSS GOLD PARK, AND TO AUTHORIZE THE CHAIRPERSON TO SIGN LETTERS OF SUPPORT FOR EACH GRANT APPLICATION.**

(6:15:15) – Chairperson Keever introduced the item. Mr. Krahn gave background and presented the Staff Report which is incorporated into the record. Commissioner Cacioppo inquired about the access point width and was informed that it is designed to be larger in order to ensure the Public Works Department’s access of the centrally located well. Mr. Krahn also explained that the higher structures could accommodate wheelchair bound users of the playground. Commissioner Bagwell was informed that the Gametime Grant match amount would provide around \$75,000 to \$85,000 additional playground equipment. Commissioner Curtis inquired about communication to the Commission should the grants be rejected, and Mr. Krahn clarified that he intended to regularly update the Commission on the status of the grants. Commissioner Long was informed that the picnic shelter “is on the radar list”; however, this grant would not be extended to that project as the removal of the

current playground equipment was a priority. Discussion ensued regarding the prioritization of Parks and Recreation projects and Mr. Krahn noted that Ms. Budge was in the process of performing that exercise. Commissioner Lehmann inquired about playground equipment life spans and Mr. Krahn explained that some of the park’s equipment did not meet the consumer product safety guidelines any longer or the equipment and the parts are no longer supported by a manufacturer.

There were no public comments.

**(6:44:55) – MOTION: I move to recommend to the Board of Supervisors to apply for a Land and Water Conservation Fund Grant, a Community Development Block Grant, and a Gametime Playground Grant for a new playground at Ross Gold Park, and to authorize the Chairperson to sign letters of support for each grant.**

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

**F. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS THE BALANCE OF RESIDENTIAL CONSTRUCTION TAX FUNDS IN FY 2016/17 (APPROXIMATELY \$86,643) BE ALLOCATED FOR THE DESIGN AND CONSTRUCTION OF A NEW PLAYGROUND AT ROSS GOLD PARK AND TO SUSPEND THE COMPETITIVE PROCESS FOR THESE FUNDS.**

(6:48:18) – Chairperson Keever introduced the item. Mr. Krahn noted that this item was related to the previous one, and the funds would help offset any grant fund that may not be awarded. He also stated that the funds could be used for the project or for additional equipment or project such as the playground. Commissioner Curtis was informed that the suspension of the competitive process was for this request only.

There were no public comments.

**(6:53:15) – MOTION: I move to recommend to the Board of Supervisors the balance of Residential Construction Tax funds in FY 1016/17 (approximately \$86,643) be allocated for the design and construction of a new playground at Ross Gold Park and to suspend the competitive process for these funds. Commissioner Bagwell suggested amending the motion to state “Residential Construction Tax funds in FY 2016/17 and carryover from FY 2015/16”. Commissioner Long accepted the amendment.**

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

Chairperson Kever and Commissioner Cacioppo thanked Staff for their efforts in bringing this item forward.

#### **4. STAFF UPDATES - DISCUSSION ONLY**

##### **A. NON-SUBSTANTIVE UPDATE REGARDING RENEWAL OF WUNGNEMA LEASE SCHEDULED FOR BOARD OF SUPERVISOR'S CONSIDERATION IN DECEMBER.**

(6:55:22) – Chairperson Kever introduced the item. Mr. Brunner presented the agenda materials, incorporated into the record, and noted that a discrepancy had been identified in the lease terms and that a change had been made to ensure the lease was automatically renewed for one year, on each anniversary date unless terminated sooner by either party. Commissioner Curtis wished to “make use of this house and have the public enjoy it”.

There were no public comments.

##### **B. DISCUSSION ONLY REGARDING THE RECIPIENTS FOR THE FOUNDATION FOR CARSON CITY PARKS AND RECREATION AWARDS FOR 2016.**

(6:59:08) – Chairperson Kever introduced the item. Mr. Brunner presented the agenda materials, incorporated into the record, which detailed the Foundation for Carson City Parks and Recreation award winners for 2016, including a biography of each recipient. Mr. Brunner also invited the public to attend an award ceremony on Tuesday, October 18, 2016, at 4:30 p.m., at the Marv Teixeira Pavilion in Mills Park. The award recipients are:

- Lenae Dericco, Volunteer of the Year.
- Donna Curtis, Volunteer of the Years.
- Tahoe Fence, Business of the Year.
- Carson High School's Naval Junior Reserve Officer Training Corps, Organization of the Year.

There were no public comments.

##### **C. NON-SUBSTANTIVE UPDATE REGARDING DEPARTMENT STRATEGIC PLANNING, ORGANIZATIONAL STRUCTURE AND RECRUITMENT FOR VACANT POSITIONS.**

(7:04:45) – Chairperson Kever introduced the item. Mr. Brunner noted that with the increase of activities and no changes in staffing and funding in the Parks and Recreations Department, Ms. Budge had hired On Strategy to create a long-term vision and strategic priorities for the entire staff with input from stakeholder committee and commission chairs. Mr. Brunner noted that the outcome would provide better service to the community. Commissioner Curtis suggested communicating to the public to explain “why” and “how” their issues could be addressed. Commissioner Cacioppo noted that the School District was undergoing a similar exercise, which had helped turn complaints into advocacies by reaching out and educating the public. Discussion ensued on how citizen complaints are handled.

There were no public comments.

##### **D. NON-SUBSTANTIVE UPDATE REGARDING THE MULTI-PURPOSE ATHLETIC CENTER (MAC) IMPROVEMENTS PROJECTS, INCLUDING PARKING ADDITION AND FLOORING.**

(7:21:22) – Chairperson Keever introduced the item. Mr. Brunner noted that due to an approximately \$60,000 grant from the Pennington Foundation, special protective modular-tile flooring had been purchased to use for events such as the Boys and Girls Club fundraiser in the MAC, in order not to damage the existing floors.

(7:26:30 – Mr. Krahn also updated the Commission on parking improvements, noting that the site was “stressed for parking” during large events at the MAC. He explained that a dirt area behind the current parking lot would be converted into an “asphalt grindings parking” area for overflow parking. Mr. Krahn noted that Staff was working with the Public Works Department and that work would begin on October 10, 2016 and would be completed “sometime before Thanksgiving”. In response to a question by Commissioner Bagwell, Mr. Krahn stated that some funds were set aside through the budgeting process for “other improvements” such as landscaping, which were combined to other internal funding sources to fund the project. Commissioner Bagwell requested the funding sources. Discussion ensued regarding landscaping and its impact on drainage. Commissioner Cacioppo suggested making sure the change from dirt does not have any adverse community drainage issues. Commissioner Long expressed concern about funding sources that involve “scraping” money and wished to understand the shared use agreements relating to funds. Mr. Krahn offered to provide further information as he was not currently prepared to answer the detailed questions by the Commissioners. Commissioner Bagwell thanked Staff for being transparent. Commissioner Curtis suggested reagentizing the MAC usage “for the benefit of the public”. Commissioner Bagwell suggested an annual report on the first anniversary of the MAC.

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

### **A. REPORT FROM SCHOOL BOARD LIAISON**

(7:42:25) – Commissioner Cacioppo announced that small improvements were made at the Bordewich Bray Elementary School.

## **6. FUTURE AGENDA ITEMS**

(7:44:47) – Commissioner Curtis requested to agendize the Ice Rink. Commissioner Bagwell wished to discuss the MAC, including the joint use agreement and parking lot funding and commissioner Curtis wanted to add the usage report to the discussion.

## **7. PUBLIC COMMENTS**

(7:47:50) – None.

## **8. ACTION ON ADJOURNMENT**

**(7:48:04) – MOTION: Commissioner Cacioppo moved to adjourn. The motion was seconded by Commissioner Curtis. Chairperson Keever adjourned the meeting at 7:48 p.m.**

The Minutes of the October 4, 2016 Carson City Parks and Recreation Commission meeting are so approved this 6<sup>th</sup> day of December, 2016.

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LEE-ANN KEEVER, Chair