

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, April 5, 2016 • 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

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

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

**Staff**

Roger Moellendorf, Parks and Recreation Department Director  
Iris Yowell, Deputy District Attorney  
Vern Krahm, Senior Park Planner  
Meagan Soracco, Recreation Program Manager  
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**

(5:31:35) – Chairperson Keever called the meeting to order at 5:31 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:32:01) – Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived/Left</b>
Lee-Ann Keever	Present	
Robert Glenn	Present	
Lori Bagwell	Present	
Joe Cacioppo	Present	
Donna Curtis	Absent	
Sean Lehmann	Present	
Brett Long	Present	

**PUBLIC COMMENTS**

(5:32:47) – Sharon Rosse, Capital City Arts Initiative (CCAI), introduced the Great Basin Native Artists exhibition in the Sierra Room. She also invited the Commissioners to visit the exhibition in the Courthouse Lobby and in the Community Development Building.

(5:34:29) – Mike Freeman introduced himself as the new Recreation Program Manager at the Aquatic Facility.

**1. ACTION ON APPROVAL OF MINUTES – February 2, 2016**

(5:36:03) – MOTION: I move to approve the February 2, 2016 meeting minutes as presented.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Long
<b>SECONDER:</b>	Lehmann
<b>AYES:</b>	Keever, Glenn, Bagwell, Cacioppo, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis

**2. MODIFICATIONS TO THE AGENDA**

(5:36:24) – Chairperson Keever noted that item 3B will be addressed before item 3A, and item 3C will be removed from the agenda.

**3. MEETING ITEMS****A. FOR POSSIBLE ACTION: TO RECOGNIZE CHUCK ADAMS FOR HIS SERVICE TO THE CARSON CITY PARKS AND RECREATION COMMISSION AND THE CARSON CITY PARKS AND RECREATION DEPARTMENT SINCE 2008.**

(5:52:55) – Chairperson Keever introduced the item and Mr. Moellendorf presented the Staff Report and Chairperson Keever read the resolution, both of which are incorporated into the record. Chuck Adams thanked the Commission and Staff, calling his time on the Commission “a fun eight years”.

**PUBLIC COMMENT**

(5:58:08) – C.K. Baily introduced himself and thanked Mr. Adams for his fairness as a commissioner, for “doing justice to the Commission”, and for being “an inspiration to all”. Chairperson Keever suggested a photograph with Mr. Adams.

**(6:01:12) – MOTION: I move to recognize Chuck Adams for his service to the Parks and Recreation Commission since 2008.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Long
<b>AYES:</b>	Keever, Glenn, Bagwell, Cacioppo, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis

(6:01:44) – Mr. Moellendorf read into the record an email, incorporated into the record, by Commissioner Curtis thanking Mr. Adams for his service on the Commission.

**B. FOR POSSIBLE ACTION: TO APPROVE THE CONCEPTUAL DESIGN AND HOLE LAYOUT FOR THE DISC GOLF COURSE COMPLEX PROJECT LOCATED OFF OF FLINT DRIVE AND RIFLE RANGE ROAD.**

(5:36:42) – Chairperson Keever introduced the item.

(5:36:55) – Mr. Krahn gave background, an overview of the upcoming disc golf course, and its location.

(5:39:12) – Dell Martin, Eagle Valley Disc Golf Association, presented the 45-hole golf course design which is incorporated into the record. Commissioner Cacioppo was informed that a “par course” was anywhere from 400-500 feet. In response to a question by Commissioner Bagwell, Mr. Krahn noted that the next step was to obtain a Special Use Permit from the Planning Commission and to receive the necessary cultural clearances from the State Historic Preservation Office (SHPO) after which they would work on the parking lot design. He also stated that around \$12,000 had been raised through fundraising efforts and as a result of resources set aside by Question 18 funds. Greg Swift, a golf course advocate, estimated the cost of each hole to be \$1,000.

**PUBLIC COMMENT**

(5:49:31) – Maurice White thanked the Commission, Staff, and the disc golf course advocates for retaining the off highway vehicle (OHV) trails and noted that the course will be “a great addition to the recreation facilities” in Carson City.

(5:50:01) – Mr. Krahn explained to Commissioner Long that the amenities of the disc golf course must be constructed first, adding that they will work with the course advocates to construct it in phases. Patrick Anderson, Eagle Valley Disc Golf Course Association, clarified that the parking lot is a must to obtain the Special Use Permit, and believed that the balance of the project will be phased “as much as we can”.

**(5:52:33) – MOTION: I move to approve the conceptual design and layout for the disc golf course complex project located off of Flint Drive and Rifle Range Road.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Long
<b>SECONDER:</b>	Bagwell
<b>AYES:</b>	Keever, Glenn, Bagwell, Cacioppo, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis

**C. For discussion only, an introduction of Michael Freeman the new Recreation Operations Manager for the Aquatics Facility.**

This item was removed from the agenda.

**D. FOR POSSIBLE ACTION: TO CONSIDER A PROPERTY EXCHANGE WITH MR. W. MICHAEL FAGAN FOR 20 ACRES OF LAND THAT HE OWNS ON U.S. HIGHWAY 50 NEAR THE CLEAR CREEK INTERCHANGE, APN 007-051-81, FOR VACANT PARK PROPERTY LOCATED**

**BETWEEN KARIN DRIVE AND SUNLAND COURT, APN 002-373-07, AND TO HOLD A PUBLIC HEARING AT A FUTURE MEETING OF THE PARKS AND RECREATION COMMISSION.**

(6:03:05) – Chairperson Keever introduced the item and Ms. Bollinger presented the agenda materials which are incorporated into the record. She also stated that Michael Fagan was present in the audience to answer Commissioners' questions.

(6:08:44) – Commissioner Lehmann was informed that Mr. Fagan's property was zoned as Conservation Reserve or one residential lot for 20 acres. Mr. Fagan noted that the park property may have to be subdivided into two lots "in order for this to contribute enough value for the exchange". Commissioner Bagwell clarified for Commissioner Long that the Residential Construction Tax issues did not apply to this property. Ms. Bollinger believed that Mr. Fagan's property had an appraised value of \$250,000 two years ago. She also clarified for Commissioner Bagwell that this was not the only property in consideration for purchase by Open Space, adding that unspent funds in this fiscal year would roll over into the 2016-2017 budget.

There were no public comments.

**(6:13:33) – MOTION: I move to consider a property exchange with Mr. W. Michael Fagan for 20 acres of land that he owns on U.S. Highway 50 near the Clear Creek Interchange, APN 007-051-81, for vacant park property located between Karin Drive and Sunland Court, APN 002-373-07, and to hold a public hearing at a future meeting of the Parks and Recreation Commission.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Cacioppo
<b>AYES:</b>	Keever, Glenn, Bagwell, Cacioppo, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis

(6:1419) – Ms. Bollinger noted that this item will be re-agendized for the June meeting.

**E. FOR POSSIBLE ACTION: TO AUTHORIZE THE CHAIRPERSON'S SIGNATURE ON A LETTER OF SUPPORT TO THE BUREAU OF LAND MANAGEMENT, SOUTHERN NEVADA PUBLIC LAND MANAGEMENT ACT PROGRAM FOR TRAILS AND OTHER POSSIBLE IMPROVEMENTS WITHIN THE VICINITY OF SILVER SADDLE RANCH AND THE OLD BUZZY'S RANCH.**

(6:14:27) – Chairperson Keever introduced the item and Ms. Bollinger presented the agenda materials which are incorporated into the record. Ms. Bollinger noted that this item would be presented to the Open Space Advisory Committee on April 18, 2016.

(6:20:32) – Mr. Moellendorf read written remarks from an email, incorporated into the record, by Commissioner Curtis.

There were no public comments.

(6:21:39) – MOTION: I move to authorize the Chairperson’s signature on a letter of support to the Bureau of Land Management, Southern Nevada Public Land Management Act Program for trails and other possible improvements within the vicinity of the Silver Saddle Ranch and the old Buzzy’ s Ranch.

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Cacioppo
<b>AYES:</b>	Keever, Glenn, Bagwell, Cacioppo, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis

**F. FOR POSSIBLE ACTION: TO RECOMMEND APPROVAL TO THE BOARD OF SUPERVISORS OF THE “MANAGEMENT PLAN FOR CARSON CITY OPEN SPACE AND PARKS IN THE CARSON RIVER AREA”.**

(6:22:29) – Chairperson Keever introduced the item. Ms. Bollinger gave background and introduced Lynn Zonge of Resource Concepts, Inc. (RCI). Ms. Zonge presented the agenda materials, incorporated into the record, accompanied by a slide presentation. She also explained to Commissioner Bagwell that the most of the comments they received were “suggestions”, adding that all the comments were addressed and the matrices were available for review.

**PUBLIC COMMENT**

(6:31:12) – Mr. White thanked the Commission and Ms. Zonge for accommodating his comments regarding OHV use, waterfowl hunting, and shooting in the area and called the plan workable and a “much better document than it started out to be”. Nancy Santos, President of Friends of Silver Saddle Ranch, stated that she was in favor of the plan as well. Mr. Moellendorf read comments, incorporated into the record, from Commissioner Curtis.

(6:33:46) – Commissioner Cacioppo disclosed that he had a pecuniary interest in RCI; therefore, he will abstain from voting.

**(6:34:08) – MOTION: I move to recommend approval to the Board of Supervisors of the “Management Plan for Carson City Open Space and Parks in the Carson River Area”.**

<b>RESULT:</b>	<b>APPROVED (5-0-1)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Long
<b>AYES:</b>	Keever, Glenn, Bagwell, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Cacioppo
<b>ABSENT:</b>	Curtis

**G. FOR DISCUSSION ONLY, REGARDING THE 2015/16 ARLINGTON SQUARE ICE SKATING PROGRAM.**

(6:34:43) – Chairperson Keever introduced the item. Ms. Soracco presented the agenda materials which are incorporated into the record. Commissioner Bagwell was informed that the “operations” expenses were for the part-time staff. She also stated that she did not want “people jumping to the conclusion that there was an actual profit” referring to the time spent on the rink by other departments. Ms. Soracco pointed out the need for equipment repair and replacement in the long, run and stated that the space was donated. Commissioner Cacioppo was informed that a five-year plan did not exist, and that weather was a major reason for it, including this year, which had a decline in the number of skaters. Discussion ensued regarding this year’s weather resulting in the closure of the rink at times. Mr. Fahrenbruch referred to an email to Staff, incorporated into the record, which outlined the process by which the ice rink is set up, operates, and is torn down. He also reviewed a spreadsheet, incorporated into the record, outlining the 2015-2016 ice rink setup and tear-down costs by department, excluding the part-time staff expenses, which are charged to the ice rink account. Mr. Fahrenbruch believed that the use of prison inmate labor brought the cost down considerably.

(6:15:10) – Commissioner Bagwell thanked Mr. Fahrenbruch for bringing the entire cost associated with the ice rink, and wished to be able to determine what the long-term plan is for the rink. Commissioners Long and Lehmann believed that the ice rink is important to the community; however, Commissioner Lehmann wished to understand “where would that budget come from”. Mr. Moellendorf noted that the ice rink was budgeted for in the 2016-2017 budget; however, he suggested looking at some options such as outsourcing the operation and the equipment purchases. Commissioner Cacioppo suggested approaching the Hop and Mae Adams Foundation for funding assistance. Commissioner Bagwell cited the example of the Nevada Fair and noted that a decision must be made “sooner than later”. Commissioner Long requested studying the impact the rink makes on downtown businesses. Vice Chairperson Glenn suggested naming the rink or bringing in vendors to offset the cost. Ms. Soracco explained that advertising revenues was greater this year than prior years.

There were no public comments.

**H. FOR DISCUSSION ONLY, REGARDING THE BOARD OF SUPERVISORS' ACTION TO TERMINATE THE NEVADA FAIR.**

(7:02:00) – Chairperson Keever introduced the item. Mr. Moellendorf presented the Staff Report which is incorporated into the record. He also clarified that the Board of Supervisors had decided to terminate the Fair in 2016 and had given Staff direction to work with different organizations willing to create a culture that attracts a State Fair. Discussion ensued regarding the upcoming State Fair at Mills Park and Mr. Moellendorf noted that the organizers of that fair had acquired the rights to the name. He also explained that Susan Taylor, the Nevada Fair Manager, had advised against having two fairs within a few week timeframe. Mr. Fahrenbruch believed that the Board of Supervisors made “the most responsible and correct decision that they could with the information that they had”, adding that a better role for the City would be to support and facilitate events such as the State Fair. Discussion ensued regarding the Mills Park fees and Mr. Fahrenbruch noted that the State Fair organizers will rent the park at the non-profit rate.

There were no public comments.

**I. FOR POSSIBLE ACTION: TO RECOMMEND TO THE CITY MANAGER AND THE BOARD OF SUPERVISORS THE PARKS AND RECREATION DEPARTMENT'S FISCAL YEAR 2016/2017 BUDGET AND SUPPLEMENTAL REQUESTS.**

(7:27:00) – Chairperson Keever introduced the item. Mr. Moellendorf presented the Staff Report and the attached budget proposal and supplemental requests, all of which are incorporated into the record.

(7:45:20) – Commissioner Bagwell was informed that the Parks Coordinator position was formerly budgeted from Redevelopment funds; however, downtown maintenance had not been a full-time job. Mr. Fahrenbruch hoped that the position, which has been vacant for a year due to attrition, could be reinstated through the General Fund. He also explained that this responsibility had been divided and assigned to the two remaining coordinators. Commissioner Bagwell inquired about the contract with the school district and about the supervisory responsibilities of the Parks Coordinator position and Mr. Fahrenbruch explained that the department was understaffed “even with three coordinators”, adding that a tradeoff had to be made between scaling back on maintenance and hiring a coordinator. Both Commissioners Cacioppo and Bagwell inquired about reduced overtime should a third coordinator be hired. Commissioner Long asked whether the decision could wait until the hiring of a new Parks and Recreation Director and Mr. Moellendorf reminded the Commission that budget decisions would have been made by then.

(8:01:39) – Mr. Moellendorf reviewed the part-time seasonal supplemental requests as well, noting that several new facilities had been added to their responsibilities. In response to a question by Commissioner Bagwell, Mr. Fahrenbruch stated that the Parks Coordinator position was priority over the two part-time positions. Discussion also ensued regarding the reclassification of the Parks and Cemetery Coordinator position, and the training and travel fund request for theatre employees. Additionally, Mr. Moellendorf and Ms. Soracco presented a request to shift certain staff costs to accommodate longer staffing hours at the front desk of the new Multi-use Athletic Center (MAC).

#### PUBLIC COMMENT

(8:23:36) – Mr. Baily stressed the importance of maintaining park properties and cited the improvements made on park properties such as the Carson City Rifle and Pistol Range and believed that if not funded, the cost of replacement will be four times more than the repair. Commissioners Glenn and Long echoed Mr. Baily’s sentiments and believed that infrastructure maintenance is critical. Commissioner Bagwell reminded the Commission that the Board of Supervisors will receive requests from all departments and wished to understand the most important requests. Discussion ensued about prioritizing the supplemental requests.

**(8:35:53) – MOTION: I move to recommend to the City Manager and the Board of Supervisors approval of the Parks and Recreation Department’s Fiscal Year 2016/2017 budget and supplemental requests with the caveat that if something is eliminated, approving the Parks Coordinator position be given top priority, \$2,000 for training for Parks Staff as second priority, and reclassifying the Cemetery Coordinator position as third priority.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Glenn
<b>SECONDER:</b>	Lehmann
<b>AYES:</b>	Keever, Glenn, Bagwell, Cacioppo, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis

(8:37:05) – Chairperson Keever recessed the meeting.

(8:47:10) – Chairperson Keever reconvened the meeting. A quorum was still present.

**J. FOR POSSIBLE ACTION: TO APPROVE CHANGES TO THE PARKS AND RECREATION COMMISSION'S BYLAWS THAT WILL BRING THE BYLAWS IN CONFORMANCE WITH CHAPTER 2.16 OF THE CARSON CITY MUNICIPAL CODE – CARSON CITY PARKS AND RECREATION COMMISSION.**

(8:47:16) – Chairperson Keever introduced the item.

(8:47:55) – Mr. Moellendorf reviewed the proposed changes to the Bylaws which are incorporated into the record. Commissioners Long and Lehmann pointed out several typographical errors; however, no major changes were noted in the document.

There were no public comments.

**(8:50:05) – MOTION: I move to approve changes to the Parks and Recreation Commission's Bylaws that will bring the Bylaws in conformance with Chapter 2.16 of the Carson City Municipal Code – Carson City Parks and Recreation Commission, as amended (sections 10.a and 10.b).**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Long
<b>SECONDER:</b>	Cacioppo
<b>AYES:</b>	Keever, Glenn, Bagwell, Cacioppo, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis

**4. STAFF UPDATES - DISCUSSION ONLY**

**A. RETIREMENTS OF SCOTT FAHRENBRUCH AND ROGER MOELLENDORF.**

(8:50:44) – Mr. Moellendorf announced that Mr. Fahrenbruch's last effective work day will be April 14, 2016 and noted that this would create "a huge void". He also stated that his last day will be May 31, 2016 and will assist the City Manager in selecting a successor who, in turn, will hire a Deputy Director. Mr. Moellendorf stated that both he and Mr. Fahrenbruch "can both look back at our careers with some satisfaction, and look forward to the adventures that are ahead of us". The Commissioners thanked both Mr. Moellendorf and Mr. Fahrenbruch for their contributions.

**Public Comments**

(8:58:49) – Mr. Baily thanked Mr. Fahrenbruch and Mr. Moellendorf for the maintenance of Baily Pond and for their "years of camaraderie". He also presented them with hand-made fishing lures.

**B. ANNUAL ARBOR DAY CELEBRATION, APRIL 29 AT MILLS PARK OFF SEELEY CIRCLE NEAR THE MARV TEIXEIRA PAVILION.**

(9:02:16) – Mr. Moellendorf invited the Commission to attend this event which coincides with the 20<sup>th</sup> anniversary of the Quality of Life Initiative. He also noted that a sequoia tree will be planted at Mills Park and Donna DePauw will be given the George Washington Ferris award.

There were no public comments.

**C. NORTHERN NEVADA DEVELOPMENT ASSOCIATION (NNDA) AND THE NEVADA BUILDERS ALLIANCE GOLDEN HAMMER AWARD PRESENTED TO THE CARSON CITY MULTI-USE ATHLETIC CENTER.**

(9:04:18) – Mr. Moellendorf announced the receipt of the above-mentioned award adding that the award ceremony will take place at the Nugget Casino, on Thursday, April 7, 2016, 5 – 9 p.m.

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

(9:05:35) – Commissioner Lehmann requested information regarding the Anderson Ranch development at a future meeting. Commissioner Glenn announced that the Carson City Little League opening day is on Saturday, April 9, 2016 at Governors Field. Chairperson Keever inquired about the “geese problem” in City Parks and suggested forming a “geese police” with herding dogs, which she believed has been successful in many other cities. She also asked Mr. Moellendorf to update the Commission on the fire-damaged restroom at Centennial Park. Mr. Moellendorf stated that it would be replaced.

**A. REPORT FROM SCHOOL BOARD LIAISON**

(9:06:34) – Commissioner Cacioppo announced that the Carson City School District will be “recontouring” the playground at Fritsch Elementary to make it more usable. He also noted that a retaining wall will be constructed at Bordewich Bray Elementary and during the construction an existing memorial tree will either be replanted or replaced.

**6. FUTURE AGENDA ITEMS**

(9:09:56) – Commissioner Lehmann requested a discussion on the ice rink’s five-year plan and Commissioner Long wished to agendize the reallocation of the maintenance funds. Chairperson Keever suggested a presentation on the cost of renting Mills Park.

**7. PUBLIC COMMENTS**

(9:11:02) – None.

**8. ACTION ON ADJOURNMENT**

**(9:11:14) – MOTION:** Commissioner Lehmann moved to adjourn. Commissioner Long seconded the motion. The meeting was adjourned at 9:12 p.m.

The Minutes of the April 5, 2016 Carson City Parks and Recreation Commission meeting are so approved this 7<sup>th</sup> day of June, 2016.

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LEE-ANN KEEVER, Chair