

DRAFT MINUTES
Regular Meeting
Carson City Parks and Recreation Commission
Tuesday, February 6, 2018 ● 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
Dan Earp, Recreation Superintendent
Dan Kastens, Parks Operations Manager
Vern Krahn, Senior Park Planner
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.; however a quorum was not present. Chairperson Kever recessed the meeting.

(5:33:34) – Chairperson Kever called the meeting back to order at 5:33.

ROLL CALL AND DETERMINATION OF QUORUM

(5:33:36) – Roll was called and a quorum was present. She also noted that Commissioners Cacioppo and Long were absent as excused. Commissioner Glenn arrived at 5:36 p.m.

Attendee Name	Status	Arrived/Left
Chairperson Lee-Ann Kever	Present	
Vice Chairperson Donna Curtis	Present	
Commissioner Lori Bagwell	Present	
Commissioner Joe Cacioppo	Absent	
Commissioner Robert Glenn	Present	5:36 p.m./6:48 p.m.
Commissioner Sean Lehmann	Present	
Commissioner Brett Long	Absent	

PUBLIC COMMENTS

(5:34:04) – Chairperson Kever entertained public comments; however, none were forthcoming.

1. ACTION ON APPROVAL OF MINUTES – December 18, 2017.

(5:34:19) – Chairperson Keever introduced the item.

(5:34:26) – MOTION: I move to approve the December 18, 2017 meeting minutes as presented.

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

2. MODIFICATIONS TO THE AGENDA

(5:34:47) – Chairperson Keever introduced the item and noted that there were no modifications to the agenda.

3. MEETING ITEMS

A. INTRODUCTION OF ANDREW MENENDEZ, NEW YOUTH PROGRAM SUPERVISOR.

(5:35:04) – Recreation Superintendent Dan Earp introduced Andrew Menendez, Youth Program Supervisor who had started his new position five weeks ago. Mr. Menendez gave background on his previous occupations, most recently as camp director at Camp Concord in South Lake Tahoe. Ms. Budge noted that Mr. Menendez would oversee the before and after school, spring, and summer break programs. There were no public comments.

B. PARK/PROGRAM OF THE MONTH: PRESENTATION AND DISCUSSION ON AMERICORPS VISTA PROJECTS AND PROGRAMS SUPPORTING THE CARSON CITY PARKS, RECREATION AND OPEN SPACE DEPARTMENT.

(5:36:17) – Chairperson Keever introduced the item. AmeriCorps Volunteer Coordinators Chaja Hogeweg and Danielle Hatch gave background on their experiences. Ms. Hogeweg presented the current marketing outreach and design program, incorporated into the record, and responded to clarifying questions. Ms. Hatch presented on community outreach activities such as interpretive programs, also incorporated into the record, and responded to commissioners’ questions. Ms. Budge praised the accomplishments of Ms. Hogeweg and Ms. Hatch, and Commissioner Bagwell highlighted the improvements made on the web site. There were no public comments.

C. PRESENTATION BY GILLIAN MANDEL ON HER GIRL SCOUT GOLD AWARD PROJECT AT THE LINEAR PARK.

(5:54:03) – Chairperson Keever introduced the item. Girl Scout Gillian Mandel gave background on Friends of Linear Park, and presented her Linear Park rehabilitation project, incorporated into the record, to earn her Gold Award. She also responded to clarifying questions by the commissioners, who thanked Ms. Mandel for her efforts. There were no public comments.

D. FOR POSSIBLE ACTION: REVIEW, DISCUSSION, AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS TO SUBMIT A LAND AND WATER CONSERVATION FUND GRANT APPLICATION (APPROXIMATELY \$73,388 CITY CASH MATCH AND \$8,400 CITY IN-KIND MATCH) FOR PAVED PATH REHABILITATION AT LONG RANCH PARK.

(6:01:22) – Chairperson Keever introduced the item. Ms. Budge presented the Staff Report which is incorporated into the record. Commissioner Bagwell inquired about restrictions dictated by the grant and Ms. Budge clarified that “a deed restriction and a commitment to maintain the life of that project for typically a 20-year period” was a requirement of the grant. She also confirmed that they would make certain “that deed restriction fits the project” prior to originating it, adding that it would be for 15 to 20 years in this case. In response to a question by Commissioner Lehmann, Ms. Budge explained that they had hired Lumos and Associates to perform a pavement condition assessment of the entire path system and to address safety concerns. She also clarified that the \$500,000 amount excluded the FEMA reimbursement section of the project. There were no public comments. Chairperson Keever suggested a motion.

(6:09:47) – MOTION: I move for the submittal of a Land and Water Conservation Fund grant application and recommend approval by the Board of Supervisors for the paved path rehabilitation at Long Ranch Park.

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

(6:10:19) – Chairperson Keever praised Staff for their persistence in pursuing all types of grants.

E. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE FISCAL YEAR 2018-2019 CAPITAL IMPROVEMENT PROGRAM BUDGET REQUEST AND PRIORITIES FOR THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT.

(6:11:43) – Chairperson Keever introduced the item. Ms. Budge presented the Staff Report which included a draft budget and the Department’s capital requests, all of which are incorporated into the record. She also responded to clarifying questions by the Commissioners. Discussion ensued regarding refurbishing the Bob Boldrick Theater and Ms. Budge highlighted the needs that must be handled immediately.

(6:31:50) - Daniel Kastens, Park Operations Manager, gave an update on the needs of Mills Park, and highlighted the lack of storage at the facility. He also reviewed the needs of the equipment to operate the park. Discussion ensued regarding Centennial Park, Governors Field, and the Pete Livermore Sports Complex and the damages sustained during the previous year’s flooding. Mr. Kastens clarified that the Centennial Park lighting will be upgraded as well and will become more energy efficient. Ms. Budge hoped that old playgrounds will be rehabilitated at the rate of one park per year, and noted that Mills Park was the one used the most at this time.

Vice Chair Curtis suggested partnering with local businesses and possibly the school district for signage. Discussion also ensued regarding the resurfacing of the pools in the Aquatic Facility, the rehabilitation of the deck and improvements to the locker rooms. Ms. Budge noted that the tree budget was for replacement of dying trees only. She also recommended the following prioritizations: refurbishing the theater and the swimming pool, and the upgrade and the sheltering of the maintenance equipment with the former taking precedence over the shelter. Mr. Kastens was in agreement of the prioritization made by Ms. Budge, who also reviewed the budgetary process timeline and requested a prioritization from the Commission. The commissioners agreed with Ms. Budge's suggestions. Commissioner Bagwell wished to better understand the expenditures allocated towards the rehabilitation of the Aquatic Center, and Ms. Budge offered to go over the pool needs with her. The Commission agreed that enough direction had been given to Ms. Budge and that no motion was necessary. Chairperson Keever entertained public comments.

PUBLIC COMMENTS

(7:06:28) – Cheryl Knauf introduced herself and suggested prioritizing a safe storage place over new park equipment. Mr. Kastens clarified that the condition of the equipment was “at an unsafe state” and required many repairs. He also assured that storage was a necessary item for the future. and noted that should they budget for a storage facility, the Corporate Yard location would be preferable.

4. STAFF UPDATES - DISCUSSION ONLY

A. DIRECTOR'S REPORT: UPDATES REGARDING THE DEPARTMENT'S RECRUITMENT FOR VACANT POSITION; 2017 FLOOD DAMAGE AND REPAIRS; GRANT UPDATES (RECREATION TRAILS PROGRAM AND COMMUNITY DEVELOPMENT BLOCK GRANT); UPDATE ON DEPARTMENT PROGRAMS AND EVENTS, AND BOARD OF SUPERVISOR'S ACTION ITEMS.

(7:11:50) – Chairperson Keever introduced the item. Ms. Budge updated the Commission on the FEMA projects and noted the completion of the Long Ranch Park, Riverview Park, and the Moffat Open Space trail. She also stated that the Ash Canyon Road project was underway and that the warm weather had helped with the timelines. Ms. Budge announced that they were pursuing a Community Development Block Grant for Long Ranch Park to replace the ADA access ramps. Additionally, she explained that naturally-occurring, iron-based bacteria had been discovered in Baily Pond, which had resulted in closing it temporarily to test the water. There were no public comments.

5. MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

(7:15:08) – Chairperson Keever introduced the item. Vice Chair Curtis thanked the Carson City Arts Initiative for the artwork in the Sierra Room.

A. REPORT FROM SCHOOL BOARD LIAISON

B. REPORT FROM CARSON CITY FOUNDATION FOR PARKS AND RECREATION

(7:16:10) – Vice Chair Curtis reported that a presentation introducing the Foundation was made to community groups. She also stated that a survey report regarding dog parks would be presented to the Foundation next month. Commissioner Bagwell noted that she had presented to a group and had received commitments for grave

markers for unidentified spouses of veterans at the cemetery. Ms. Budge noted that they were working on an agreement for the maintenance of the Disc Golf Course. Commissioner Lehman updated the Commission on his son's Eagle Scout project on C Hill, and noted that he had received his Eagle Scout badge.

6. FUTURE AGENDA ITEMS

(7:20:16) – Incorporated into the record.

7. PUBLIC COMMENTS

(7:21:05) – There were no public comments.

8. ACTION ON ADJOURNMENT

(7:21:11) – Commissioner Lehmann moved to adjourn. The motion was seconded by Commissioner Bagwell. The meeting was adjourned at 7:21p.m.

The Minutes of the February 6, 2018 Carson City Parks and Recreation Commission meeting are so approved this 3rd day of April, 2018.

LEE-ANN KEEVER, Chair