

Hem # 20A

**City of Carson City  
Agenda Report**

**Date Submitted:** December 8, 2009

**Agenda Date Requested:** December 17, 2009

**Time Requested:** 1 hour

**To:** Mayor and Supervisors

**From:** Larry Werner, City Manager

**Subject Title:** Action to appoint three members to the Parks and Recreation Commission to four year terms ending January 2014. (*Larry Werner*)

**Staff Summary:** Carson City Municipal Code Chapter 2.16 and NRS 244.3076 provide for a Parks and Recreation Commission to be composed of not more than nine members who shall be appointed by the Board of Supervisors. There are three openings due to members terms expiring. Donna Curtis and Sean Lehmann have requested reappointment and Janice Brod, Dianne Baker-Roberts and Keith Conrad are new applicants.

**Type of Action Requested:** (check one)

Resolution  Ordinance  
 Formal Action/Motion  Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** I move to appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the Parks and Recreation Commission for four year terms ending January 2014.

**Explanation for Recommended Board Action:** There are three openings on the Parks and Recreation Commission due to members terms expiring. There are five applicants:

Diane Baker-Roberts  
Janice Brod  
Keith Conrad  
Donna Curtis (requesting reappointment)  
Sean Lehman (requesting reappointment)

**Applicable Statute, Code, Policy, Rule or Regulation:** C.C.M.C. Title 2, Chapter 2.16.01.

**Fiscal Impact:** None

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Alternatives:** Reopen the position announcement for additional applicants.

**Supporting Material:** Requests for reappointment, applications, roster, recruitment announcement, C.C.M.C. Title 2, Chapter 2.16.010.

Reviewed By: K. J. Arnold  
(City Manager)  
McKenzie Parkette  
(District Attorney)

Date: 12-8-09

Date: 12-8-09

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay \_\_\_\_\_  
2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

Rose Gardner - Reappointment Carson City Parks and Recreation Commission

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**From:** Donna Curtis <donnajcurtis@sbcglobal.net>  
**To:** Rose Gardner <rgardner@ci.carson-city.nv.us>  
**Date:** 11/17/2009 11:40 AM  
**Subject:** Reappointment Carson City Parks and Recreation Commission

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Rose,

am most interested in being reappointed to the PRC. Please let me know if I should provide any other information.

Yours, Donna J Curtis

November 14, 2009

Rose Gardner  
Carson City Executive Offices  
201 N. Carson Street, Suite #2  
Carson City, NV 89701

Dear Ms. Gardner:

This is to inform you of my intention to continue serving on the Parks and Recreation Commission. I have enjoyed being a member of the Commission and would appreciate being considered for reappointment for another term. Thank you for your time.

Sincerely,



Sean Lehmann

# Carson City Application for Appointive/Volunteer Position

Please print or type

DEC 04 2009

Title of Board or Commission: Parks and Recreation Commission

Title of Position: Commissioner

Name: Baker-Roberts  
Last

Diane  
First

Middle Initial

Address: 1740 Desert Peach Dr.  
Street

Carson City  
City

NV  
State

89703  
Zip

Occupation/Business: Retired Educator

Telephone: Work-

Home- 775-882-7041

Cell- 775-772-5880

E-mail- dbroberts2@charter.net

How long have you lived in Carson City: 52.5 yrs. Are you an **active** Carson City Registered Voter: yes

**Note: only complete if a degree is required for this position**

College, professional, vocational  
or other schools attended

Major Subject

Degree Conferred

University of Nevada, Reno

Physical Education, Health, Math B.S. - May 1979

List any professional license(s) and or certification(s):

License/Certification  
7-12 Education

License/Certification #

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

I have been involved with sports and recreation in Carson City for over 40 years; I worked for the CCRD as a youth. I coached for CCSD for over 27 years in various sports. I was the Athletic Director at CHS for two years prior to my retirement. I was involved with the administration extensively during that time.

2. List the community organizations in which you have participated and describe participation.

St. Teresa Catholic Church

Carson Tennis Club-Past President, Treasurer, Member

Volunteer-CCSD Elementary Schools: Teaching tennis to grades 3-5

Safe Grad-Past Volunteer

Advocates to End Domestic Violence-yearly adoption of one or more families

3. List your affiliation with professional or technical societies. (if required for the Position)

Kappa Alpha Theta Alumni  
UNR Alumni Association  
United States Tennis Association

4. Do you anticipate any potential conflicts of interest? no If yes, please explain.

Business in Carson City Service Area:

Length of time in Business:

Personal/Professional References:

Name	Address	Telephone #
Mr. Pat Houlihan	1111 N. Saliman Rd. CC NV 89701	775-283-1845
Stan and Sue Jones	904 N. Curry St. CC NV 89703	775-883-6233
Mr. Kirk Kinne	1818 Desert Peach Dr. CC NV 89701	775-882-0286

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Diane Baker Roberts  
Signature of Applicant

12-4-09  
Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices  
201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100 Fax(775)887-2286

NOV 13 2009

# Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: Parks and Recreation Commission

Title of Position: Parks and Recreation Commissioner

Name: Brod Janice M  
Last First Middle Initial

Address: 1500 Valencia Ct. Carson City NV 89703  
Street City State Zip

Occupation/Business: Management Assistant/CDBG Coordinator

Telephone: Work- 887-2180 ext. 30069 Home- 841-2129 Cell- 336-8060

E-mail- jbrod@ci.carson-city.nv.us

How long have you lived in Carson City: 9 years Are you an active Carson City Registered Voter: yes

**Note: only complete if a degree is required for this position**

College, professional, vocational or other schools attended	Major Subject	Degree Conferred

List any professional license(s) and or certification(s):

License/Certification	License/Certification #

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

As a Carson City resident for 9 years and an active mother of five children, I have enjoyed almost every park in Carson City and use the Parks and Recreation facilities on a regular basis. I have a bachelor's of science degree in renewable natural resources & feel that I could contribute to the Parks and Recreation Commission by making informed & intelligent decisions that would benefit the citizens of Carson City.

2. List the community organizations in which you have participated and describe participation.

I have not had the opportunity to participate in any community organizations but I am very interested in becoming more involved.

3. List your affiliation with professional or technical societies. (if required for the Position)

N/A

4. Do you anticipate any potential conflicts of interest?  NO If yes, please explain.

Business in Carson City Service Area:

Length of time in Business:

Personal/Professional References:

Name	Address	Telephone #
Tom Keeton	2113 St. George Way	841-3991
Lee Plemel	2621 Northgate Lane, Ste. 62	887-2180 ext. 30075
Carrie Ayarbe	508 W. 3rd St.	883-0433

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

Janice Brod  
Signature of Applicant

11/13/09  
Date

You may attach more information.

All applications are public information.

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Mail directly to Carson City Executive Offices  
201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100 Fax(775)887-2286

# Carson City Application for Appointive/Volunteer Position

Please print or type

Title of Board or Commission: Parks and Recreation Commission

DEC 04 2009

Title of Position: Commissioner

Name: Conrad  
Last

Keith  
First

W.  
Middle Initial

Address: 929 W. King St.  
Street

Carson City  
City

NV  
State

89703  
Zip

Occupation/Business: Engineer-State of Nevada Division of Water Resources

Telephone: Work- 775-684-2800

Home- 775-884-3351

Cell- 775-997-4612

E-mail- keithconrad@hotmail.com

How long have you lived in Carson City: 31 years Are you an active Carson City Registered Voter: yes

**Note: only complete if a degree is required for this position**

College, professional, vocational or other schools attended	Major Subject	Degree Conferred
WNCC	Engineering	No
UNR	Mechanical Engineering	Yes

List any professional license(s) and or certification(s):

License/Certification	License/Certification #

1. Briefly describe the qualifications you possess which you feel would be an asset to this board/commission/committee.

I am a long time resident and user of the parks and recreation opportunities in Carson City. I am an avid runner, mountain biker, skier and futsal and soccer player. My family and I enjoy the numerous parks recreation opportunities that Carson City has to offer and I would like to volunteer to help grow and expand access to these opportunities to increase the quality of life in Carson City.

2. List the community organizations in which you have participated and describe participation.

AYSO Coach and Referee-Coach and referee for boys and girls recreation and competitive teams.

Capital Soccer Club-Coach for U10 Girls recreation team.

Tahoe Rim Trail Volunteer-Volunteer trail construction and maintenance (including felling and clearing of trees).

3. List your affiliation with professional or technical societies. (if required for the Position)

None

4. Do you anticipate any potential conflicts of interest? no If yes, please explain.

Business in Carson City Service Area:

Length of time in Business:

Personal/Professional References:

Name	Address	Telephone #
Joe Cacioppo	699 Lucas Dr., Carson City, NV 89701	775-884-1352
Josh Lynn	223 S. Iris St., Carson City, NV 89703	775-291-3043
Tom Sullivan	1007 W. King St., Carson City, NV 89701	775-887-8862

I have sufficient time to devote to this community and plan to attend the required meetings if I am appointed to fill this or a future vacancy. I understand that if I am appointed to a Board/Commission or Committee where a disclosure of Assets Statement is required by State Law or Council Policy I shall do so, and that I may not assume office until 10 days after statement is filed. I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

  
Signature of Applicant

12/4/09

Date

You may attach more information.

All applications are public information.

Applications not acted upon will expire after two years from date submitted unless renewed by applicant.

Mail directly to Carson City Executive Offices  
201 N. Carson Street #2, Carson City NV 89701  
(775)887-2100 Fax(775)887-2286

## PARKS AND RECREATION COMMISSION MEMBERSHIP

<u>MEMBER</u>	<u>APPOINTMENT</u>	<u>TERM EXPIRES</u>
Todd Westergard 309 N. Iris St. Carson City, NV 89703 684-7716 (w) 885-9272 (h) 303-4585 (c) <a href="mailto:tnwestergard@yahoo.com">tnwestergard@yahoo.com</a>	Initial Term 1/08	1/2012
Lynnette Conrad-School Board 929 W. King Street Carson City, NV 89703 884-3351 (w) 997-9712 (h) <a href="mailto:paconrad@hotmail.com">paconrad@hotmail.com</a>	Initial Term 1/09 (School Board Appoints)	1/2012
Sean Lehman 2566 Bedford Carson City, NV 89703 884-1400(w) 882-3150(h) 450-5469(cell) <a href="mailto:lehmann.dpm@gmail.com">lehmann.dpm@gmail.com</a>	Partial Term 12/08	1/2010
James Smolenski 4000 :Lepire Dr. #110 Carson City, NV 89701 882-2644 (w) 882-4753 (h) 691-1467 (c) <a href="mailto:1smolenski@att.net">1smolenski@att.net</a>	Initial Term 1/08	1/2012
Donna Curtis (Chair) 608 Norfolk Drive Carson City, NV 89703 884-3037 (h) <a href="mailto:donnajcurtis@sbcglobal.net">donnajcurtis@sbcglobal.net</a>	Initial Term 3/03 Reappt. 1/06	1/2010
Steven Lasco 1431 Moody Street Carson City, NV 89706-3051 530-208-8205 (h) 530-208-8205 (c) <a href="mailto:tahoewordsmith@yahoo.com">tahoewordsmith@yahoo.com</a>	Initial Term 1/08	1/2012
Charles Adams 5400 Newton Rd. Carson City, NV 89706 834-2901 (w) 885-0886 (h) 230-2433 (c) <a href="mailto:cadams@gbis.com">cadams@gbis.com</a>	Initial Term 1/08	1/2012
Thomas Keeton 2113 St. George Way Carson City, NV 89703 841-3991 (w) 841-3991 (h) <a href="mailto:tkkeeton@aol.com">tkkeeton@aol.com</a>	Initial Term 1/02 Reappt. 1/06	1/2010

Pete Livermore (BOS)  
201 N. Carson Street #2  
Carson City, NV 89701  
887-2100 (w)  
[plivermore@ci.carson-city.nv.us](mailto:plivermore@ci.carson-city.nv.us)

## Initial Term 2/03

1/2008

**AUTHORITY:** N.R.S. 244.3076 & C.C.M.C. 2.16. Nine members interviewed and appointed by the Board of Supervisors. One member is a member of the Board of Supervisors and one is a member of the Board of Trustees from the Carson City School District. Requires 4 year terms to expire on January 1<sup>st</sup>.

**MEETINGS:** Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of every month, except June, July and August which are the third Tuesday only. Meetings are held at 5:30 p.m. in the Sierra Room.

**PURPOSE:** To advise the Board of Supervisors on the use of city parks and protect the right of all Carson City residents to enjoy the parks system.

**TYPICAL DUTIES:**

1. The Commission shall act in advisory capacity to the board.
2. The Commission shall cooperate with other governmental agencies and civic groups in the advancement of sound recreation planning.
3. The Commission shall:
  - a. Recommend policies on park and recreation services;
  - b. Advise on acquisition and development of park and recreation areas and facilities;
  - c. Aid in coordinating park and recreation services with the programs of other governmental agencies and voluntary organizations;
  - d. Aid and advise the fair and recreation board;
  - e. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
  - f. Review and make recommendations concerning the park and recreation department's budgets; and
  - g. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax.

**Non-Voting Member**      Molly Walt, Supervisor  
201 N. Carson Street, Suite 2  
Carson City, NV 89701  
887-2100 (w)  
[mwalt@ci.carson-city.nv.us](mailto:mwalt@ci.carson-city.nv.us)

Coordinator: Roger Moellendorf, Parks and Recreation 887-2363.

Attorney Assignment: Will Geddes  
District Attorney's Office  
887-2070



## **PARKS AND RECREATION COMMISSION**

The Carson City Board of Supervisors is seeking applications from persons interested in serving on the Carson City Parks and Recreation Commission. There are three openings. Terms are for four years and expire January 2014. The purpose of the Parks and Recreation Commission is to advise the Board of Supervisors on the use of city parks and protect the right of all Carson City residents to enjoy the parks system.

Applicants should be aware that a minimum commitment of up to 10 hours a month is expected. The Board of Supervisors shall appoint qualified persons to the board who are residents and registered voters of Carson City.

Volunteer applications may be obtained from and returned to Carson City Executive Offices by the ***closing date of December 4, 2009***. All applications submitted to this office will be considered public information.

Thank you for your interest in helping Carson City.

**CARSON CITY EXECUTIVE OFFICES**  
**201 N. Carson Street #2**  
**Carson City, Nevada 89701**  
**(775) 887-2100 FAX 887-2286**  
**E-Mail Rgardner@ci.carson-city.nv.us**  
**Web Page http://www.carson-city.nv.us**  
**AN EQUAL OPPORTUNITY EMPLOYER**

Title 2 ADMINISTRATION AND PERSONNEL\*

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**Chapter 2.16 CARSON CITY PARKS AND RECREATION COMMISSION**

2.16.010 Organization.

2.16.020 Membership requirements.

2.16.030 Term of office.

2.16.040 Meetings and officers—Legislative procedure—Removal of commissioner—No compensation.

2.16.045 Removal for cause.

2.16.050 Duties and responsibilities.

2.16.060 Severability.

**2.16.010 Organization.**

1. There is hereby established pursuant to NRS 244.3071 et seq. a commission to be known as the Carson City parks and recreation commission.
2. This commission shall consist of nine members who shall be appointed by the board.
3. The commission shall be composed of one member who shall be a member of the Board of Supervisors, and one member who shall be a member of the Board of Trustees of the Carson City School District. The remaining members shall be qualified electors of Carson City and appointed, where possible, from a diverse cross-section of the community. That cross-section should consist of but not be limited to: service groups, professional parks or maintenance groups, adult sports groups, youth sports or service groups, environmental interest, and general public. (Ord. 2005-17 § 1, 2005: Ord. 1991-56 § 1, 1991: Ord. 1981-45 § 1, 1981: Ord. 1974-10 § 1, 1974).

**2.16.020 Membership requirements.**

Members of the Carson City parks and recreation commission shall be qualified electors of Carson City. (Ord. 1981-45 § 2, 1981).

**2.16.030 Term of office.**

1. All terms will be for four (4) years except the term of the student shall be for one year.
2. Members whose terms have expired shall continue to serve until their successors have been appointed.
3. Terms of office shall commence and end on January 1st. (Ord. 1991-56 § 2, 1991: Ord. 1985-36 § 1, 1985: Ord. 1985-28 § 1, 1985).

**2.16.040 Meetings and officers—Legislative procedure—Removal of commissioner—No compensation.**

1. The commissioner shall schedule at least one regular meeting each month.
2. The commission shall meet in regular session and shall elect from their members a chairman and a vice-chairman at the first regular meeting conducted each calendar year. Officers shall hold office for one calendar year or until their successors are named.
3. The city shall provide a secretary for each and every meeting of the commission.
4. The commission shall by recorded vote, adopt rules and regulations for governing procedure and shall adopt

- appropriate by-laws by which to be governed.
- 5. A majority shall constitute a quorum.
- 6. The commission shall schedule at least one meeting each month in regular session with the director of the park and recreation department or director's designated representative.
- 7. The commission members shall receive no compensation. (Ord. 1991-56 § 3, 1991).

#### **2.16.045 Removal for cause.**

Upon recommendation of the park and recreation commission the board may remove for cause any commissioner for:

- 1. Dereliction of duty, or
- 2. Nonparticipating, or
- 3. Nonattending, or
- 4. For any other reason shown as just cause.

(Ord. 1991-56 § 4, 1991).

#### **2.16.050 Duties and responsibilities.**

- 1. The commission shall act in advisory capacity to the board.
- 2. The commission shall cooperate with other governmental agencies and civic groups in the advancement of sound recreation planning.
- 3. The commission shall:
  - a. Recommend policies on park and recreation ser- vices;
  - b. Advise on acquisition and development of park and recreation areas and facilities;
  - c. Aid in coordinating park and recreation services with the programs of other governmental agencies and voluntary organizations;
  - d. Aid and advise the fair and recreation board;
  - e. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
  - f. Review and make recommendations concerning the park and recreation department's capital budgets; and
  - g. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax. (Ord. 2005-17 § 2, 2005; Ord. 1991-56 § 5, 1991).

#### **2.16.060 Severability.**

If any of the provisions of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not impair the other provisions of this chapter. To this end the provisions of this chapter are declared to be severable. (Ord. 1991-56 § 6, 1991).

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