

DRAFT MINUTES
Regular Meeting
Carson City Parks and Recreation Commission (PRC)
Tuesday, February 5, 2019 ● 5:30 PM
Community Center Bonanza Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Lee-Ann Keever	Commissioner – Lori Bagwell
Commissioner – Joe Cacioppo	Commissioner – Lea Cartwright
Commissioner – Brett Long	Commissioner – Kurt Meyer
Commissioner – Dave Whitefield	

Staff

Jennifer Budge, Parks and Recreation Department Director
David Navarro, Parks Operations Superintendent
Dan Earp, Recreation Superintendent
Ben Johnson, 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

(5:34:16) – Chairperson Keever called the meeting to order at 5:34 p.m. p.m.

ROLL CALL AND DETERMINATION OF QUORUM

(5:34:22) – Roll was called and a quorum was present.

Attendee Name	Status	Arrived
Chairperson Lee-Ann Keever	Present	
Commissioner Lori Bagwell	Present	
Commissioner Joe Cacioppo	Absent	
Commissioner Lea Cartwright	Present	
Commissioner Brett Long	Present	
Commissioner Kurt Meyer	Present	
Commissioner Dave Whitefield	Present	

PUBLIC COMMENTS

(5:35:02) – Chairperson Keever entertained public comments. Carson City Health and Human Services Director Nicki Aaker briefed the Commission on the Community Garden Project which was the result of a community needs assessment that led to the community partners choosing nutrition. Ms. Aaker noted that bringing fresh food to the City’s “food insecure” population and involving youth in the development of a community garden. She also introduced Lisa Taylor of the University of Nevada Reno Cooperative Extension as one of the partners

supporting the Community Garden Project. Ms. Taylor gave background on the Cooperative Extension and her responsibilities in working with Storey County and Carson City. Carson High School Senior Maritza Filson stated that her Senior Project would be designing the Community Garden and Ms. Aakers noted that Ms. Filson had received a grant for the fencing of the project. Commissioner Bagwell was informed that the Garden will be located in Mills Park and that details such as who would maintain the Garden were being worked on.

(5:39:22) – High Sierra Radio Control Club (HRCC) President Steve Jacques gave background on the formation of the HSRCC and the rules they follow when flying their model airplanes. He explained that maintenance had been performed for the first 25 years of the life of the field; however, he noted that they had been experiencing erosion from the V&T railroad and referenced an agreement which was renewed every three years, and requested long and short term .maintenance. Ms. Budge explained that no action could be taken during public comment; however, she suggested discussing the maintenance of the airfield during the Capital Improvement Budget discussion in agenda item 3-F.

1. ACTION ON APPROVAL OF MINUTES – OCTOBER 2, 2018 & OCTOBER 22, 2018

(5:52:38) – Chairperson Keever introduced the item.

(5:52:50) – MOTION: I move to approve the October 2, 2018 PRC meeting minutes with an already made spelling correction.

RESULT:	Approved (6-0-0)
MOVER:	Bagwell
SECONDER:	Long
AYES:	Keever, Bagwell, Cartwright, Long, Meyer, Whitfield
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo

(5:53:34) – MOTION: I move to approve the October 22, 2018 PRC meeting minutes.

RESULT:	Approved (5-0-1)
MOVER:	Bagwell
SECONDER:	Cartwright
AYES:	Keever, Bagwell, Cartwright, Meyer, Whitefield
NAYS:	None
ABSTENTIONS:	Long
ABSENT:	Cacioppo

2. MODIFICATIONS TO THE AGENDA

(5:54:40) – There were no modifications to the agenda.

3. MEETING ITEMS

A. FOR DISCUSSION ONLY: INTRODUCTION OF NEW PARKS AND RECREATION COMMISSION MEMBER: DAVID WHITEFIELD.

(5:54:52) – Chairperson Kever introduced the item. Ms. Budge introduced newly-appointed Commission member David Whitefield, calling him a huge pickleball advocate. Commissioner Whitefield thanked Ms. Budge for giving him a tour and looked forward to serving on the Commission.

B. FOR DISCUSSION ONLY: REMEMBERING PARKS AND RECREATION COMMISSIONER DONNA CURTIS.

(5:55:51) – Chairperson Kever introduced the item and noted that Commissioner Curtis had passed away unexpectedly in November, 2018 and that she was the longest serving member of the PRC who had been appointed since 2003. She had been passionate about the design and completion of the Multipurpose Athletic Center (MAC) and was the first person to walk on the walking track once it was built, according to Chairperson Kever, who recalled that as a former Chair and recent Vice Chair of PRC, Commissioner Curtis always gave advice, asked questions, and provided opinions and praise as needed. Chairperson Kever stated that Commissioner Curtis was “a leading force behind the [Carson City Foundation for Parks and Recreation] which was a mechanism to supplement the Parks Department Budget. She also listed many organizations Commissioner Curtis was very proud of.

(5:58:45) – Ms. Budge and Commissioner Long described Commissioner Curtis as “passionate about parks” and recounted examples of her involvement in several projects. Chairperson Kever entertained public comments.

PUBLIC COMMENT

(6:00:15) – C.K. Baily stated “this is a somber event for me” and spoke about Commissioner Curtis’ positive influence and her support of Baily Pond and her love for animals.

C. FOR POSSIBLE ACTION: TO ELECT A CHAIR AND VICE CHAIR OF THE PARKS AND RECREATION COMMISSION FOR THE 2019 CALENDAR YEAR.

(6:02:18) – Chairperson Kever introduced the item and entertained nominations.

(6:02:54) – MOTION: I move to nominate Lee-Ann Kever to the position of Chair and Lea Cartwright to the position of Vice Chair for the 2019 calendar year.

(6:04:03) – Chairperson Kever entertained a vote for the position of Chair.

RESULT:	Approved (5-0-1)
MOVER:	Bagwell
SECONDER:	Long
AYES:	Bagwell, Cartwright, Meyer, Long, Whitefield
NAYS:	None
ABSTENTIONS:	Kever
ABSENT:	Cacioppo

(6:04:19) – Chairperson Kever entertained a vote for the position of Vice Chair.

RESULT:	Approved (5-0-1)
MOVER:	Bagwell
SECONDER:	Long
AYES:	Keever, Bagwell, Cartwright, Meyer, Long, Whitefield
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo

D. FOR DISCUSSION ONLY: PARK/PROGRAM OF THE MONTH: PRESENTATION BY THE CARSON CITY CULTURE AND TOURISM AUTHORITY REGARDING SPORTS TOURISM AND SPECIAL EVENTS WITHIN CARSON CITY.

(6:04:32) – Chairperson Keever introduced the item. James Salanoa introduced himself as the Events Manager for the Carson City Culture and Tourism Authority (CTA) and delivered a PowerPoint presentation, incorporated into the record, with an accompanying video, highlighting the Special Events goals, strategies, and success stories. He also responded to questions by the commissioners. Commissioner Bagwell received confirmation that the events schedules were coordinated in order not to overburden the Parks, Recreation, and Open Space Department’s resources. Discussion ensued regarding the underutilization of Fuji Park, especially due to the lack of shade and seating capacity. Commissioner Whitefield inquired about surveys, including the questions asked and the methodology used, and Mr. Salanoa noted that they ask questions such as “where they’re staying, where they’re coming from, how long they’re staying...how big is their party...ancillary activities [such as movies and restaurants frequented]”. He also explained that the visibility brought on by sponsors is a major factor and cited Epic Rides as an example, noting the online and social media promotions which Carson City could not do alone. Mr. Salanoa offered to return in a year and present survey results and Chairperson Keever instructed Staff to place the item on a future agenda. Chairperson Keever entertained public comments.

PUBLIC COMMENT

(6:24:40) – Mr. Baily inquired about the hiring of the Executive Director and was informed that he had been hired recently from the State of Nevada. He also informed Mr. Salanoa that Baily Pond was the most utilized urban fishery in Nevada and outlined its benefits as a “great place for family” and announced upcoming activities.

E. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE NAMING OF THREE PARK FACILITIES.

(6:27:02) – Chairperson Keever introduced the item. Mr. Earp announced that two new parks will be completed in Spring 2019 and referenced the Guidelines in Resolution R-1988-59 which established the policies and procedures related to park naming. He also discussed a public input survey with the scheduled closing date of January 22, 2019 and summarized the 336 responses, incorporated into the record, that were received. Mr. Earp noted that a write-in option was also given to the respondents. Additionally, according to Mr. Earp, the survey included the possibility of renaming the Bob Boldrick Theatre. Commissioner Bagwell was in favor of naming a park based on its geography or current location; therefore she was in favor of Schulz Ranch Park and Carson City Disc Golf Park. Discussion ensued regarding Speedway Park and naming the Schulz Ranch Park after the Ray

family; however, the consensus was in favor of Carson Ridge Disc Golf Park and Schulz ranch. Chairperson Kever entertained public comments.

PUBLIC COMMENT

(6:40:08) – Mr. Baily was in favor of Schulz Ranch Park being named after the ranching family.

(6:44:59) – Gregg Swift introduced himself as a member of the group designing and building the Disc Golf Course and a member of Eagle Valley Disc Golf Association. Mr. Swift thanked Staff for the survey and the Commission for considering their suggestions. He also noted that within the park, they planned on naming the short course the Pony Express Course. Chairperson Kever entertained a motion.

(6:46:50) – MOTION: I move to recommend to the Board of Supervisors Carson Ridge Disc Golf Park and Schulz Ranch Park as potential names for the future disc golf park and the neighborhood park at the Schulz Ranch Subdivision [respectively].

RESULT:	Approved (6-0-0)
MOVER:	Cartwright
SECONDER:	Bagwell
AYES:	Kever, Bagwell, Cartwright, Long, Meyer, Whitefield
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo

(6:47:41) – Mr. Earp noted “we weren’t necessarily intent on renaming the theater. We just wanted to see how the public felt about some different names, since it had been the topic of discussion.” He also noted that the majority of the community wished to keep the name given the history of Bob Boldrick and his contributions to the City and the Theater. Ms. Budge explained that they had received recommendations from Western Nevada College (WNC) and the Carson City Chamber of Commerce to consider renaming the theater for marketing purposes, especially to audiences outside the local community. Discussion ensued on whether the refresh of the seats and other upcoming renovations would warrant a name change or possibly adding Carson City to the name. Commissioner Meyer suggested adding it Carson City to the theater name. Chairperson Kever entertained a motion.

(6:57:15) – MOTION: I move to recommend to the Board of Supervisors that the theater be named Bob Boldrick Carson City Community Theater.

RESULT:	Approved (6-0-0)
MOVER:	Meyer
SECONDER:	Long
AYES:	Kever, Bagwell, Cartwright, Long, Meyer, Whitefield
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo

F. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE FISCAL YEAR 2019-2020 CAPITAL IMPROVEMENT PROGRAM BUDGET REQUEST AND PRIORITIES FOR THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT.

(6:58:03) – Chairperson Keever introduced the item. Ms. Budge presented the Staff Report and accompanying spreadsheets: 2019 Parks Capital Improvement Projects (CIP), and the 2020 Parks, Recreation and Open Space Five Year Capital Improvement Plan Draft, all of which are incorporated into the record, and along with Mr. Navarro, responded to clarifying questions by the commissioners. Discussion ensued regarding the prioritizations of the properties on the line items, and Mr. Jacques emphasized the erosion issues their runways had encountered and wished to see them addressed. Mr. Swift believed that the use agreement did not address the levels of responsibility such as the frequency of maintenance or the amount spent. Commissioner Bagwell was in favor of crating specialized funds for repairs and maintenance of properties in need of maintenance if the private entities using the properties were able to provide matching funds. Commissioner Meyer suggested repairing the drainage prior to doing any repairs on the runways. Commissioner Keever entertained additional public comments.

(7:47:14) – Laura Hele representing the Carson Tennis Club requested support for repairs to the tennis courts adding that they are unable to host tournaments due to the declining conditions of the courts. She understood it was “an expensive endeavor” however, she believed it could be done over time. There were no additional public comments. Commissioner Whitefield thanked Staff for their work and for summarizing the budget in one worksheet. Discussion Ensued. Commissioner Long believed that what Staff presented was appropriate; however, he wished to see the Ross Gold Park rehabilitation. Commissioner Bagwell reviewed her prioritizations and explained “if we don’t start setting up a precedent and an amount, we will never do the small projects”. She suggested not spending \$50,000 a year for three years on the swimming pool but not spending \$20,000 on saving the RC runway. Mr. Navarro explained the needs of the Cemetery, including irrigation, to Commissioner Cartwright. Chairperson Keever entertained a motion.

(8:11:47) – MOTION: I move to recommend to the Board of Supervisors the CIP listing provided by the Parks and Recreation Department Staff and changing priority number 4 under Major CIP, we add \$30,000 in match funds for use agreements [regarding the Fiscal Year 2019- 2020 CIP budget request and priorities].

RESULT:	Approved (6-0-0)
MOVER:	Bagwell
SECONDER:	Cartwright
AYES:	Keever, Bagwell, Cartwright, Meyer, Long, Whitefield
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cacioppo

4. STAFF UPDATES - DISCUSSION ONLY

A. DIRECTOR’S REPORT: NON-SUBSTANTIVE UPDATE ON THE DEPARTMENT’S PROJECTS, PROGRAMS, FACILITIES, AND EVENTS; GRANTS; FEDERAL LANDS BILL TECHNICAL CORRECTIONS; PARKS AND RECREATION COMMISSION BYLAWS; PARK

PLANNING; EAST GATE RECREATION AREA SIGNAGE; AND BOARD OF SUPERVISOR'S ACTION ITEMS.

(8:14:47) – Ms. Budge reviewed the Staff Report, incorporated into the record, and highlighted key items such as the MAC yearly update and signage.

5. MEMBER ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

(8:18:31) – Chairperson Keever introduced the item.

A. REPORT FROM SCHOOL BOARD LIAISON

(8:18:35) – Commissioner Cacioppo was absent and could not present.

B. REPORT FROM CARSON CITY FOUNDATION FOR PARKS AND RECREATION

(8:18:45) – Commissioner Bagwell announced that the Foundation and the Carson City Chamber of Commerce were working together to refresh the Community Center Lobby with great support from the Community. Ms. Budge reviewed the two project timelines, one a fundraiser and the other a free event open for the community.

C. REPORT FROM THE RANGE TASK FORCE.

(8:21:45) – Commissioner Bagwell provided an update on the first meeting of the 11-member Range Task Force (RTF) which had discussed issues such as signage, opening of the bays first and had discussed several safety issues. They had also received community input. Commissioner Meyer was informed that according to the Carson Rifle and Pistol Club, the range had 40,000 claimed 40,000 users which included tournament numbers.

(8:24:45) – Commissioner Long requested a follow up on the CTA presentation (agenda item 3-D). Commissioner Bagwell wished to review the use agreements expiring in June 2019. Chairperson Keever thanked Ms. Budge for the reactivation of the junior skiing program.

6. FUTURE AGENDA ITEMS

(8:27:26) – Suggested future agenda items are incorporated into the record. Additionally, Commissioner Whitefield requested an agenda item to discuss outdoor pickleball courts.

7. PUBLIC COMMENTS

(8:28:50) – Mr. Jacques thanked the commissioners for their time and for giving him the opportunity to discuss his issues. Commissioner Bagwell requested a template for use agreements for consistency. Mr. Johnson suggested commissioners watch the Open Meeting Law training video, recently released by the District Attorney's Office, and offered to answer the commissioners' questions.

8. ACTION ON ADJOURNMENT

(8:31:58) – Commissioner Cartwright moved to adjourn in Commissioner Curtis' name. Chairperson Keever adjourned the meeting at 8:32 p.m.

The Minutes of the February 5, 2019 Carson City Parks and Recreation Commission meeting are so approved this 2nd day of April, 2019.

LEE ANN KEEVER, Chair