

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Wednesday, November 4, 2015 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

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

**Staff**

Roger Moellendorf, Parks and Recreation Department Director  
Jennifer Mayhew, Deputy District Attorney  
Scott Fahrenbruch, Parks and Recreation Department Deputy Director  
Meagan Soracco, Recreation Program Manager  
Scott Chapman, Recreation Program Supervisor  
Tamar Warren, Deputy Clerk/Recording Secretary

**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 Long 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>
Brett Long	Present	
Lee-Ann Keever	Present	
Chuck Adams	Present	
Lori Bagwell	Present	
Joe Cacioppo	Present	
Justin Colburn	Absent	
Donna Curtis	Absent	
Robert Glenn	Present	
Sean Lehmann	Present	

**PUBLIC COMMENTS**

There were no public comments.

**1. ACTION ON APPROVAL OF MINUTES - AUGUST 17, 2015.**

**(5:34:50) – MOTION: I move to approve the August 17, 2015 meeting minutes.**

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

**2. MODIFICATIONS TO THE AGENDA**

(5:35:20) – None.

**3. MEETING ITEMS**

**A. FOR POSSIBLE ACTION: TO APPROVE STAFF’S PROPOSED FEES AND HOURS OF OPERATION FOR THE MULTI-PURPOSE ATHLETIC CENTER.**

(5:35:40) – Chairperson Long introduced the item.

(5:36:01) – Meagan Soracco, Recreation Program Manager presented the Staff Report and attached agenda materials which are incorporated into the record. Commissioner Bagwell was informed that special event rental costs, outside regular operating hours, included the staffing fees as well. Discussion ensued regarding offering a single punch pass for both the Aquatic Facility and the Multi-Purpose Athletic Center (MAC) and Commissioner Lehmann was informed of the inability of the software to distinguish the pool revenue from the MAC revenue at this time. Commissioner Lehmann suggested keeping, at minimum, the same rates for both facilities. Commissioner Glenn suggested using a pre-loaded card for purchases in addition to facility use. He also recommended an unlimited punch pass option. Mr. Moellendorf believed that the fees in both facilities would not be the same due to different programming. Commissioner Adams suggested a trial period of six months prior to finalizing the fees and Commissioner Cacioppo was informed that actual numbers would not be available for a period of at least six months. Ms. Soracco reminded the Commission that the summer months would have more activity, therefore, it would be best to wait a year to better understand the facility usage. Mr. Moellendorf advised against the Aquatic Facility rate increases because he believed residents would drive to Minden to use the pool. Commissioner Glenn was informed that the MAC was not conducive to drop-ins, who cautioned that high rates will prevent residents from dropping in, which would be perceived as not having drop-in activity. Mr. Moellendorf clarified that the new facilities would allow the City to encourage more tournament activities. Commissioner Lehmann believed that the Aquatic Facility was subsidized by Question 18 funds and was not meant to be for profit, similar to the library. Chairperson Long recommended keeping the fees for both facilities the same. Commissioner Keever was informed that the MAC could be expanded in the future.

Scott Chapman, Recreation Program Supervisor, gave additional background information and presented the balance of the Staff Report, incorporated into the record.

There were no public comments.

**(6:33:38) – MOTION: “I move to approve Staff’s proposed hours of operation for the Multi-Purpose Athletic Center and to provisionally set the fees equal to the Aquatic Facility.”**

<b>RESULT:</b>	<b>APPROVED (4-3-0)</b>
<b>MOVER:</b>	Lehmann
<b>SECONDER:</b>	Long
<b>AYES:</b>	Long, Kever, Cacioppo, Lehmann
<b>NAYS:</b>	Adams, Bagwell, Glenn
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis, Colburn

(6:34:32) – Commissioner Glenn explained that he voted against the motion because he did not want “to micromanage the Parks and Rec Department”. Commissioner Lehman noted that he did not wish to “rubber-stamp everything”. Commissioner Bagwell believed that the facility was too new to match the Aquatic Facility fees; however, she believed she could vote for the same drop-in rates.

**B. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS THE FOLLOWING REVISIONS TO CARSON CITY MUNICIPAL CODE CHAPTER 2.16 PARKS AND RECREATION COMMISSION: SECTION 2.16.010 – ORGANIZATION; SECTION 2.16.030 – TERM OF OFFICE; SECTION 2.16.040 – MEETINGS AND OFFICERS – LEGISLATIVE PROCEDURE – REMOVAL OF COMMISSIONER – NO COMPENSATION; AND SECTION 2.16.045 – REMOVAL FOR CAUSE.**

(6:37:30) – Chairperson Long introduced the item.

(6:38:40) – Mr. Moellendorf presented the Staff Report and read the proposed changes, all of which are incorporated into the record. It was agreed that the meeting dates would be set; however, the Commission would “be flexible” should the need arise for additional meetings. Mr. Moellendorf also suggested avoiding meetings in January, immediately after the Holidays, and July, when most Commissioners may be on vacation. He noted that having seven members instead of nine would make it consistent with other boards and commissions and would not require additional room set up efforts. In response to a question by Commissioner Lehmann, he explained that the reduced number of commissioners could be reached through attrition, as four commissioners had expiring terms.

There were no public comments.

**(6:47:47) – MOTION: “I move to recommend to the Board of Supervisors revisions to Carson City Municipal Code Chapter 2.16 Parks and Recreation Commission ordinance in Section 2.16:010 – Organization, Section 2.16.030 – Term of Office, Section 2.16.040 – Meeting and officers – Legislative procedure – Removal of Commissioners – No compensation and Section 2.16.045 – Removal for Cause.”**

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

**C. FOR POSSIBLE ACTION: TO APPROVE STAFF’S RECOMMENDATION FOR THE ALLOCATION OF RESIDENTIAL CONSTRUCTION TAX FUNDS FOR FY 2015/2016 FOR IMPROVEMENT PROJECTS FOR ROSS GOLD PARK AND TO SUSPEND A COMPETITIVE PROCESS FOR THOSE FUNDS.**

(6:49:08) – Chairperson Long introduced the item.

(6:49:29) – Mr. Moellendorf presented the Staff Report which is incorporated into the record. He also explained that if certain playgrounds are not replaced they would be torn down. Commissioner Cacioppo was informed that the Commission will have input on priorities once a decision has been made. Mr. Moellendorf reiterated that the current request was to approve a recommendation to the Board of Supervisors for authorization to spend “almost \$129,000” on renovating Ross Gold Park. He also clarified for Chairperson Long that if “we can only afford to do one thing, we would probably go with the picnic shelter”.

There were no public comments.

**(7:03:01) – MOTION: I move to approve Staff’s recommendation for the allocation of Residential Construction Tax funds for FY 2015/2016 to improvement projects to Ross Gold Park and to suspend a competitive process for those funds.**

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

**D. DISCUSSION ONLY ON DEPARTMENTAL RENTAL POLICIES REGARDING ACCESS TO THE GENERAL PUBLIC FOR RESERVED SPORTS TOURNAMENTS.**

(7:03:56) – Chairperson Long introduced the item.

(7:04:03) – Mr. Fahrenbruch gave background and presented the Staff Report which is incorporated into the record. He also clarified for Commissioner Glenn that tournament directors will not be able to turn away participants of other activities that are unrelated to the tournament. Mr. Fahrenbruch noted that park rentals are based on the organizations’ for-profit or non-profit status, adding that certain tournament rates are reimbursed by the Carson City Visitors Bureau as they generate tourism dollars. Discussion ensued regarding fee structures and the staffing cost reimbursements utilizing the revenue from the room tax. Mr. Moellendorf explained that Carson City receives high marks from tournament directors for the service provided by the Parks and Recreation Department. Ms. Sorracco gave background on the survey questions and participation information by teams and spectators. Commissioner Glenn suggested allocating a portion of the proceeds or fees for facility maintenance. Further discussion ensued regarding the General Fund budgeting for park improvements and looking into having some of the gate proceeds fund the maintenance of the parks.

There were no public comments.

(7:53:19) – Chairperson Long recessed the meeting.

(8:03:56) – Chairperson Long called the meeting back to order. A quorum was still present.

**E. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS ACCEPTANCE OF THE PARKS AND RECREATION COMMISSION’S ANNUAL REPORT FOR 2015.**

(8:04:20) – Chairperson Long introduced the item and stated he liked the “condensed” report, incorporated into the record. He also suggested highlighting the dates of the accomplishments. Mr. Moellendorf referred to the index (Exhibit A) attached to the report and suggested including it in the report. Commissioner Bagwell preferred that “Exhibit A” be the report and Commissioner Cacioppo agreed.

There were no public comments.

**(8:09:10) – MOTION: I move to recommend to the Board of Supervisors acceptance of the Parks and Recreation Commission’s annual report for 2015 as presented in Exhibit A.**

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

**4. STAFF UPDATES - DISCUSSION ONLY**

**A. DISC GOLF COURSE COMPLEX PROJECT’S DESIGN CHARRETTE.**

(8:10:04) – Mr. Moellendorf indicated that Vern Krahn, Senior Park Planner, had been working closely with the disc golf advocates, adding that a charrette had been held on Wednesday, October 21, 2015, 1-5 p.m. in the Bonanza Room of the Community Center. He also noted that any development on the property required a programmatic agreement with the Bureau of Land Management (BLM) such as cultural clearances, historical surveys, and endangered species reports. Mr. Moellendorf explained that the team had chosen site 3 as the final site for the course, to be approved by this Commission and the Planning Commission. He hoped that the course could be ready by Spring or Fall 2016, depending on the funding. Commissioner Lehmann stated that he had attended the meeting as well and inquired about donors to support the fund raising efforts.

There were no public comments.

**B. COYOTE ISSUES AT PARKS AND TRAILS.**

(8:16:40) – Mr. Fahrenbruch explained that a significant number of coyote incidents had taken place and noted that they had been aggressive. As a result, the Parks and Recreation Department had taken precautionary measures by posting signs and monitoring the areas closely. Mr. Fahrenbruch explained that the pet incidents had occurred to unleashed pets and had increased as a result of the drought.

There were no public comments.

**C. ARLINGTON SQUARE ICE SKATING RINK.**

(8:25:45) – Mr. Fahrenbruch stated that the set up would begin this week and the rink will “look exactly as it did last year”, adding that the opening was set for November 27, 2015 and would continue until February 26, 2016. Mr. Fahrenbruch also indicated that the public pricing will also remain unchanged and that advertising space would be available for rental. Commissioner Lehmann inquired about the permanent location of the rink and was informed that a determination had not yet been made because of the Downtown Streetscape Project.

There were no public comments.

**D. MULTI-PURPOSE ATHLETIC CENTER PROJECT AND GRAND OPENING CEREMONY.**

(8:29:49) – Mr. Moellendorf announced that the grand opening ceremony would take place on December 16, 2015, at 2 p.m.

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

**A. REPORT FROM SCHOOL BOARD LIAISON**

(8:31:40) – Commissioner Cacioppo thanked the Health Occupation Students of America for conducting a community health event and examinations to the public, at Carson High School. He also updated the Commission on the investigation regarding cheerleading incidents. Mr. Moellendorf thanked the over 200 ROTC students for their help on Carson River Cleanup Day. Commissioner Glenn inquired about an incident at Mark Twain Elementary School, and was informed that the playground was open for public use as part of a joint-use agreement.

**6. FUTURE AGENDA ITEMS**

Incorporated into the record.

**7. PUBLIC COMMENTS**

There were no public comments.

**8. ACTION ON ADJOURNMENT**

**(8:39:10) – MOTION: Vice Chairperson Keever moved to adjourn. Commissioner Glenn seconded the motion. The meeting was adjourned at 8:39 p.m.**

The Minutes of the November 4, 2015 Carson City Parks and Recreation Commission meeting are so approved this 2<sup>nd</sup> day of February, 2016.

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BRETT LONG, Chair