



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: July 19, 2018

Staff Contact: Nancy Paulson, npaulson@carson.org

Agenda Title: For Possible Action: To appoint three members to the Carson City Parks and Recreation Commission each to fill a four year term set to expire January 2022.

Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than nine members appointed by the Board of Supervisors. There are three openings due to members' terms expiring. A reappointment request has been received from Donna Curtis. New applications were received from Kurt Meyer and Lea Cartwright.

Agenda Action: Formal Action/Motion

Time Requested: 45 mins

Proposed Motion

I move to accept the recommendation from the City Manager to reappoint Donna Curtis and appoint (the named two) to the Parks and Recreation Commission each to fill a four year term to expire January 2022.

Board's Strategic Goal

Quality of Life

Previous Action

N/A

Background/Issues & Analysis

N/A

Applicable Statute, Code, Policy, Rule or Regulation

CCMC 2.16.010; NRS 244.3076

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: N/A

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Alternatives

Open the position announcement for additional applicants.

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)



PARKS AND RECREATION COMMISSION

BOARD DETAILS

 **OVERVIEW**

 **SIZE** 7 Seats

 **TERM LENGTH** 4 Years

 **TERM LIMIT** N/A

The Parks and Recreation Commission regulate the use of City Parks and Recreation Facilities and protect the right of all Carson City Residents to enjoy the parks system and recreation services.



DETAILS

MEETINGS

- 5:30 p.m.
- Meets on the first Tuesday of every month
- Community Center, Sierra Room
- 851 East William Street, Carson City, Nevada

POWERS & 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.
- 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 capital budgets; and
 - g. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax.

ADDITIONAL INFORMATION

[CCMC 2.16.pdf](#)



Carson City, NV

PARKS AND RECREATION COMMISSION

BOARD ROSTER



LORI BAGWELL

2nd Term Jan 01, 2016 - Dec 31, 2019

Appointing Authority Board of Supervisors

Position Board of Supervisors



JOE CACIOPPO

1st Term Jan 03, 2013 - Dec 31, 2019

Appointing Authority School Board

Position School Board Appointed



DONNA CURTIS

3rd Term Feb 06, 2014 - Jan 31, 2018

Appointing Authority Board of Supervisors



ROBERT GLENN

1st Term Feb 06, 2014 - Jan 31, 2018

Appointing Authority Board of Supervisors



LEANN KEEVER

2nd Term Oct 04, 2012 - Jan 01, 2020

Appointing Authority Board of Supervisors



SEAN LEHMANN

3rd Term Feb 06, 2014 - Jan 31, 2018

Appointing Authority Board of Supervisors



BRETT LONG

2nd Term Jan 05, 2012 - Jan 01, 2020

Appointing Authority Board of Supervisors

Profile

Donna _____ Curtis _____
 First Name Middle Initial Last Name

 Email Address

 Street Address

 Suite or Apt

Carson City _____
 City

NV _____
 State

89703 _____
 Postal Code

 Primary Phone

 Alternate Phone

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

I have a very sound historical background with this Commission. I still have many more ideas I'd like to present to help maintain and improve our parks facilities. I work very hard outside of the Commission to help achieve City goals.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

I have a BA in Environmental Studies and Land Use Planning. My MA is in Political Science . I was employed as a local government analyst for 20 years. I am retired and do not have a resume in my files but can answer any questions about previous experience.

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I have served on several parks commissions in other areas, including several years as Chair. I chaired the Carson PRC for four years. I have instigated many projects with the PRC including getting a revised master plan, adding a pathways plan, getting a dog park built at Fuji Park, adding " future agenda items " form, and reviving the concept of the last phase of the freeway pathway.

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

Vice Chair, Foundation for CC Parks and Recreation, Bd Directors Partnership Carson City, VP Friends of the Library, helped form CASI, several years President Carson City Democratic Women's Club, serving many years with Carson School District Community Committee, active with Chamber of Commerce, Soroptmists, AAUW, founder Parks 4 Paws.

List your affiliation with professional or technical societies: *if required for the position.

National Parks Foundation, National Parks member as provided by the Department, occasionally meet with Northern Nevada State Parks

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Ronnie Hannaman Executive Director Carson City Chamber of Commerce. 882-1565

Name, Telephone Number:

Richard Stokes, Superintendent, CCSD. 283-2100

Name, Telephone Number:

Kathy Bartosz former Executive Director Partnership Carson City. 232-1417

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Profile

Kurt L Meyer
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted]
Street Address

Suite or Apt

Carson City
City

NV 89703
State Postal Code

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

I have over 30 years experience working in the Parks and Recreation field. I am retired and have a passion for Carson City and all that it has to offer. I am very connected to the community and serve, and / or have served, on several volunteer boards and committees in Carson City. I am very familiar with the Carson city Parks and Recreation Department after working for them for over 25 years.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

Reed High School, Sparks Nevada TMCC, Reno Nevada UNR, Reno Nevada WNC, Carson City Nevada

Major Subject:

General Studdies

Degree Conferred:

High School, 1984 Associate of Arts Degree, 2016

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

I have an above average understanding of the Parks and Recreation Department in Carson City after working for the department for 25 years. I have a knowledge of the Carson City municipality and how it functions.

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

Boys and Girls Club of Western Nevada 2010 to present Past President Carson City Youth Sports Association 2009 to present Current Treasurer Clock and Carillon Committee 2007 to present Muscle Power Trail Builder 2013 to present Bethlehem Lutheran Church and School School Board president 11 years Carson City Little League 12 years Nevada District 1 Little League Committee 2 years Youth Sports Coach for several leagues for several years

List your affiliation with professional or technical societies: *if required for the position.

[Kurt Meyer Resume 2017_dec.pdf](#)

Upload a Resume

Personal/Professional References

Name, Telephone Number:

James Cavilia, 775.687.0202

Name, Telephone Number:

Ryan Russell, 775,687.0202

Name, Telephone Number:

Scott Morrison, 775.445.4468

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I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

KURT MEYER

400 N. Richmond Ave. | Carson City, NV 89703 | 775-350-0359 |
kurtmeyer1966@gmail.com

OBJECTIVE

To use and challenge my leadership, supervisory, and organizational skills.

SKILLS & ABILITIES

- Exceptional management skills, successful team building, self-starter with superb communication skills, fiscal responsibility, experience with multiple projects and operational budgets, solid track record.

EXPERIENCE

Event Manager Carson Off Road, Epic Rides 2015 – current
Carson City, NV

- Start to finish planning and event management for three day pro mountain bike race.
- Awarded Interbike's Best Mountain Bike Race in the Nation, inaugural year

Supervisor of Operations, Carson City 1993 – 2016
Carson City, NV

- Over 30 years experience managing, supervising, and operating recreation facilities, including aquatic facilities, ball fields, and community centers. Staffing, training, and budgeting for all programs within a recreation division.
- Retired from PERS -Jan 2016.

EDUCATION

Western Nevada College – Carson City, NV – Associate of Arts

COMMUNITY SERVICE AND LEADERSHIP

- Boys and Girls Club of Western Nevada, Board of Directors, 2010 - present
 - o 2016 – President, 2015 – Vice President, 2014 – Secretary
- Youth Sports Association, Carson City, NV
 - o 2009 – current Treasurer
- Clock and Carillon Committee, Laxalt Building, Carson City, NV – 2007 - present
 - o Current Vice President
- Bethlehem Lutheran Church and School
 - o School Board President – 11 years
- Worked with Pennington foundation and community leaders in building the Teen Center for B&GCWN - 2016

REFERENCES

James Cavilia

Attorney, Allison MacKenzie

775-687-0202

Scott Morrison

Director of Liberal Arts, Interim Vice President, Western Nevada College

775-445-4468

Ryan Russell

Attorney, Allison MacKenzie

775-687-0202

Profile

<u>Lea</u>		<u>Cartwright</u>
First Name	Middle Initial	Last Name
		
Email Address		
		
Street Address		Suite or Apt
<u>Carson City</u>	<u>NV</u>	<u>89701</u>
City	State	Postal Code
		
Primary Phone	Alternate Phone	

Which Boards would you like to apply for?

Parks and Recreation Commission: Submitted

Question applies to multiple boards

Why would you like to serve of this Board/Committee/Commission?

As Carson City continues to grow and expand, I would like to be part of the Parks and Recreation Commission to ensure that open spaces and recreation areas are available to all residents, current and future. Parks are what allow a community to thrive. Children can explore and develop their passions for the outdoors if we have areas that are safe and fun. Maintaining trails, bike paths, and open areas is vital to attracting professionals who are looking for a place to live, work and play. The harmonious development of parks and recreation areas will allow economic growth that benefits everyone while continuing the small town tradition of community fairs, markets, and outdoor meetups. I am also a personal user of the parks and trails around the city and can provide that perspective.

Question applies to multiple boards

Are you currently a registered voter in Carson City?

Yes No

Question applies to multiple boards

Are you currently a member on any other Carson City Board, Committee or Commission?

Yes No

Question applies to multiple boards

If yes, please list:

Question applies to multiple boards

Term expiration:

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

Yes No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

Yes No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

Yes No

Education

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

College, Professional, Vocational or Other Schools attended:

Major Subject:

Degree Conferred:

Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:

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

List your affiliation with professional or technical societies: *if required for the position.

Upload a Resume

Personal/Professional References

Name, Telephone Number:

Jeanette Belz, 775-232-1662

Name, Telephone Number:

Neena Laxalt, 775-762-1864

Name, Telephone Number:

Blayne Osborn, 775-450-2349

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

I Agree *

Chapter 2.16 - CARSON CITY PARKS AND RECREATION COMMISSION

Sections:

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 seven 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).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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.
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).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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

1. 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.
2. The city shall provide a secretary for each and every meeting of the commission.
3. The commission shall by recorded vote, adopt rules and regulations for governing procedure and shall adopt appropriate by-laws by which to be governed.
4. A majority shall constitute a quorum.

5. The commission shall schedule at least one meeting bi-monthly, in regular session with the director of the park and recreation department or the director's designated representative. The bi-monthly meetings shall be held on the first Tuesdays of February, April, June, August, October, and December, unless notice is otherwise provided.
6. The chair and the parks and recreation director together can cancel a meeting or schedule a special meeting as needed.
7. The commission members shall receive no compensation.

(Ord. 1991-56 § 3, 1991).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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. Nonparticipation, or
3. Nonattendance, or
4. For any other reason shown as just cause.

(Ord. 1991-56 § 4, 1991).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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 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. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
 - e. Review and make recommendations concerning the park and recreation department's capital budgets; and
 - f. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax.

(Ord. 2007-16 § 1, 2007; Ord. 2005-17 § 2, 2005; Ord. 1991-56 § 5, 1991).

[\(Ord. No. 2015-13, § 1, 12-17-2015\)](#)

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).

COUNTY PARK AND RECREATION COMMISSIONS

NRS 244.3071 Definitions. As used in NRS 244.3071 to 244.30792, inclusive, unless the context requires otherwise:

1. "Board" means the board of county commissioners and includes the Board of Supervisors of Carson City.
 2. "Commission" means the county park and recreation commission.
 3. "Commissioner" means a member of the commission.
 4. "Facilities" means any recreational, cultural or park property authorized by NRS 244.3071 to 244.30792, inclusive.
- (Added to NRS by 1965, 535; A 1969, 321; 1991, 397)

NRS 244.3072 Power of county to create. In addition to the powers elsewhere conferred upon counties, any county, regardless of population, may create a county park and recreation commission in conformity with the procedure prescribed by NRS 244.3073 to 244.30792, inclusive.

(Added to NRS by 1965, 536)

NRS 244.3073 Petition for creation of commission; study of feasibility; approval by appropriate state agency.

1. Upon the petition of 5 percent or more of the registered voters of a county expressing a desire or interest in the creation of a county park and recreation commission, the board is authorized to conduct a recreation feasibility study which will meet the planning criteria set forth by the Bureau of Outdoor Recreation, the National Recreation Association or any other nationally recognized recreation authority.

2. Any study which shows a need for, and the feasibility of, a county park and recreation commission must be submitted to the Division of State Parks of the State Department of Conservation and Natural Resources or any other appropriate state agency. Acceptance and approval of the study by the Division of State Parks or other appropriate state agency empowers and authorizes the board to organize by ordinance a county park and recreation commission for the express purpose of planning, acquiring, developing, operating and maintaining recreational and cultural facilities and programs.

(Added to NRS by 1965, 536; A 1991, 397)

NRS 244.3074 Organizational ordinance: Contents. The organizational ordinance shall state:

1. That the ordinance thereby creates a county park and recreation commission;
 2. The name of the commission;
 3. The number of commissioners to be appointed;
 4. The powers to be exercised by the commission;
 5. That the facilities to be acquired, if any, are those therein designated;
 6. That the facilities previously acquired or to be acquired under or pursuant to NRS 244.3071 to 244.30792, inclusive, or any other law by the board on behalf of the county, jurisdiction over and responsibility for which facilities are to be assumed subsequently by the commission, are those therein designated;
 7. The times at which such jurisdiction and responsibility shall be assumed by the commission on behalf of the county;
- and

8. The names of the appointed commissioners who shall serve on the first county park and recreation commission.

(Added to NRS by 1965, 536)

NRS 244.3075 Supplementation of organizational ordinance.

1. Any organizational ordinance may be supplemented after its adoption from time to time by the board by an ordinance stating:

- (a) Additional powers to be exercised by the commission;
- (b) That the additional facilities, if any, to be acquired are those therein designated;
- (c) That the additional facilities of the county, jurisdiction over and responsibility for which are to be assumed by the commission, are those therein designated; and
- (d) The times at which such jurisdiction and responsibility shall be assumed by the commission on behalf of the county.

2. Any supplemental ordinance may diminish any powers which the commission is authorized to exercise or may take from the commission jurisdiction over and responsibility for any facilities of the county which have been previously granted to the commission.

(Added to NRS by 1965, 536)

NRS 244.3076 Number, qualifications and appointment of members. The commission shall be:

1. Appointed by the board.
2. Composed of not less than five nor more than nine members, one of whom shall be a member of the board and one of whom shall be a member of the board of trustees of the county school district. The remaining members shall be qualified electors of the county.

(Added to NRS by 1965, 537)

NRS 244.3077 Commissioners: Terms; vacancies; compensation and expenses.

1. The terms of office of the commissioners shall be set so that there is never a termination of the terms of all members at one time and of the first commissioners appointed, one or more shall hold office for 1 year, one or more for 2 years, one or more for 3 years, and two or more for 4 years. Thereafter all commissioners shall be appointed for terms of 4 years.

2. Commissioners shall hold office until their successors are appointed and qualified.

3. Any vacancy in the office of commissioner shall be filled for the unexpired term in the same manner as original appointments.

4. Commissioners shall serve without compensation but shall be entitled to the same travel expenses and subsistence allowances as county officers.

(Added to NRS by 1965, 537)

NRS 244.3078 Oath of office; no bond required. Within 10 days after their appointment, commissioners shall qualify by taking the oath of office. No bond shall be required of them.

(Added to NRS by 1965, 537)

NRS 244.3079 Election of officers; treasurer; seal.

1. Within 10 days after their appointment, the commissioners shall organize as the commission by the election of one of their number as chair, one as secretary, and by the election of such other officers as they may deem necessary. Annually during January the commission shall reorganize by the election of new officers.

2. The county treasurer of the county shall be the treasurer of the commission. The treasurer shall receive and pay out all the moneys of the county under the control of the commission, as ordered by it, but shall receive no compensation for any such additional duties.

3. The commission shall adopt a seal.

(Added to NRS by 1965, 537)

NRS 244.30791 Meetings; records; quorum.

1. The commission shall hold at least four meetings each year and shall keep a complete record of all its transactions.

2. A majority of the commissioners shall constitute a quorum for the transaction of business.

3. Any resolution, motion or other action shall be adopted or ordered taken by a majority of the commissioners forming a quorum.

(Added to NRS by 1965, 537)

NRS 244.30792 Powers and duties. The commission may have the following powers and duties as determined by the board and as set forth by the board in the organizational ordinance:

1. To determine policy in regard to recreational, cultural and park facilities.

2. To promulgate regulations governing the use of such facilities.

3. To prepare plans for additional recreational, cultural and park facilities and the development of existing facilities.

4. To operate and maintain existing facilities.

5. To fix, and from time to time increase or decrease, rates, tolls and charges for services and the use or availability of facilities.

6. To employ technical and clerical staff.

7. To prepare and submit annual budgets to the board.

8. To purchase or lease land subject to the statutes governing purchases and leases of land by the board.

9. To acquire by gift, bequest or devise any personal property, or any real property within the county, for recreational, cultural or park facilities.

10. To administer any trusts declared for recreational, cultural and park facilities in the county.

11. To enter into contracts for the construction and development of recreational, cultural and park facilities.

12. To expend all money collected to the credit of facilities under the control of the commission, but all money received for such facilities must be deposited in the county treasury to the credit of the commission and paid out only upon warrants drawn by the commission upon properly authenticated vouchers of the commission after approval of the same by the county auditor.

13. To perform such additional duties for park, recreational and cultural programs as may be delegated by the board.

(Added to NRS by 1965, 537; A 1991, 397)