

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, March 3, 2015 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

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

Roger Moellendorf, Parks and Recreation Department Director  
Jennifer Mayhew, Deputy District Attorney  
Kathleen King, Chief 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.

The online meeting may be viewed at: <https://www.youtube.com/watch?v=Py43UsvDEQk>.

**CALL TO ORDER**

(5:32:08) – Chairperson Long called the meeting to order at 5:32 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

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

Attendee Name	Status	Left
Brett Long	Present	
Lee-Ann Keever	Present	
Chuck Adams	Absent	
Lori Bagwell	Present	
Joe Cacioppo	Present	
Justin Colburn	Present	
Donna Curtis	Present	
Robert Glenn	Absent	
Sean Lehmann	Present	

**PUBLIC COMMENTS**

(5:33:10) – Mary Leaming, Track Operator of Carson City BMX, thanked the Parks and Recreations Department for the track lighting project and presented a plaque, a copy of which is incorporated into the record, acknowledging many members of the Carson City Parks and Recreation and the Public Works Departments. Mr. Moellendorf accepted the plaque on behalf of the team and thanked Ms. Leaming.

**1. ACTION ON APPROVAL OF MINUTES.**

(5:35:45) – There were no minutes for approval.

**2. MODIFICATIONS TO THE AGENDA**

(5:35:50) – None.

**3. MEETING ITEMS**

**A. DISCUSSION ONLY REGARDING THE 2014/15 ARLINGTON SQUARE ICE RINK OPERATIONS.**

(5:35:04) – Chairperson Long introduced the item.

(5:36:10) – Megan Soracco, Recreation Program Manager, presented the Arlington Square Ice Rink Revenue Report which is incorporated into the record, and thanked all the sponsors for their contributions. Ms. Soracco announced that the program had generated \$17,161.90 in profits, noting that several invoices were still being received. She also stated that several items such as the public party tent canopy, new lights, skate racks, etc. were in need of replacement or repair. In response to a question, Ms. Soracco clarified that the early closure was due to the warmer winter this year.

(5:41:10) – Scott Chapman, Recreation Program Supervisor, informed Chairperson Long that all the skates were sharpened prior to the rink opening and at the start of the winter break. In response to a question by Commissioner Curtis, Ms. Soracco clarified that the parties were “down a bit” however, the full rink rentals outside normal operating hours had increased. She also noted that the Capital Improvement Plan (CIP) requests were around \$3,500. Mr. Chapman noted that the slowest time was mid-January until the close of the rink. Discussion ensued regarding the status of the ice rink should the Nugget Project get underway, and Mr. Moellendorf explained that those discussions were going on, along with the downtown renovation project.

There were no public comments.

**B. DISCUSSION ONLY REGARDING A PROCESS TO SELECT A PROJECT(S) FOR SUBMISSION TO THE SOUTHERN NEVADA PUBLIC LANDS MANAGEMENT ACT'S PARKS, TRAILS, AND NATURAL AREAS GRANT PROGRAM.**

(5:47:24) – Chairperson Long introduced the item.

(5:47:28) – Mr. Moellendorf presented the agenda materials in the form of a Staff Report Which are incorporated into the record. He also highlighted the limited Staff resources in both the Parks and Recreation and the Public Works Departments. Mr. Moellendorf identified the Parks, Trails, and Natural Access (PTNA) priority criteria, also incorporated into the record, and highlighted Carson City projects funded by the Southern Nevada Public Lands Management Act (SNPLMA). He also suggested that Commission Members think about possible projects

for discussion at a later meeting. Commissioner Lehman was informed that the largest SNPLMA project had been for \$5,000,000. Discussion ensued regarding grant match funds and Mr. Moellendorf clarified that Carson City was not at a disadvantage because of its location. He also noted that the phased-in, big-scope projects with multiple partner organizations and volunteers were favored. Commissioner Curtis suggested creating an organization of volunteers to raise funds for Parks and Recreation and for grant matches.

There were no public comments.

**C. FOR POSSIBLE ACTION: TO SELECT THREE MEMBERS OF THE PARKS AND RECREATION COMMISSION TO ATTEND THE 2015 NEVADA RECREATION AND PARKS SOCIETY ANNUAL CONFERENCE TO BE HELD FROM APRIL 16-17, 2015 AT THE NUGGET CASINO IN SPARKS, NEVADA.**

(6:11:24) – Chairperson Long introduced the item.

(6:11:42) – Mr. Moellendorf presented the agenda materials which are incorporated into the record. Commissioner Curtis suggested having commissioners attend different sessions, take notes, and report back. Chairperson Long suggested having each attendee write a “brief trip report”. Vice Chairperson Keever, Commissioner Colburn, and Commissioner Curtis agreed to attend.

There were no public comments.

**(6:14:55) – MOTION: I move to select Commissioner Colburn, Commissioner Keever, and Commissioner Curtis of the Parks and Recreation Commission to attend the 2015 Nevada Recreation and Parks Society Annual Conference to be held [on] April 16<sup>th</sup> and 17<sup>th</sup>, 2015 at the Nugget Casino in Sparks.**

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

**4. STAFF UPDATES - DISCUSSION ONLY**

There were no public comments during the Staff updates.

**A. UPDATE ON THE MULTI-PURPOSE ATHLETIC CENTER PROJECT.**

(6:16:04) – Mr. Moellendorf announced the groundbreaking of the Multi-purpose Athletic Center (MAC) on Thursday, February 26, 2015 noting that the turnout was good and the weather had cooperated. He also thanked Commissioners Adams, Curtis, and Bagwell for attending. Mr. Moellendorf also stated that a pre-construction meeting had taken place with the contractor, the design team, Public Works Staff, and the Parks and Recreation Staff, followed by a project meeting at a later date. In response to a question by Commissioner Lehman, Mr. Moellendorf explained that the equipment had been mobilized on the site and the work “should start this week”.

**B. UPDATE ON THE REMOVAL OF TWO LARGE HAZARD COTTONWOOD TREES FROM FUJI PARK.**

(6:18:16) – Mr. Moellendorf announced the removal of the two hazardous cottonwood trees from Fuji Park. He also noted that there was interest from a carver to create a “dog totem” out of the remaining tree trunk near the dog park. Mr. Moellendorf explained that the trees were removed at the recommendation of a certified arborist, adding that the trees would be replaced by smaller trees. Commissioner Keever was informed that the wood was delivered to a local wood carver and to the Nevada State Train Museum for burning in the locomotives. Mr. Moellendorf thanked the Public Works staff for the “efficient” removal of the trees. Commissioner Lehman inquired about potential tree removals in other parks and was informed that a tree was removed from Treadway Park, and Mr. Moellendorf noted that Public Works inspects the City trees regularly and provides the required maintenance, and that Mills Park is closed during very strong winds to avoid such accidents. Discussion ensued regarding the hazard created by the cottonwood trees.

**C. UPDATE ON PETE LIVERMORE SPORTS COMPLEX ENTRANCE SIGN.**

(6:24:21) – Mr. Moellendorf stated that a large concrete sign had been ordered and would be installed upon arrival. Commissioner Lehman was informed that the sign was funded by the “undesignated line item in the Question 18 Capital” budget. Commissioner Curtis suggested having an installation ceremony.

**D. UPDATE ON THE 2015 LAND AND WATER CONSERVATION FUND GRANT.**

(6:26:49) – Mr. Moellendorf gave background and noted that the \$300,000 grant is 40 percent of the funds available this year. He added that they would not apply for a grant this year because two other grants and the improvements at John D Winters Park are “very close to being closed out”, and that additional current projects will make up the heavy workload in the Department along with an unavailable cash match.

**E. UPDATE ON ASH TO KINGS CANYON TRAIL PROJECT.**

(6:30:13) – Mr. Moellendorf announced that the final bridge on the Kings Canyon side had been installed by volunteers from Muscle Powered (a photograph is incorporated into the record). He also stated that the project is “significantly finished” except some cleanup and signage. Mr. Moellendorf thanked all the volunteers and expected a ribbon-cutting ceremony in May or June. He also said that a run will take place “this weekend”. Commissioner Lehman noted that the Kings Canyon side of the road was in poor shape, and Mr. Moellendorf clarified that the road belonged to the Forest Service and that high clearance vehicles were to be used for that part of the road.

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

**A. REPORT FROM SCHOOL BOARD LIAISON**

(6:34:34) – Commissioner Cacioppo mentioned the poor condition of the “C on C-Hill”, and wished to understand how to coordinate repairs. Mr. Moellendorf offered to find out and report back. Commissioner Lehman suggested repairs to the flag as well.

**6. FUTURE AGENDA ITEMS**

(6:36:55) – Incorporated into the record. Chairperson Long also suggested having a report on the disc golf course. Commissioner Curtis inquired about the Empire Golf Course.

**7. PUBLIC COMMENTS (6:39:05) – None**

**8. ACTION ON ADJOURNMENT**

**(6:39:20) – MOTION: Vice Chairperson Keever moved to adjourn. The motion was seconded by Member Colburn. The meeting was adjourned at 6:39 p.m.**

The Minutes of the March 3, 2015 Carson City Parks and Recreation Commission meeting are so approved this 7<sup>th</sup> day of April, 2015.

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BRETT LONG, Chair