

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, August 1, 2017 ● 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  
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](http://www.Carson.org/minutes).

**CALL TO ORDER**

(5:35:59) – Chairperson Kever called the meeting to order at 5:35 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

Roll was called, and a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Left</b>
Chairperson Lee-Ann Kever	Present	
Vice Chairperson Donna Curtis	Present	
Commissioner Lori Bagwell	Present	
Commissioner Joe Cacioppo	Present	
Commissioner Robert Glenn	Present	6:54 p.m.
Commissioner Sean Lehmann	Present	
Commissioner Brett Long	Present	

**PUBLIC COMMENTS**

(5:36:21) – Chairperson Kever introduced the item. CK Baily stated that Baily Pond was full of water; however, fish would not be stocked in the pond due to the higher than required water temperature. He also noted that some bluegill that had been found in the water were being caught and released. Mr. Baily invited the Open Space Department to attend the next County Advisory Board to Manager Wildlife (CABMW), adding that Dawn Baugh, Nevada Department of Wildlife Regional Outdoor Education Coordinator, would be there to discuss the Ash Canyon and the roads to Hobart Reservoir. There were no additional public comments.

**1. ACTION ON APPROVAL OF MINUTES – April 4, 2017 and May 2, 2017.**

(5:41:28) – Chairperson Kever introduced the item. Commissioner Curtis made a correction to the April 4, 2017 minutes.

(5:42:50) – **MOTION: I move to approve the April 4, 2017 meeting minutes as corrected.**

<b>RESULT:</b>	<b>Approved (6-0-1)</b>
<b>MOVER:</b>	Curtis
<b>SECONDER:</b>	Glenn
<b>AYES:</b>	keever, Curtis, Bagwell, Cacioppo, Glenn, Lehmann
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Long
<b>ABSENT:</b>	None

(5:43:17) – **MOTION: I move to approve the May 2, 2017 meeting minutes as corrected.**

<b>RESULT:</b>	<b>Approved (6-0-1)</b>
<b>MOVER:</b>	Curtis
<b>SECONDER:</b>	Glenn
<b>AYES:</b>	keever, Curtis, Bagwell, Cacioppo, Lehmann, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Glenn
<b>ABSENT:</b>	None

**2. MODIFICATIONS TO THE AGENDA**

(5:43:36) – There were no modifications to the agenda.

**3. MEETING ITEMS****A. PARK/PROGRAM OF THE MONTH: PRESENTATION AND DISCUSSION ON THE BOB BOLDRICK THEATER.**

(5:44:12) – Chairperson Kever introduced the item. Eric Klug, Recreation Program Manager, introduced himself and presented the agenda materials which are incorporated into the record. He also responded to clarifying questions by the Commissioners. Vice Chair Curtis thanked Mr. Klug for a comprehensive report. She also inquired about receiving assistance from the Visitors Bureau to attract new shows and Mr. Klug offered to look into that for future events. He also informed the Commission that they were pursuing a grant for the LED upgrade. In response to a question by Commissioner Long, Mr. Klug noted that T-Mobile had a buy-back program for microphones the cost of which ranged from \$7,000 to \$10,000 with only a \$600 rebate per microphone. Chairperson Kever was informed that the Public Works department had replaced all the standard lightbulbs per a City-wide project; however, none of the theatrical lights were part of that. Commissioner Bagwell thanked Mr. Klug for the quality of his work which was also echoed by Commissioner Cacioppo. Ms. Budge acknowledged Mr. Klug's technical efforts which extended beyond theater management.

**B. PRESENTATION BY MARK SALINAS, DIRECTOR OF ARTS AND CULTURE FROM THE CARSON CITY CULTURE AND TOURISM AUTHORITY. MR. SALINAS WILL INTRODUCE A PROPOSAL TO PURCHASE, INSTALL, AND DONATE INSIDE THE MIND OF DAVINCI, A LARGE-SCALE PUBLIC SCULPTURE AT MILLS PARK TO CARSON CITY IN EARLY NOVEMBER 2017.**

(6:09:35) – Chairperson Keever introduced the item. Arts and Culture Director Mark Salinas gave background on the City’s Arts and Culture Master Plan and presented local artist Mischell Riley’s *Inside the Mind of Davinci* sculpture, the photographs of which are incorporated into the record, to be installed near the Community Center, on the southeast corner of William and Roop Streets. Mr. Salinas explained that the 20-foot long, seven-foot wide, and nine-foot tall sculpture “is currently installed outside the library at UNR [University of Nevada Reno]” and will remain there until mid-October. He also stated that the artwork will be purchased utilizing proceeds from the one percent transient occupancy tax.

(6:20:09) – Vice Chair Curtis was informed that the exhibit will be a permanent one. Commissioner Lehmann inquired about a downtown location for the sculpture and Mr. Salinas explained that the project represented all of Carson City and the Community Center was more appropriate. Commissioner Curtis was informed that Mr. Salinas was partnering with the Library as well, and Commissioner Cacioppo noted that he had seen the sculpture at UNR and had noticed that “it started a lot of conversations”. Mr. Salinas stated that the sculpture would be part of the Nevada Day Parade. Commissioner Glenn inquired about the cost and Mr. Salinas equated it to an art piece acquired by the City of Reno for a one-year lease for \$65,000 and believed this sculpture was “in the same ballpark” but for permanent use, adding that since the artist lived in Carson City, she had offered to maintain it for a few years. Mr. Salinas also believed that the sculpture was “a low maintenance piece”. Chairperson Keever entertained public comments.

#### PUBLIC COMMENT

(6:30:10) – Mr. Baily was informed that the concave side of the sculpture will remain exposed to showcase reliefs of Leonardo Davinci’s sketches and writings. He also explained that concrete will need maintenance because it “will be attacked in this environment”.

#### **4. STAFF UPDATES - DISCUSSION ONLY**

**A. REVIEW AND DISCUSSION REGARDING THE PARKS, RECREATION, AND OPEN SPACE DEPARTMENT STRATEGIC PLAN.**

(6:33:40) – Chairperson Keever introduced the item. Ms. Budge presented the agenda materials, including an organizational structure chart which was provided as late material and incorporated into the record. She also thanked the Commissioners and the City Manager for their input. Chairperson Keever thanked Ms. Budge for all the hard work towards the Strategic Plan. In response to a question by Vice Chair Curtis, Ms. Budge explained that they had purchased survey capabilities and would be able to survey upcoming events and receive public input in a short and quick manner, and provide the data to the Commissioners. She also noted that the AmeriCorps volunteers would be able to conduct marketing activities. Additionally, Ms. Budge offered to provide survey results and feedback to the commission. Discussion ensued regarding needs assessment surveys as well. Vice Chair Curtis believed that the Fairgrounds are underutilized. She also received information that the Deputy Director position had been changed to that of Park Operations Superintendent. Commissioner Cacioppo

appreciated that “a lot of work went into this” and acknowledged the understaffed nature of the Parks and Recreation Department. He also complimented Ms. Budge on not being afraid to restructure the organization and other items such as the website, and for obtaining community input. Ms. Budge offered to bring the document back as she was certain it would change, being a dynamic document.

**B. REVIEW AND DISCUSSION REGARDING THE ARLINGTON SQUARE ICE RINK INCLUDING THE REMOVAL OF THE OPERATION (REVENUE AND EXPENDITURES) FROM THE CITY’S BUDGET AND DIRECTION FROM THE BOARD OF SUPERVISORS FOR FUTURE CONSIDERATION BY PRIVATE ENTERPRISE.**

(7:00:10) – Chairperson Keever introduced the item. Ms. Budge reviewed the Staff Report and supporting documentation, both of which are incorporated into the record. She also noted that the Board of Supervisors had eliminated the ice Rink from the budget and relayed Supervisor Karen Abowd’s wish to see a third-party entity take over the ice rink. Commissioner Lehman inquired about public feedback regarding the item and Ms. Budge stated that she had received only one phone call. He also was surprised that the ice rink, unlike the pool, was held to 100 percent cost recovery results and wished to see community members “step up” to find funding for the rink. Ms. Budge clarified that should the community step up and purchase new equipment, they would be willing to operate it again. Commissioner Bagwell relayed the difficulty of the decision made by the Board of Supervisors by noting “I do firmly believe that if we closed the swimming pool we’d have more outrage than taking the ice rink [away]” and discussed other tradeoffs made by the Board as well.

(7:07:10) – Commissioner Curtis encouraged private parties to work with the Foundation for Carson City Parks and Recreation should they decide to reinstate the ice rink. Commissioner Bagwell and Ms. Budge both noted that they had not received much feedback from the public regarding the item. It was; however, believed that there may be public outrage in the winter when they realize there will be no ice rink. Ms. Budge reiterated that significant ADA, infrastructure, and safety issues were prioritized higher than the ice rink. Commissioner Long called himself an advocate of the ice rink; however, he believed “it’s time to move on”. He also suggested selling the equipment. Ms. Budge explained that the equipment had been purchased used and not much of it was “salvageable”; however, the skates may be sold. Commissioner Cacioppo believed that old equipment provided a liability and would be easier to dispose them at a cost. Commissioner Lehmann suggested saving the skates and tents until receiving community feedback in the winter. Vice Chair Curtis was informed that the Board of Supervisors had accepted the rest of the Parks and Recreation budget. Chairperson Keever entertained public comments.

**PUBLIC COMMENT**

(7:16:08) – Mr. Baily inquired about the budget and the removal of weed from Baily Pond and Ms. Budge noted that she had addressed the issue with FEMA.

**C. DIRECTOR’S REPORT: NON-SUBSTANTIVE UPDATES REGARDING THE DEPARTMENT’S RECRUITMENT FOR VACANT POSITIONS; AMERICORPS RECRUITMENT; SCHULZ RANCH LANDSCAPE MAINTENANCE DISTRICT; FEDERAL FUNDING AND PROJECTS AT RISK; 2017 FLOOD DAMAGE AND REPAIRS; PARK PLANNING UPDATE; AND BOARD OF SUPERVISOR’S ACTION ITEMS.**

(7:17:53) – Chairperson Keever introduced the item. Ms. Budge introduced the newly-promoted Parks Superintendent, David Navarro, who was in the audience, and noted that a vacancy for the Parks Operations Supervisor position had already been posted. She also announced the vacancy for the position of Department Business Manager, adding that the position would be advertised shortly, upon approval by the Internal Finance Committee. Ms. Budge stated that the Truckee Meadows Foundation would provide a match, through a federal grant they had received, and the City would contribute \$22,500 for three full-time AmeriCorps staff members, fully benefited through the federal government, for one year.

(7:21:37) – Ms. Budge updated the Commission on the flood damage repair programs and noted that they had undergone all the FEMA inspections. She stated “we did all of the ballfield improvements at the beginning of the season...so that we didn’t displace the thousands of users that have spring and summer ball.” Ms. Budge outlined the next priorities which included the Riverview Park interior trail system (as part of a phased repair schedule), Long Ranch Park damaged trails, Moffat Open Space, and three impacted playgrounds. She stated that they have to adhere to FEMA processes to ensure proper reimbursements. Commissioner Lehmann was informed that the Long Ranch Park completion date was scheduled for October 2017 and Commissioner Long received clarification that the blocked areas at Long Ranch Park had received “significant damage”, adding “we tried to open everything we possibly could”. Ms. Budge clarified that a lot of the work had been done in-house and with existing equipment; however, everything else that’s left will go to bid (in a manner acceptable by FEMA), by the Public Works Department and managed by the Parks and Recreation Department.

(7:27:19) – Regarding the Schulz Ranch Landscape Maintenance District (LMD), an assessment had been issued effective July 1, 2017, which would be approximately \$211 per year and per property owner in the first phase, which would most likely increase later. She also noted that the planned park was at the 60 percent design phase and that construction will begin this year. Discussion ensued regarding homeowner notification regarding the LMD fees, and Ms. Budge confirmed that ample notification was sent out regarding the fees. She also referenced attached agenda materials which were to act as talking points regarding federal funding when Mayor Crowell would meet with Senator Heller. Ms. Budge noted that a phone call from Senator Cortez Masto’s office had confirmed the funding approval of federal grants for the disc golf project and the playground project. Chairperson Keever entertained public comments.

(7:37:30) – Mr. Baily who noted that Baily Pond had been closed since January with the flooding of Clear Creek several times, offered his volunteer services and hoped that the sediment will be removed soon. Ms. Budge noted that Staff was working closely with FEMA and that the City’s liaison with the agency was Rob Fellows, adding that she had already included the dredging of Baily Pond in the plan: however, because of the Clear Creek flooding an Army Corps of Engineers permit was required. Mr. Baily also noted that the accumulated weed was “choking certain areas of the pond”.

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

(7:40:57) – Chairperson Keever introduced the item. Commissioner Lehmann updated the Commission on his son’s Eagle Scout project, discussed on May 2, 2017, during the joint Parks and Recreation Commission and Open Space Advisory Committee meeting. Commissioner Lehmann noted that the project was a success with 20 participants and a total of 130 hours spent, and the project was featured on the Carson Now website receiving about 900 likes. He also thanked the Open Space Department for their assistance. Commissioner Lehmann also suggested agendizing a bicycle event such as the recurring Ciclovía de Bogotá every Sunday and suggested a partnership with Muscle Powered.

(7:45:28) – Vice Chair Curtis requested significant takeaways from the statewide parks and recreation conference in Reno. Ms. Budge noted that the largest impression she received was from the aquatic community throughout the State, with a separate track for aquatics. She added that Carson City’s Aquatics Recreation Program manager, Mike Freeman, “was a huge part of it [and] he is on the State Aquatics Committee”, and had taught a pool and spa certification course. Chairperson Keever noted that she had attended the safety track and was saddened to hear that an event “touted” by the speaker had resulted in a fatality.

**A. REPORT FROM SCHOOL BOARD LIAISON**

(7:44:38) – Commissioner Cacioppo reported that the schools had also sustained flood damage, especially to the fields.

**B. REPORT FROM CARSON CITY FOUNDATION FOR PARKS AND RECREATION FOR THE ANNUAL RECOGNITION AWARDS FOR 2017.**

(7:47:59) – Vice Chair Curtis announced the successful awards ceremony of the Carson city Foundation for Parks and Recreation at Fuji Park, which was “pretty well attended”. She also recognized David Johnson who had provided “beautiful artwork” for the Wungnema House open house and noted that they would be continuing to feature member groups similar to the one on July 2, 1017 which featured disc golf. Vice Chair Curtis stated that a community meeting will be held to discuss dog parks on September 14, 2017, at 6:00 p.m., in the Bonanza Room of the Community Center.

(7:50:45) – Chairperson Keever commended Carson City Fair organizer Lindsay Chichester, her staff, and all the volunteers, for “a job well done”. She called the event “fabulous” and believed that the best part of the event was “watching the 4H kids with their livestock”. She also updated the Commission on the Public Works Department’s open house and announced that the manager of the wastewater facility had offered to give the Commission a tour of the facility anytime. She also received clarification from Ms. Budge that the outdoor pool had been closed a few times due to the smoke from fires reaching an unhealthy range, based on the recommendation of the Health Department. Commissioner Lehman inquired about combining the Nevada State Fair and the Carson City Fair and Ms. Budge clarified that the former did not have a livestock component and was uncertain that the two organizations would merge. Vice Chair Curtis explained that a legal [nomenclature] issue prevented Carson City from calling its fair a “state fair”. Commissioners believed that the livestock events would enhance the State Fair.

**6. FUTURE AGENDA ITEMS**

(7:56:58) – Commissioner Lehmann inquired about a parks tour and Ms. Budge believed it could be arranged to take place on the already-scheduled September 5, 2017 meeting date. She requested that Commissioners contact her regarding any specific sites they would like to visit, and suggested seeing some of the areas that are impacted by the floods. She also suggested visiting the future site of the Schulz Ranch Park. Vice Chairperson Curtis wished to review of the Commission’s bylaws and discuss how to reserve a park. Ms. Budge suggested discussing the latter in the December or February timeframe. Discussion ensued about the Schulz Ranch Park and Ms. Budge noted that the development was approved at the Board of Supervisors and Planning Commission level; however this Commission would review the park component of the development.

**7. PUBLIC COMMENTS**

(7:01:43) – There were no public comments.

**8. ACTION ON ADJOURNMENT**

**(7:01:49) – Vice Chair Curtis moved to adjourn. The motion was seconded by Commissioner Cacioppo. The meeting was adjourned at 7:02 p.m.**

The Minutes of the August 1, 2017 Carson City Parks and Recreation Commission meeting are so approved this 3<sup>rd</sup> day of October, 2017.

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LEE-ANN KEEVER, Chair