

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, April 4, 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 – Robert Glenn**  
**Commissioner – Brett Long**

**Vice Chair – Donna Curtis**  
**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  
Cheryl Eggert, Deputy Clerk  
Minutes by: 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**

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.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Lee-Ann Kever	Present	
Vice Chairperson Donna Curtis	Present	
Commissioner Lori Bagwell	Present	
Commissioner Joe Cacioppo	Absent	
Commissioner Robert Glenn	Present	
Commissioner Sean Lehmann	Present	6:48 p.m.
Commissioner Brett Long	Absent	

**PUBLIC COMMENTS**

Carson City Recreation Superintendent Dan Earp introduced newly-hired Recreation Supervisor Barb Owens, former Parks and Recreation Director for Mineral County. Ms. Owens stated that she was excited to be back in the area and indicated that she was an advocate of children and a supporter of parks and recreation and open space.

**1. ACTION ON APPROVAL OF MINUTES – February 7, 2017.**

(5:33:34) – Chairperson Keever introduced the item.

(5:33:52) – **MOTION: I move to approve the February 7, 2017 meeting minutes as written.**

<b>RESULT:</b>	<b>Approved (4-0-0)</b>
<b>MOVER:</b>	Curtis
<b>SECONDER:</b>	Glenn
<b>AYES:</b>	keever, Curtis, Bagwell, Glenn
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Cacioppo, Lehmann, Long

**2. MODIFICATIONS TO THE AGENDA**

(5:33:54) – There were no modifications to the agenda.

**3. MEETING ITEMS****A. PARK/PROGRAM OF THE MONTH: PRESENTATION AND DISCUSSION ON THE CARSON CITY AQUATIC FACILITY.**

(5:34:09) – Chairperson Keever introduced the item. Carson City Aquatic Facility Program Manager Mike Freeman delivered a slide presentation, incorporated into the record, and responded to Commissioner comments and questions. Commissioner Bagwell was informed that the open swim hours were on weekdays from 5:45 a.m. until 2 p.m. and from 4 p.m. until 7 p.m., and on weekends from 9:45 a.m. until 4:30 p.m. Mr. Freeman clarified that the programmed events took place “in a segregated pool”. He explained to Vice Chair Curtis that the pool will be open 10 Sundays per-year, during the summer hours. He also wished to see the hours expanded during the week and on Saturdays, based on fund availability to pay lifeguards. Discussion ensued regarding adding new programs to augment the revenue. Mr. Freeman reviewed the improvement projects and the future repair needs of the facility. Vice Chair Curtis was informed that the main pool resurfacing and the re-plumbing could be prioritized as an immediate need as the leaks would get worse over time. Mr. Freeman also estimated 100,000 drop-in uses per year. Parks and Recreation Director Jennifer Budge noted that Mr. Freeman is a certified pool and spa operator instructor in the region. Chairperson Keever entertained public comment.

**PUBLIC COMMENT**

(5:48:37) – Lisa Schuette stated that many non-profit organizations benefit from the use of the pool and cited the annual “pooch plunge” Carson City Animal Shelter benefit event as an example.

**B. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS 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; CARSON CITY BUDGET SCHEDULE AND TIMEFRAMES; AND CONSIDERATION**

**OF A LETTER OF SUPPORT ON BEHALF OF THE COMMISSION TO THE BOARD OF SUPERVISORS.**

(5:50:01) – Chairperson Keever introduced the item. Parks and Recreation Director Jennifer Budge presented the Staff Report and related agenda materials, including a supplemental budget, all of which are incorporated into the record. Ms. Budge also responded to clarifying questions by the Commissioners. She clarified for Vice Chair Curtis that the Department shared heavy equipment and vehicles with Public Works. Ms. Budge presented a draft letter, incorporated into the record, discussed in the previous meeting, to be signed by Chairperson Keever supporting the Parks and Recreation budget. She also reviewed the budget timeline, and noted that it would be heard by the Board of Supervisors on April 20, 2017; therefore she entertained budget changes or recommendations by the Commission. Commissioner Bagwell recommended moving \$7,000 from the Quality of Life Capital for tables and chairs in the Community Center and suggested that they get funded from the Redevelopment equipment funding budget, and requested moving the trailer purchase into the 2019 Quality of Life fund. Ms. Budge believed that working with the Fire Department and Public Works on an Air Quality grant would allow moving the \$33,000 request for a wood chipper out of the budget. Commissioner Curtis wished to see safety items funded by the Capital Improvement Plan (CIP), instead of funding heavy equipment.

(6:07:00) – Ms. Budge pointed out the need for repairs and enhancements such as an alarm system for the pool area, a load monitoring system for the theater, rigging equipment, repairs and replacement of bridges at Mills Park, backstop replacements, playground safety improvements and ADA accessibility, sport court resurfacing, concession stand upgrade, picnic shelter upgrade at Ross Gold Park, and stage equipment replacement. She also explained that they would utilize grant opportunities to supplement the budget whenever possible. Commissioner Glenn received clarification that this budget would be submitted to the State, which requires every department to have a five-year CIP plan. Discussion ensued regarding park maintenance and the lack of “boots on the ground” to support safe and clean parks as a core service. Ms. Budge was also in favor of utilizing third party services for event support and equipment. There were no public comments.

(6:30:08) – Commissioner Curtis believed that the letter to the Board of Supervisors was “a great letter, but it’s general”. She suggested being more forceful in stating “we need these parks”. Discussion ensued regarding theatre upgrades such as the seats and the ADA requirements. Ms. Budge suggested editing the letter per the discussion but requested direction from the Commission on how to present it to the Board of Supervisors. Commissioner Glenn suggested a motion.

**(6:48:05) – MOTION: I move to approve the letter [to the Board of Supervisors] and, once the appropriate edits have been made, to authorize [the Chair] to sign and present it to the Board of Supervisors at their next meeting.**

<b>RESULT:</b>	<b>Approved (4-0-1)</b>
<b>MOVER:</b>	Glenn
<b>SECONDER:</b>	Curtis
<b>AYES:</b>	keever, Curtis, Bagwell, Glenn
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Lehmann
<b>ABSENT:</b>	Cacioppo, Long

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

(6:49:08) – Chairperson Keever introduced the item. Deputy Parks and Recreation Director Steve Brunner introduced Scott Chapman, Recreation Programs Supervisor, who presented the agenda materials that are incorporated into the record, and highlighted timelines and partnerships. Mr. Brunner presented the Staff Report, incorporated into the record, and described the community benefits of the ice rink. He also pointed out the safety issues related to the aging used equipment and presented alternative courses of action by the Commission. Mr. Brunner reviewed the cost recovery and budget, highlighting the intensive manual labor that was not factored in during past reviews. Other costs highlighted by Mr. Brunner were the extensive set up and tear down cost and the “huge power bill” generated by the chiller that was running 24 hours-per-day, and concluded that since its inception, the ice rink has cost Carson City taxpayers over \$700,000.

(7:01:13) – Mr. Brunner believed that the ice rink equipment had been purchased as used and has become unserviceable and unsafe. He reviewed the issues related to glycol tubing and presented a less costly alternative in the form of synthetic ice, which also saved time, water, and electricity by eliminating the chillers. Mr. Brunner believed that without additional funding, beyond the currently budgeted \$77,000, and with no repair and replacement funds the rink may not be operable in the future, adding that most of the equipment was beyond repair. Chairperson Keever was informed that the Department had not received calls for or against supporting the ice rink. Commissioner Lehmann cited the Aquatic Center as another venue that did not generate a profit and wondered “why the ice rink is held at such a high standard versus other facilities”, and suggested finding additional funds. Commissioner Curtis believed that the public must be aware of the information received in this meeting and provide input to the Parks and Recreation Department. Mr. Brunner agreed that community support would be important to finding a solution. Commissioner Bagwell believed that the Public Works Department should prioritize streets over the ice rink and suggested that an advocacy group come forward to raise the necessary funds “to keep the ice rink going”. She also noted that the rink could not operate in an unsafe manner. Mr. Brunner clarified that this year the Public Works Department had been reimbursed for their time. Ms. Budge suggested a public survey in the form of a press release and a call to action, to gather information. Commissioner Glenn believed that the ice rink use reflected community support and suggested that those interested in the ice rink “make their voices known”. Ms. Budge cautioned against false hopes noting that social media and surveys may garner support; however, the repairs or the synthetic alternative required additional funds.

(7:37:30) – Commissioner Bagwell inquired about the Department’s highest priority, to advocate that need in the budget discussions. She noted that the Board of Supervisors would accept grants and augment the budget if they occur. Discussion ensued regarding the survey questions and Commissioner Bagwell suggested asking the public’s preference on the synthetic ice rink, and recommended grant sources. Mr. Brunner offered to discuss a partnership with Sierra Inline Hockey and Ms. Budge suggested asking whether the public would skate at the Marv Teixeira Pavilion, and whether the Carson City Foundation for Parks and Recreation would be interested in leading a fundraising effort. Commissioner Lehmann suggested surveying the public on whether they would pay \$1 per person additional property tax for the ice rink. Chairperson Keever suggested inviting the public to the next meeting. Commissioner Bagwell noted that she would not vote for a one-year repair solution. Discussion ensued regarding staff requirements for both synthetic and glycol options. It was agreed not to take action on this item until hearing from the public and agendaizing the item for a future meeting. There were no public comments.

#### 4. STAFF UPDATES - DISCUSSION ONLY

##### A. DIRECTOR'S REPORT: NON-SUBSTANTIVE UPDATES REGARDING THE DEPARTMENT'S RECRUITMENT FOR VACANT POSITIONS; GRANT APPLICATIONS AND AWARDS; 2017 FLOOD MITIGATION AND DAMAGE ASSESSMENT; LEGISLATIVE ACTIVITIES; REGIONAL EFFORT FOR SMOKE-FREE PARKS; ARBOR DAY CELEBRATION APRIL 28; NEVADA RECREATION AND PARKS SOCIETY ANNUAL CONFERENCE; AND BOARD OF SUPERVISOR'S ACTION ITEMS.

(7:53:31) – Chairperson Keever introduced the item. Ms. Budge updated the Commission on the latest hiring activities including that of Lindsay Boyer, Senior Natural Resource Specialist who will supervise the incoming AmeriCorps volunteers and Gregg Berggren, part-time trails coordinator. She also noted that the Cemetery Park Coordinator position had been reclassified as a Park Maintenance Coordinator, and highlighted several seasonal summer positions. Ms. Budge gave an update on the Arbor Day Celebration to be held on April 28, 2017 at tentatively 1:00 p.m., beginning with a tree planting followed by a tree walk. She also noted that a proclamation will be read in order for the City to maintain its Tree City USA status. Ms. Budge offered to send an invitation to the Commissioners once the timelines are finalized.

(7:57:45) – Ms. Budge announced that they had received notification from the Land and Water Conservation Fund that they would not receive the Ross Gold Park grant for disc golf, and that they “had missed the cut by one point”. She added that the Michael Fagan acquisition grant had also been declined. Ms. Budge noted that she would be attending the Nevada Recreation and Parks Society Conference along with five staff members, Chairperson Keever, and Vice Chairperson Curtis. She also stated that she will speak at the leadership track and that Mr. Freeman will teach a certified pool and spa operator class. Ms. Budge congratulated staff member Heather Kelly for becoming a certified playground safety inspector, and announced an All Parks Workday on Wednesday April 12, 2017, 8 a.m. until 1 p.m., during which time the entire staff would be working to beautify Governors Field.

(8:00:29) – Mr. Brunner reported that a grant application had been submitted to the Nevada Department of Wildlife (NDOW) for improvements to the Carson City Rifle and Pistol Range with a three-to-one match from the Carson City Rifle and Pistol Club. He also explained that additional flood damages (around \$350,000) added to the first flood's damages in addition to the significant erosion on Ash Canyon Road; however, the Ash to Kings Canyon Trail could still be accessed. Additional damages had been found at Brunswick Canyon, Silver Saddle Ranch, the linear path behind Kings View Way, and the C Mountain foothill trail according to Mr. Brunner, who also cautioned that there were many tripping hazards on trails such as those at Riverview Park and if used, they were “use at your own risk”. Lastly, Mr. Brunner noted that Baily Pond is useable, along with the arena; however, it is not easily accessible at this time, and that “Morgan Mill is still closed”. He warned of spring flooding and cited several statistics on water capacity at local lakes, rivers, and reservoirs, and reviewed mitigation plans. Mr. Brunner recommended keeping the sandbags, obtaining flood insurance if living in a flood zone, keeping two weeks of supplies on hand, having “grab and go kits” within reach, and devising a “pet plan”. He also noted that FEMA representatives will review the damages and staff will participate in FEMA training tomorrow.

(8:11:54) – Commissioner Lehmann was informed that the two presidential disaster declarations had been received and FEMA would absorb 75 percent of the repair costs and the City's insurance would pay for the balance. Ms. Budge clarified that the FEMA funds were reimbursements; therefore, the City would be paying for

the repairs at first, the details of which will be reviewed by FEMA prior to payment. She estimated that the reimbursement would take several years. Mr. Brunner announced that July is Parks and Recreation Month and that the Carson City Foundation for Parks and Recreation is accepting award nominations, the forms of which are available on the Foundations website <http://carsoncityparks.org/index.htm>. Vice Chair Curtis inquired about the sheep schedule for fire prevention and Ms. Budge noted that the delays were due to the rain and an announcement would be placed in the Nevada Appeal notifying residents of the sheep presence. There were no public comments.

**B. REVIEW AND DISCUSSION REGARDING THE PARKS, RECREATION, AND OPEN SPACE DEPARTMENT STRATEGIC PLAN.**

This item was postponed per Ms. Budge's request.

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

(8:17:44) – Chairperson Keever introduced the item. Vice Chair Curtis announced that the next Foundation meeting will take place on Wednesday, April 19, 2017 at 2 p.m. in the Parks and Recreation Office conference room, and the annual meeting is scheduled for May 17, 2017 and invited everyone to the Wungnema House open house on May 28, 2017, 2-5 p.m. Commissioner Glenn requested information regarding a mountain bike park for the next meeting. He also thanked Staff who helped “softball and little league [to] get up and running”. Chairperson Keever suggested a food truck festival at Mills Park as a revenue generator. She also received confirmation that the no staff member was present when one of the Department's trucks was stolen. There were no public comments.

**A. REPORT FROM SCHOOL BOARD LIAISON**

Commissioner Cacioppo was not present to report.

**B. REPORT FROM CARSON CITY FOUNDATION FOR PARKS AND RECREATION FOR THE ANNUAL RECOGNITION AWARDS FOR 2017.**

Presented by Vice Chair Curtis during agenda item 5.

**6. FUTURE AGENDA ITEMS**

(8:13:08) – Previously discussed.

**7. PUBLIC COMMENTS**

(8:22:09) – None.

**8. ACTION ON ADJOURNMENT**

(8:22:14) – Chairperson Keever adjourned the meeting at 8:22 p.m.

The Minutes of the April 4, 2017 Carson City Parks and Recreation Commission meeting are so approved this 1st day of August, 2017.

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LEE-ANN KEEVER, Chair