

**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, June 5, 2018 • 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Lee-Ann Keever**  
**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  
Dan Earp, Recreation Superintendent  
Eric Klug, Recreation Program Manager  
Andrew Menendez, Recreation Program supervisor  
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**

(5:30:47) – Chairperson Keever called the meeting to order at 5:30 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:30:51) – Roll was called and a quorum was present. Chairperson Keever noted that Commissioner Cacioppo was absent as excused.

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

**PUBLIC COMMENTS**

(5:31:38) – Chairperson Keever entertained public comments. C.K. Baily introduced himself and thanked the Commission “for keeping its eyes open on Ash Canyon Road”, which is open and provides access to fishing at Hobart Reservoir. Mr. Baily also thanked Staff, especially Open Space Administrator Ann Bollinger for finding the necessary funds for the repairs.

**1. ACTION ON APPROVAL OF MINUTES – April 3, 2018.**

(5:33:15) – Chairperson Keever introduced the item. Commissioner Lehmann and Chair Keever noted that they would abstain from voting since they were not present at the April 3, 2018 meeting.

**(5:33:25) – MOTION: I move to approve the April 3, 2018 meeting minutes.**

<b>RESULT:</b>	<b>Approved (3-0-2)</b>
<b>MOVER:</b>	Long
<b>SECONDER:</b>	Curtis
<b>AYES:</b>	Curtis, Bagwell, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Keever, Lehmann
<b>ABSENT:</b>	Cacioppo, Glenn

**2. MODIFICATIONS TO THE AGENDA**

(5:34:01) – Chairperson Keever introduced the item and noted that there were no modifications to the agenda.

**3. MEETING ITEMS****A. PRESENTATION BY THE NEVADA RECREATION AND PARK SOCIETY OF A PROGRAM EXCELLENCE AWARD FOR THE KIDS TRIATHLON CO-SPONSORSHIP.**

(5:34:17) – Chairperson Keever introduced the item. Patrick O’Mara introduced himself as the Recreation Coordinator for Washoe County Regional Parks and Open Space; however, he noted that this evening he was present as the new Chair of the Awards Committee for the Nevada Recreation and Park Society. Mr. O’Mara read a prepared statement, incorporated into the record, and presented the Carson City Parks and Recreation Staff with an award for the 2018 Program of Excellence in the category of Co-Partnership, for their participation in and their leadership of the 2017 Northern Nevada Kids’ Triathlon Series.

(5:37:02) – Carson City Aquatics Recreation Program Manager Mike Freeman accepted the award and noted that Carson City would be hosting its triathlon on July 14, 2018.

(5:37:45) – Jennifer Budge, Parks, Recreation and Open Space Director, thanks Mr. O’Mara, Mr. Freeman, and the local swim team, the Tiger Sharks, for their hard work and for a successful event. Chairperson Keever suggested a group photo. Chairperson Keever and Vice Chair Curtis praised the program and thanked Mr. O’Mara for acknowledging Staff’s contributions. There were no public comments.

**B. PRESENTATION TO ACKNOWLEDGE THE COMMUNITY CONTRIBUTIONS OF PARKS COMMISSIONERS ROBERT GLENN AND SEAN LEHMANN.**

(5:40:13) – Chairperson Keever introduced the item. Ms. Budge thanked Commissioners Lehmann and Glenn for their years of dedication to the Parks and Recreation Commission and their ongoing support of Staff. Chairperson Keever agreed with Ms. Budge. Commissioner Lehman thanked Staff and the Commission for the opportunity to serve for “a full decade”, to see the completion of the Multipurpose Athletic Center (MAC), and to have Carson City recognized as a “runner friendly community” prior to moving out of the area. Vice Chair Curtis thanked

Commissioner Lehmann for his financial contributions to the playground equipment purchase at Long Ranch Park and wished him luck in his new endeavor. Commissioner Bagwell recognized Commissioner Lehman as a role model for the community, and Commissioner Long believed that both outgoing commissioners had made an impact in the community with their involvements with the schools and with the baseball program. Ms. Budge presented Commissioner Lehmann with a plaque and noted that she had one for Commissioner Glenn as well. Chairperson Keever entertained public comments.

**PUBLIC COMMENT**

(5:45:12) – Mr. Baily thanked Commissioner Lehmann for suggesting the name Baily Fishing Pond when the newly established pond at Fuji Park was being named. Commissioner Lehmann thanked Mr. Baily for his perseverance and assistance to the City's parks and noted that he was moving to British Columbia, in Canada, with his family.

**C. PARK/PROGRAM OF THE MONTH: PRESENTATION AND DISCUSSION ON CAMP CARSON.**

(5:47:22) – Chairperson Keever introduced the item. Andrew Menendez, Recreation Program Supervisor for Youth Programs and Adaptive Recreation, introduced himself and provided a presentation, accompanied by photographs and incorporated into the record. Commissioner Bagwell received confirmation that each camper will receive a free meal on Wednesdays. She was also informed that the program averaged 150 participants per week last year, and that the program can expand as long as the per-staff ratio is maintained. Ms. Budge clarified that there is room to grow the program; however, considerations such as fire code and licensing must be taken into account. Mr. Menendez explained to Vice Chair Curtis that most of the programs are in Mills Park; however, some would take place at the Mary Teixeira Pavilion. There were no public comments.

**4. STAFF UPDATES - DISCUSSION ONLY****A. UPDATE AND DISCUSSION ON RESIDENTIAL DEVELOPMENT AS IT RELATES TO PARKS, RECREATION AND TRAIL COMPONENTS IN CARSON CITY.**

(6:04:42) – Ms. Budge presented the Staff Report and an accompanying exhibit and thanked the Community Development Department for their cooperation. Vice Chair Curtis referred to the past month's Growth Management meeting regarding the approved 2,634 residential units, yet to be built, and expressed concern over their impact, especially the multi-unit housing that will not have a park. Ms. Budge clarified for Commissioner Lehmann that she preferred having one Homeowners' Association (HOA) for multiple units as a cost saving. Commissioner Long was informed that a backup plan for failed HOAs was the creation of a Landscape Maintenance District. Commissioner Bagwell noted that the enclosed map in Exhibit A only showed the residential units that would have a new park; however, other new units will rely on Residential Construction Taxes (RCT); however, Ms. Budge clarified that some developers will build a park instead, "which usually by far exceeds the amount of RCT we would collect". She also stated that a Park Master Plan update was planned in the next few years to look into how to approach new developments, based on the needs of the community. Ms. Budge was also in favor of rehabilitating existing aging parks and building dog parks and splash pads, adding that RCT can be used to replace aging structures. Chairperson Keever entertained public comments.

**PUBLIC COMMENT**

(6:21:48) – Mr. Baily emphasized the importance of maintaining the existing parks, some of which he believed are in disarray.

**B. MULTIPURPOSE ATHLETIC CENTER: DISCUSSION REGARDING STATISTICS, INFORMATION AND ORIGINAL PROJECTIONS ON PARTICIPATION AT THE MULTIPURPOSE ATHLETIC CENTER (MAC).**

(6:23:43) – Chairperson Keever introduced the item. Recreation Superintendent Dan Earp presented the Staff Report which is incorporated into the record and responded to clarifying questions by the commissioners. Commissioner Bagwell was pleased to see that the community members “can go to the MAC and recreate”. Mr. Earp informed Commissioner Lehmann that after evaluating the usage and the fees, the Boys and Girls Club will be charged utility fees for the courts they use and for the hours used only. Ms. Budge highlighted the success of the pickleball program as an example of expansion due to community interest. Mr. Earp clarified that most of the tournaments are booked through the Carson City Culture and Tourism Authority and Ms. Budge noted that they try to have one tournament per month at the MAC which will increase room tax revenue, adding that direct costs are reimbursed by room tax. Commissioner Long suggested tracking the economic development revenue generated by the MAC and Ms. Budge advised agendizing a separate discussion on the topic at a future meeting. Commissioner Bagwell suggested an overall fee structure discussion as well. Chairperson Keever wished to see expanded community events such as the Nevada Day Pow Wow.

(6:46:07) – Vice Chair Curtis noted that the MAC was built in such a way that future expansion was possible. She was also informed that the walking track usage was “pretty steady” and it was based on drop-in usage. Mr. Earp explained that the facility is being well-used but not yet “at capacity”. In response to a question by Vice Chair Curtis, Recreation Program Manager Eric Klug clarified that the Community Center had seen a decrease in sports programming because of the MAC; however, more conventions, arts and crafts shows, and other community events have filled the slots. Chairperson Keever entertained public comments; however, none were forthcoming.

**C. DIRECTOR’S REPORT: NON-SUBSTANTIVE UPDATES REGARDING THE DEPARTMENT’S RECRUITMENT FOR VACANT POSITIONS; GRANT APPLICATIONS AND AWARDS; NOMINATION PROCESS REGARDING UPCOMING NAMING FOR A PARK IN SCHULZ RANCH AND DISC GOLF COURSE; FISCAL YEAR 2019 BUDGET; QUALITY OF LIFE DEBT SERVICE; PARKS COMMISSION APPOINTMENTS; AND BOARD OF SUPERVISOR’S ACTION ITEMS.**

(6:51:24) – Chairperson Keever introduced the item. Ms. Budge announced that they are recruiting for an office specialist, at the front counter of the administration office; a park maintenance worker; and seasonal park maintenance workers. She also stated that the Community Development Block Grant request for ADA improvements at Long Ranch Park will be heard by the Board of Supervisors at their next meeting. Ms. Budge informed the Commission that their Land and Water Conservation Grant request for the Hamm property acquisition had ranked number one in the State, adding that they had submitted another Land and Water Conservation Grant for paved path rehabilitation at Long Ranch Park. Other grants announced by Ms. Budge were the \$7,000 NRA Foundation Grant for safety signage at the Carson City Rifle and Pistol Range; and two grants from the Nevada Department of Wildlife for berm enhancements (for which she thanked the Public Works Department) and for finishing the restrooms at the Pistol and Rifle Range. Ms. Budge also noted that public feedback will be solicited for naming the Schulz Ranch Park and the Disc Golf Course, and she updated the

Commission on the Quality of Life Debt Service. Commissioner Bagwell gave additional information on financing bonds in general, noting that the City's debt management report and schedules are available online.

(7:02:25) – Ms. Budge reported that the Parks and Recreation Commission appointments will be made during the June 21, 2018 Board of Supervisors meeting. She also informed Commissioner Long that the Hamm property acquisition was planned for Fall 2018. Vice Chair Curtis requested that the Commission receive some of the budget information binder materials provided during the Board of Supervisors meeting during its budget discussions. Ms. Budge also highlighted several items on the FY 2019-2023 Capital Requests document, incorporated into the record, including the playground replacement program, an equipment storage building, and the remodeling of the pool locker rooms. Commissioner Bagwell clarified that all budget account numbers with the 254 prefix are part of the Quality of Life funding and the 210 prefixes are from the General Fund. Ms. Budge also referenced the FY 2018-2019 Supplemental Requests late material document and clarified that the funds would be added to the on-going operations budget, adding that the reorganizations have caused the Department to operate more efficiently. Vice Chair Curtis inquired about the Board of Supervisors (BOS) action item of reduced Parks and Recreation Commission (PRC) meetings and about the joint meetings with the Open Space Advisory Committee (OSAC). Ms. Budge clarified that the BOS had directed that both the PRC and the OSAC will have four meeting per year and that they will have two joint meetings per year which will provide cost savings and communication between the two boards regarding overlapping topics. She was also in favor of a board development workshop in the near future. Vice Chair Curtis reminded the Commission that the August meeting always coincides with the Sheriff's Night Out event at Mills Park. There were no public comments.

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

(7:19:46) – Chairperson Keever introduced the item and inquired about an incident at the MAC. Ms. Budge noted that a patron had suffered a cardiac emergency at two different times and that citizens and Staff had responded efficiently which had resulted in the Fire Chief's awarding of a commendation certificate to all for both incidents.

### **A. REPORT FROM SCHOOL BOARD LIAISON**

(7:22:29) – Commissioner Cacioppo was not present to provide a report.

### **B. REPORT FROM CARSON CITY FOUNDATION FOR PARKS AND RECREATION**

(7:22:39) – Commissioner Bagwell encouraged visiting their website and downloading a document to nominate individuals and organizations for the Foundation's awards. She also announced a logo contest.

## **6. FUTURE AGENDA ITEMS**

(7:25:03) – Incorporated into the record. Ms. Budge also requested date suggestions for a park tour and for a board development workshop. Chairperson Keever suggested joint park tours with OSAC members.

## **7. PUBLIC COMMENTS**

(7:28:09) – There were no public comments.

## **8. ACTION ON ADJOURNMENT**

**(7:28:24) – Chairperson Keever adjourned the meeting at 7:28 p.m.**

The Minutes of the June 5, 2018 Carson City Parks and Recreation Commission meeting are so approved this 2<sup>nd</sup> day of October, 2018.

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LEE ANN KEEVER, Chair