

DRAFT MINUTES
Regular Meeting
Carson City Parks and Recreation Commission
Tuesday, December 6, 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 Lehmannn

Staff

Jennifer Budge, Parks and Recreation Department Director
Steven Brunner, Parks and Recreation Department Deputy Director
Ann Bollinger, Open Space Administrator
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

(5:30:37) – Chairperson Keever called the meeting to order at 5:30 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

(5:30:50) – Roll was called, and a quorum was present. Chairperson Keever stated that Commissioner Bagwell was absent as excused.

Attendee Name	Status	Arrived
Lee-Ann Keever	Present	
Robert Glenn	Present	5:32 p.m.
Lori Bagwell	Absent	
Joe Cacioppo	Present	
Donna Curtis	Present	
Sean Lehmannn	Present	
Brett Long	Present	

PUBLIC COMMENTS

(5:31:15) – There were no public comments.

- 1. ACTION ON APPROVAL OF MINUTES – October 4, 2016.**

(5:31:39) – MOTION: I move to approve the October 4, 2016 meeting minutes as presented.

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

2. MODIFICATIONS TO THE AGENDA

(5:31:56) – Chairperson Keever noted that item 3-C will be addressed after item 3-A, and before item 3-B. She also acknowledged the arrival of Vice Chair Glenn.

3. MEETING ITEMS

A. DISCUSSION ONLY REGARDING ALEX LANINGHAM’S EAGLE SCOUT PROJECT FOR TRAIL SIGNAGE AND OTHER POSSIBLE WORK AT RIVERVIEW PARK.

(5:32:38) – Chairperson Keever introduced the item. Open Space Administrator Ann Bollinger introduced Eagle Scout candidate Alex Laningham. Mr. Laningham presented his project, accompanied by PowerPoint slides and incorporated into the record, and responded to clarifying questions. Chairperson Keever was informed that the Parks and Recreation Department would supply the necessary materials. Commissioner Cacioppo inquired about “people power” and was informed that Mr. Laningham had already enlisted the help he needed from the community. Chairperson Keever thanked Mr. Laningham for his project and offered the Commission’s help if needed. There was no public comment.

B. PRESENTATION AND DISCUSSION ONLY ON GILLIAN MANDEL’S GIRL SCOUT GOLD AWARD PROJECT AT THE CITY’S LINEAR PARK.

(6:40:45) – Chairperson Keever introduced the item. Senior Park Planner Vern Krahn introduced Gillian Mandel and gave a brief background, incorporated into the Staff Report, on the project. Ms. Mandel provided a PowerPoint presentation, incorporated into the record, regarding enhancements at Linear Park for her Girl Scout Gold Award Project. She also responded to clarifying questions. The commissioners commended Ms. Mandel on this initiative and offered assistance if needed. Chairperson Keever entertained public comments; however, none were forthcoming.

C. FOR POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS RENEWAL OF THE WUNGNEMA HOUSE LEASE BY THE FOUNDATION FOR CARSON CITY PARKS AND RECREATION, INC., AND TO RECOMMEND THAT THE MAYOR SIGN THE NEW LEASE AGREEMENT.

(5:39:33) – Chairperson Keever introduced the item and disclosed that she and Commissioners Curtis and Bagwell were members of the Foundation for Carson City Parks and Recreation. Carson City Parks and Recreation Director Jennifer Budge gave background on the Foundation, calling it “a great partner”, and presented the agenda materials. She also introduced Foundation President David Bugli who gave additional

information on Wungnema House history and its use for various community meetings such as recovery groups. Commissioner Curtis reminded everyone that the next open house was on December 18, 2016, 2 p.m. until 5 p.m. Chairperson Keever explained that the Foundation was looking for examples of Wungnema stone masonry or use of their stones in buildings throughout Carson City and suggested that members of the public with information contact the Foundation at www.CarsonCityparks.org. Chairperson Keever entertained public comment and when none was forthcoming, a motion.

(5:48:20) – MOTION: I move to recommend to the Board of Supervisors renewal of the Wungnema House Lease by the Foundation for Carson City Parks and Recreation, Inc., and to recommend that the Mayor sign the new lease agreement.

RESULT:	Approved (6-0-0)
MOVER:	Cacioppo
SECONDER:	Curtis
AYES:	Keever, Glenn, Cacioppo, Curtis, Lehmannn, Long,
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Bagwell

(5:49:01) – Ms. Budge stated that this item will be heard by the Board of Supervisors on December 15, 2016.

4. STAFF UPDATES - DISCUSSION ONLY

A. DISCUSSION ONLY REGARDING STATUS ON THE USE OF CARSON CONNECT.

(5:49:22) – Chairperson Keever introduced the item. Carson City Parks and Recreation Deputy Director Steve Brunner reviewed the City’s customer service initiative, Carson Connect, launched in September 2016 on the City’s website, <http://www.carson.org/transparency/carson-city-connect>. Mr. Brunner wished to inform the public that the purpose of the tool was “to engage with City officials” in an easy way. He explained that a downloadable mobile device application was also available to users to look for City information, including parks and other properties, open space, or to report problems such as repair needs. Mr. Brunner noted that they relied on the public to provide them the information, adding that a response will be sent on all inquiries or reported problems. Chairperson Keever suggested sending a press release to the Nevada Appeal and to Carson Now informing the community that “we now are a part of Carson Connect” and Mr. Brunner explained that although the site was reported by the Nevada Appeal, he believed that “it wouldn’t hurt to put another one out”. Commissioner Cacioppo suggested an advertisement on the electronic billboard in front of the Community Center. Commissioner Curtis was informed that different staff members are assigned to different topics. Mr. Brunner informed Commissioner Long that the City’s departments communicated and forwarded appropriate requests to the appropriate department. Commissioner Long also suggested looking into ways to avoid redundant requests. There were no public comments.

B. DISCUSSION ONLY REGARDING THE STATUS OF THIS SEASON’S ICE RINK.

(6:00:47) – Chairperson Keever introduced the item. Mr. Brunner believed that the ice rink was “endearing” to Carson City residents; however he pointed out several issues such as the safety and condition of the dasher boards, the condition of the equipment which was purchased used many years ago, and the breaking down of

chiller as it ages. Mr. Brunner also reviewed the total cost of operating the rink which included set up and tear down costs. He noted that since the 2008/2009 season, the rink had incurred approximately \$647,000 in operating expenses including the equipment purchase price, adding that in the past, set up and tear down costs including staff time had not been factored in; therefore, when adding up all the costs “we’re left in the red every year”. Mr. Brunner explained that his intention was not “to do away with the ice rink” as he understood its benefits to the City; however, it would come with a cost. He also expected to have the exact cost of the ice rink to report to the Commission at the next meeting. The budget this year, according to Mr. Brunner, is \$77,000 and the ice rink will be open November 28, 2016 (grand opening day) until January 27, 2017, adding that on the evening of the tree lighting the ice rink generated a revenue of \$1,100.

(6:12:00) – Mr. Brunner also discussed the future of the ice rink and noted that it would not be possible without purchasing new equipment (for approximately \$246,000) or exploring alternatives such as a synthetic ice rink. He explained that a product called “Glice” would cost \$123,000, half the cost of a traditional ice rink, includes dasher boards, faster and less costly to set up, and does not require water and electricity to set up. Commissioner Curtis gave background information on past discussions on the ice rink and thanked Mr. Brunner “for putting this together”. Commissioner Lehmann called the ice rink a community asset and noted that “it wasn’t supposed to be a money making business”, likening it to the swimming pool, the library, and Parks and Recreation. He believed that it provided “something for the youth to do in this town” suggesting that the City look for ways to “make this happen”. Commissioner Lehmann also suggested looking into equipment rental. Discussion ensued regarding the economic reason for early closure. Mr. Brunner also discussed the advantages of synthetic ice, adding that it had a 10 or 12 year lifespan, lower cost, and the surface did not deteriorate when using sharp skates. Commissioner Long was informed that the surface would work both indoors and outdoors. Commissioner Kever expressed concern over the icy sidewalks after a snowfall and Mr. Brunner offered to address the issue.

(6:28:49) – Ms. Budge thanked the commissioners for their questions and suggestion and clarified that “the ice rink is safe...we would not have opened the facility if we had any safety concerns”, adding that the equipment has exceeded its life expectancy. She also noted that even though the purpose of the ice rink was not to generate revenue, she hoped that the costs could be covered, and to “try to be thoughtful while still providing a service”. Ms. Budge indicated that there was no budget for the proposed capital equipment expenditure and believed they would have to “be creative” in finding ways to fund “this community asset” and find a long-term solution. Commissioner Lehmann suggested looking into grants as well as community support. Vice Chair Glenn believed that members of the community who are committed to the ice rink would “step up” and support it. Commissioner Curtis suggested following the disc golf model and form an organization under the Foundation for Carson City Parks and Recreation as a non-profit entity. Commissioner Cacioppo offered to examine the synthetic ice rink at the New York Museum of Natural History on his upcoming trip and report back to the Commission. Ms. Budge offered to re-agendize this item for further discussion and clarification in February and thanked the Commission for their time.

(6:40:35) – There were no public comments.

C. DISCUSSION ONLY ON THE MULTI-PURPOSE ATHLETIC CENTER’S TEMPORARY ASPHALT GRINDINGS PARKING LOT PROJECT.

(6:55:56) – Chairperson Kever introduced the item. Mr. Krahn presented the Staff Report and the accompanying PowerPoint slides, both of which are incorporated into the record. Ms. Budge clarified that this was “a very expensive temporary solution”; however, she iterated the need for parking especially during tournaments. She

also noted that she may seek partnership with the Foundation for Carson City Parks and Recreation and the Boys and Girls Club; and stated that this solution would prevent people from “parking all over the place”, utilizing operational procedures such as gates until the full construction of a parking lot. Commissioner Lehmann inquired about grindings, and Mr. Krahn believed that the “re-striping and rolling” may be necessary every year which would mean incorporating the expenses in future budgets. Commissioner Curtis requested a MAC usage report and Ms. Budge offered to present the item in the February meeting, after the first anniversary of the MAC. Commissioner Curtis suggested the Department “be ready” to apply for this infrastructure project when the upcoming administration takes effect. Ms. Budge assured the Commission that if there is an opportunity they will be ready to apply for funds. Commissioner Cacioppo commended Staff for this temporary solution and noted that the grindings used would prevent drainage issues. There were no public comments.

D. NON-SUBSTANTIVE UPDATE REGARDING DEPARTMENT STRATEGIC PLANNING, ORGANIZATIONAL STRUCTURE AND RECRUITMENT FOR VACANT POSITIONS.

(7:11:00) – Chairperson Kever introduced the item and thanked Chairperson Kever for participating in the strategic planning. She noted that all levels of Staff are involved in addition to the chairs of the boards and commissions. She also indicated that she would have a formal presentation at the next meeting. She also outlined the Staff vacancies and noted that the Recreation Superintendent position had been filled through a national search process and would be reclassified during the budget process. Ms. Budge stated that the upcoming vacancies would be advertised within weeks.

5. MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

(7:13:47) – Commissioner Curtis suggested making the Foundation for Carson City Parks and Recreation a standing agenda item and Ms. Budge agreed.

(7:15:27) – Chairperson Kever announced that a warming station had been opened at Fuji Park and commended those who are involved. Ms. Budge clarified that the Exhibit Hall at Fuji Park is opened free of charge when the Nevada Appeal publishes temperatures of 15 degrees or less for those who do not have heating ability. Vice Chair Glenn thanked Mr. Brunner and other Parks and Recreation staff for being supportive during a meeting with the Little League to discuss the conditions at Governors Field

A. REPORT FROM SCHOOL BOARD LIAISON

(7:14:53) – Commissioner Cacioppo did not have any reports; however, he mentioned that the School Board was in the process of budgeting. He also suggested that if Ms. Mandel was unable to receive welding help for her project from Carson High School, she should contact Western Nevada College as their welding department was looking for opportunities.

6. FUTURE AGENDA ITEMS

(7:17:29) – Chairperson Kever noted that at a recent Silver Saddle Ranch open house she had heard very complimentary comments from the Friends of Silver Saddle Ranch about Ms. Bollinger and the newly-hired park ranger. She also noted that they had requested to present at a future meeting. Ms. Budge offered to handle the request. Commissioner Lehmann inquired about the results of a trail inventory and Ms. Budge noted that she is in the process of working with Public Works on an asset inventory of all the parks. She indicated that she planned

on partnering with other organizations as well. Commissioner Curtis requested an update on a grant which included the Silver Saddle Ranch.

(7:21:55) – Ms. Budge proposed considering the two items below as regular agenda items.

A. PARK/FACILITY/PROGRAM OF THE MONTH

B. PARK ACTIVITY REPORTS

7. PUBLIC COMMENTS

(7:25:08) – None.

8. ACTION ON ADJOURNMENT

(7:25:57) – MOTION: Commissioner Curtis moved to adjourn. Chairperson Keever adjourned the meeting at 7:26 p.m.

The Minutes of the December 6, 2016 Carson City Parks and Recreation Commission meeting are so approved this 7th day of February, 2017.

LEE-ANN KEEVER, Chair