

DRAFT MINUTES
Regular Meeting
Carson City Parks and Recreation Commission
Tuesday, February 7, 2017 ● 5:30 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

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

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

Staff

Jennifer Budge, Parks and Recreation Department Director
Steven Brunner, Parks and Recreation Department Deputy Director
Dan Earp, Recreation Superintendent
Iris Yowell, Deputy District Attorney
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.

CALL TO ORDER

Chairperson Kever called the meeting to order at 5:30 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

Roll was called, and a quorum was present. Chairperson Kever stated that Commissioners Cacioppo and Long were absent as excused. She also noted that Commissioner Bagwell would arrive late.

Attendee Name	Status	Arrived
Lee-Ann Kever	Present	
Robert Glenn	Present	
Lori Bagwell	Present	5:38 p.m.
Joe Cacioppo	Absent	
Donna Curtis	Present	
Sean Lehmann	Present	
Brett Long	Absent	

PUBLIC COMMENTS

There were no public comments.

1. ACTION ON APPROVAL OF MINUTES – December 6, 2016.

Chairperson Kever introduced the item. Commissioner Curtis noted an error in the minutes.

(5:33:52) – MOTION: I move to approve the December, 2016 meeting minutes as amended.

RESULT:	Approved (4-0-0)
MOVER:	Curtis
SECONDER:	Lehmann
AYES:	Keever, Glenn, Curtis, Lehmann
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Bagwell, Cacioppo, Long

2. MODIFICATIONS TO THE AGENDA

(5:34:13) – There were no modifications to the agenda.

3. MEETING ITEMS

A. FOR POSSIBLE ACTION: TO ELECT A CHAIRPERSON AND VICE CHAIRPERSON OF THE PARKS AND RECREATION COMMISSION FOR 2017.

(3:34:18) – Chairperson Keever introduced the item. Commissioner Curtis noted that it had been the Commission’s practice to allow the Chair to serve for two terms and wished to “keep everything the same for the Chair and Vice Chair”.

(5:34:50) – MOTION: I nominate to reelect Chairperson Lee-Ann Keever and Vice Chair Robert Glenn.

(5:35:25) – Commissioner Lehmann reminded the Commission that Commissioner Long had only served as Chair for one year. Vice Chair Glen noted that he would be happy to step down if anyone else wished to become Vice Chair. Deputy District Attorney Iris Yowell suggested separate motions for the Chair and Vice Chair positions.

(5:38:08) – Commissioner Bagwell arrived at 5:38 p.m.

(5:28:38) – MOTION: I nominate to reelect Lee-Ann Keever as Chairperson of the Parks and Recreation Commission for 2017.

RESULT:	Approved (5-0-0)
MOVER:	Curtis
SECONDER:	Lehmann
AYES:	Keever, Glenn, Bagwell, Curtis, Lehmann
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo, Long

(5:34:50) – MOTION: I nominate Donna Curtis for Vice Chair.

RESULT:	Approved (5-0-0)
MOVER:	Bagwell
SECONDER:	Glenn
AYES:	Keever, Bagwell, Curtis, Glenn, Lehmann
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo, Long

B. INTRODUCTION OF DAN EARP, RECREATION SUPERINTENDENT.

(5:39:34) – Chairperson Keever introduced the item. Parks and Recreation Director Jennifer Budge introduced Dan Earp, the newly-hired Recreation Superintendent, from Hermiston Oregon. Ms. Budge noted that Mr. Earp had been a great asset already since joining the Parks and Recreation Department in the midst of the flooding. She stated that Mr. Earp will manage the entire Recreation Division as a result of the departmental reorganization. Mr. Earp noted that he was “really excited to be here” and called the Recreation team “great”. The Commissioners welcomed Mr. Earp.

C. PRESENTATION BY THE FRIENDS OF SILVER SADDLE RANCH.

(5:42:06) – Chairperson Keever introduced the item. Nancy Santos, President of the Friends of Silver Saddle Ranch (FOSSR), introduced herself and two other officers, Michael Bish and Kathy Silvia. Ms. Santos delivered a slide presentation on the mission and activities of the working ranch. Vice Chair Curtis called the ranch a jewel and thanked Ms. Santos and the FOSSR for their great work. Chairperson Keever encouraged everyone to attend the next open house in May. Ms. Santos thanked the Carson City for their partnership.

D. REVIEW AND DISCUSSION ON THE 2017 FLOOD EVENT. DISCUSSION WILL INCLUDE IMPACTS TO CARSON CITY PARKS, RECREATION AND OPEN SPACE PROPERTIES, EMERGENCY OPERATIONS RESPONSE, AND DAMAGE ASSESSMENT.

(5:53:14) – Chairperson Keever introduced the item and thanked Ms. Budge and Parks and Recreation Deputy Director Steve Brunner for the time they spent at the operations center dealing with flood issues. Mr. Brunner presented the Staff Report along with PowerPoint slides, both of which are incorporated into the record. He also responded to clarifying questions by the Commissioners. Vice Chair Curtis cited other parks such as Long Ranch Park that had also suffered damages. She also inquired about emergency funds in order to make necessary repairs for Little League games. Mr. Brunner explained that the City was using some emergency funds; however, outside contractors will be used and they would require large amounts of funding such as FEMA, adding that Staff was working on prioritization and would consider repairing the hazardous sections first. Chairperson Keever thanked Mr. Brunner and Ms. Budge noting that the City’s parks were in capable hands. Ms. Budge offered to make this report a standing agenda item “for a while”, and explained that they were working with the District Attorney’s Office to ensure insurance and FEMA fund requests are “done right”. Ms. Budge also cautioned the public to use trails carefully and “not to venture on their own”. Commissioner Bagwell advised homeowners to check under their houses on a regular basis for ground water. Chairperson Keever entertained public comment.

PUBLIC COMMENT

(6:15:32) – Randy Gaa introduced himself and thanked Mr. Brunner for his informative report. He also received confirmation that Riverview Park was not closed, but the trails were. Mr. Gaa stated that the City’s flood information page did not mention the closure of the Riverview Park trails.

E. PARK/PROGRAM OF THE MONTH: PRESENTATION AND DISCUSSION OF A YEAR IN REVIEW OF THE MULTIPURPOSE ATHLETIC FACILITY (MAC).

(6:16:43) – Chairperson Kever introduced the item. Mr. Earp presented the annual review of the Multipurpose Athletic Facility (MAC) with accompanying slides, incorporated into the record, and responded to clarifying questions by the Commissioners. In response to a question by Commissioner Bagwell regarding passes, Mr. Earp explained that the parks fee structure will be revisited. Commissioner Lehmann suggested making the punch cards interchangeable within the Community Center and the MAC. Discussion ensued regarding increasing programmable space and Recreation Program Supervisor Scott Chapman cited the growth of the programs, noting that previously, the facilities were “maxed out” but with the addition of the MAC, growth had been possible. Commissioner Glen noted that as middle school activities have moved to the MAC, the middle schools are being used for other new activities.

F. REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO STAFF REGARDING THE FISCAL YEAR 2017-2018 PARKS, RECREATION AND OPEN SPACE DEPARTMENT BUDGET. DISCUSSION MAY INCLUDE OPERATIONS AND MAINTENANCE, INFRASTRUCTURE PRESERVATION, ASSET MANAGEMENT AND CAPITAL IMPROVEMENT PROGRAM NEEDS; DEPARTMENT BUDGET PRIORITIES AND CARSON CITY BUDGET SCHEDULE AND TIMEFRAMES.

(6:37:44) – Chairperson Kever introduced the item. Ms. Budge presented the agenda materials, incorporated into the record, and noted that the discussion was in its preliminary stages. She also reviewed the incorporated tentative budget schedule and responded to clarifying questions. Commissioner Bagwell suggested presenting some of the projects such as equipment to the Redevelopment Authority Citizens Committee (RACC). Vice Chair Curtis also suggested looking into community grants and donations, and Ms. Budge noted “we really have to come up with funding grants”, adding that infrastructure has been “falling apart”.

Supplemental requests were also discussed and Ms. Budge noted that contractual obligations, software updates and maintenance, and staffing were major needs that would need to be addressed. Commissioner Bagwell received clarification on the GIS data software training and maintenance and Ms. Budge explained that an employee was currently being trained on inventory and playground equipment safety and audits. In response to a question, Ms. Budge explained that she was looking for guidance or a top five prioritization from the Commission. It was suggested to prioritize safety and ADA issues first. Commissioner Glenn suggested having community members wishing their items prioritized higher should provide support in the form of matching funds or income sources.

Commissioner Bagwell suggested prioritizing operating budgets. She also suggested asking to be one of the departments to present detailed budgets to the Board of Supervisors and Vice Chair Curtis suggested writing a letter to the Board of Supervisors in support of the presentation. Ms. Budge also noted that the strategic plan will identify how to capture facility usage and attendance data better and more accurately. Chairperson Kever entertained recommendations from the Commissioners.

Commissioner Bagwell suggested prioritizing on-going budgetary needs and ADA requirements. Vice Chair Curtis wished to make safety a priority, and believed that the theatre had been flagged as a priority by the community when doing the Master Plan survey. Commissioner Glenn believed that investments towards cost savings in the future such as the MAC floor resurfacing were also important. He also believed that supplemental funds raised by the community for certain improvements should have “a bigger seat at the table”. Ms. Budge thanked the Commission for giving her direction and noted that next year’s budget cycle would contain better information to make informed decisions. She also noted that she would have a draft letter, per Chairperson Kever’s request, for continued support of the parks. Chairperson Kever entertained public comments.

PUBLIC COMMENT

(7:35:29) – Robert Stoecklin introduced himself as a new resident and a member of the Carson City Tennis Club. Mr. Stoecklin spoke about the deteriorating conditions of the tennis courts at Centennial Park. He also inquired about using their funds as matching funds, possibly \$10,000, for resurfacing projects. Ms. Budge explained that Centennial Park was on the approved list for Question 18 funds and offered her assistance to work with the Club. Commissioner Curtis suggested looking into FEMA funds if the courts had encountered flood damage.

4. STAFF UPDATES - DISCUSSION ONLY

A. DIRECTOR’S REPORT: NON-SUBSTANTIVE UPDATES REGARDING THE DEPARTMENT’S STRATEGIC PLANNING AND ORGANIZATIONAL STRUCTURE; RECRUITMENT FOR VACANT POSITIONS; GRANT APPLICATIONS AND AWARDS; REPORT FROM EAGLE VALLEY TRAILS COMMITTEE; LEGISLATIVE ACTIVITIES; AND BOARD OF SUPERVISOR’S ACTION ITEMS.

(7:48:55) – Chairperson Kever introduced the item. Ms. Budge updated the Commission on the open positions such as the Youth Programs Supervisor, Senior Natural Resource Specialist, Trails Coordinator, Park Maintenance Coordinator, and the hiring of a part-time clerical position at the Lone Mountain Cemetery. She also reviewed the applied grants such as a Land and Water Conservation Grant, CDBG Federal Grant Fund for Ross Gold Park improvements, and Open Space land acquisition grants. Ms. Budge announced the receipt of the Eagle Valley Trails Committee Report and noted that Staff would review it and report back to the Commission and possibly to the Board of Supervisors. She noted that she was monitoring several bills that could impact the Parks and Recreation Department as well. Ms. Budge announced that the Board of Supervisors had accepted the recommendation of the Shade Tree Council to no longer be an active advisory board, and had directed the Parks, Recreation, and Open Space Department to fill the vision and mission of the Council in addition to maintaining the tree inventory and the Arbor Day Celebration.

5. MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

(8:00:08) – Chairperson Kever announced that she and Senior Park Planner Vern Krahn will attend the upcoming CDBG meeting to request a grant for Ross Gold Park improvements. Commissioner Curtis, FCCPR Vice Chair, presented the activities of the FCCPR on behalf of Chairperson David Bugli. Chairperson Kever announced that she was looking for properties that have used Wungnema stones and wished to hear from anyone with information. Commissioner Glenn announced Little League signups, noting that there are 800 participants (parents and volunteers included). He thanked Staff for meeting with him to review the field conditions and discuss necessary repairs prior to the start of the season. Commissioner Glenn also announced a fundraiser at

Yoghurt Beach on Thursday. In response to a question, Ms. Budge offered to provide Commission members regarding the Nevada Recreation/Parks Society conference in Reno.

A. REPORT FROM SCHOOL BOARD LIAISON

Commissioner Cacioppo was not present to report.

B. REPORT FROM CARSON CITY FOUNDATION FOR PARKS AND RECREATION.

Addressed in agenda item 5.

6. FUTURE AGENDA ITEMS

(8:13:08) – Ms. Budge reviewed the suggested agenda items which are incorporated in the agenda materials.

7. PUBLIC COMMENTS

(8:14:10) – None.

8. ACTION ON ADJOURNMENT

(8:14:20) – MOTION: Commissioner Glenn moved to adjourn. The motion was seconded by Commissioner Curtis. Chairperson Keever adjourned the meeting at 7:15 p.m.

The Minutes of the February 7, 2017 Carson City Parks and Recreation Commission meeting are so approved this 4th day of April, 2017.

LEE-ANN KEEVER, Chair