

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, June 7, 2016 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Lee-Ann Kever**  
**Commissioner – Lori Bagwell**  
**Commissioner – Donna Curtis**  
**Commissioner – Brett Long**

**Vice Chair – Robert Glenn**  
**Commissioner – Joe Cacioppo**  
**Commissioner – Sean Lehmann**

**Staff**

Jennifer Budge, Parks and Recreation Department Director  
Iris Yowell, Deputy District Attorney  
Vern Krahn, Senior Park Planner  
Tamar Warren, Deputy Clerk/Recording Secretary

**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**

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

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:34:42) – Roll was called, and a quorum was present. Chairperson Kever noted that Vice Chair Glenn, Commissioner Cacioppo, and Commissioner Lehmann were absent as excused.

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

**PUBLIC COMMENTS**

(5:35:34) – James Glaser introduced himself as a disabled veteran and read a prepared statement which is incorporated into the record, requesting reduced or free access of Parks and Recreation facilities to disabled veterans. Chairperson Kever and the Commissioners thanked Mr. Glaser for his service and noted that the item could not be voted on in this meeting per the Open Meeting Law; however, Commissioner Kever directed Staff to agendize the item at a future meeting.

**1. ACTION ON APPROVAL OF MINUTES – April 5, 2016**

(5:40:31) – Commissioner Curtis noted that she was absent at the last meeting; however she had sent written comments via email to former Parks and Recreation Department Director Roger Moellendorf to be read during specific agenda item discussions. She stated that her comments had been read; however, she had noticed the absence of her strong objection to moving the [State] Fair from Fuji Park to Mills Park. Commissioner Curtis was also informed that her entire email had been made part of the record of the previous meeting.

There were no public comments.

**(6:42:39) – MOTION: I move to approve the April 5, 2016 meeting minutes as presented.**

<b>RESULT:</b>	<b>Approved (3-0-1)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Long
<b>AYES:</b>	Keever, Bagwell, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	Curtis
<b>ABSENT:</b>	Glenn, Cacioppo, Lehman

(5:43:05) – Mr. Woodbury initially noted that the motion would fail due to lack of quorum; however, he later clarified that a quorum of those present in this meeting could approve the minutes. That approval is reflected in the vote above.

**2. MODIFICATIONS TO THE AGENDA**

(5:43:16) – None.

**3. MEETING ITEMS**

**A. DISCUSSION ONLY REGARDING THE INTRODUCTION OF JENNIFER BUDGE AS THE NEW CARSON CITY PARKS AND RECREATION DIRECTOR.**

(5:43:21) – Chairperson Keever introduced the item. Ms. Budge introduced herself and gave background, incorporated into the record via the Staff Report. Commissioner Curtis welcomed Ms. Budge and requested hard copies of the meeting materials in advance. Ms. Budge offered to follow up on this request.

**B. PUBLIC HEARING AND POSSIBLE ACTION: TO RECOMMEND TO THE BOARD OF SUPERVISORS TO PURSUE A LAND EXCHANGE WITH MR. MICHAEL FAGEN FOR 20 ACRES OF LAND HE OWNS ON U.S. HIGHWAY 50 NEAR THE CLEAR CREEK INTERCHANGE APN 007-051-81 FOR 0.81 ACRES OF VACANT PARK PROPERTY LOCATED BETWEEN KARIN DRIVE AND SUNLAND COURT, APN 002-373-07.**

(5:46:36) –Chairperson Keever introduced the item. Open Space Administrator Ann Bollinger presented the agenda materials, accompanied by property photographs and incorporated into the record. She also answered clarifying questions. Commissioner Curtis was informed that if the property is found to be on an earthquake fault, then the exchange will fall through. In response to a question by Chairperson Keever, Ms. Bollinger confirmed

that there was a difference in value between the two properties, adding that Open Space had budgeted for some of the amount and would seek grants for the balance.

PUBLIC COMMENTS

(5:55:56) – Russell Steere introduced himself as a Sunland Drive resident suggested using the proposed property as Open Space and “plant a shade tree”, adding “I really don’t want houses behind my house, I’ve got a nice view as it is”.

**(5:56:59) – MOTION: I move to recommend to the Board of Supervisors to pursue a land exchange with Mr. Michael Fagen for 20 acres of land he owns on U.S. Highway 50 near the Clear Creek Interchange APN 007-051-81 for 0.81 acres of vacant park property located between Karin Drive and Sunland Court, APN 002-373-07.**

(5:57:50) – Commissioner Bagwell noted that further steps were necessary prior to property exchange. She inquired about the expenses required for the geo technical survey, appraisal, and other costs versus the property value asking “are we going to spend \$20,000 to save \$30,000?” Ms. Bollinger clarified that if the property did not pass the geotechnical survey, then they would not proceed with the exchange. Ms. Budge suggested consulting the property manager which she believed would be helpful in determining the next steps. Ms. Bollinger noted that Open Space still intended to purchase Mr. fagen’s property through grant applications; however, without the property exchange, the impact would be greater to the Program. Ms. Budge noted that appraisals were procedurally necessary in this case and noted that they would follow the Nevada Revised Statute (NRS) process.

**(6:11:25) – AMENDMENT: Commissioner Curtis amended the motion to add: “as long as the expenses do not exceed 20 percent of the value of the property comparables to ensure the geo technical testing value was incorporated into the 20 percent. Commissioner Long seconded the amendment.**

<b>RESULT:</b>	<b>APPROVED (4-0-0)</b>
<b>MOVER:</b>	Curtis
<b>SECONDER:</b>	Long
<b>AYES:</b>	Keever, Bagwell, Curtis, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Glenn, Cacioppo, Lehmann

**C. DISCUSSION ONLY ON THE PARKS AND RECREATION DEPARTMENT’S PRACTICES AND PROCEDURES FOR REVIEWING COMMERCIAL AND RESIDENTIAL DEVELOPMENT PROJECTS FOR CONFORMANCE TO THE “CARSON CITY PARKS AND RECREATION MASTER PLAN” AND “UNIFIED PATHWAY MASTER PLAN”.**

(6:14:10) – Chairperson Keever introduced the item. Mr. Krahn presented the Staff Report which is incorporated into the record and answered clarifying questions. Discussion ensued regarding Residential Construction Tax for parks and Ms. Budge clarified that Carson City had one Park Tax district, adding that the Master Plan should be used as a guide moving forward. She also noted that a balance between building parks and staffing requirements should be considered. Commissioner Curtis inquired about the proposed “Little Lane development” and

wondered why the park needs of the proposed community had not come before this Commission. Ms. Budge offered to send out “staff updates in between meetings” to keep the Commission updated on what has been reviewed with developers and what has been approved. Mr. Krahn read the Master Plan guidelines for the neighborhood and clarified that only a third of the 30-acre subdivided land will be developed on Little Lane. He also outlined the process of the Parks Department’s involvement in the Major Project Review process and his input to the Planning Commission via the Planning Division.

There were no public comments.

**D. PRESENTATION AND DISCUSSION ONLY ON THE FOUNDATION FOR CARSON CITY PARKS AND RECREATION’S BROCHURE.**

(7:02:34) – Chairperson Kever introduced the item and Commissioner Curtis gave background on the Foundation and distributed a brochure, incorporated into the record. She noted that the literature will be distributed to social clubs and organizations. Ms. Budge related her positive experiences with foundations in general and offered her assistance and partnership.

There were no public comments.

**4. STAFF UPDATES - DISCUSSION ONLY**

**A. UPDATE ON THE RIFLE AND PISTOL RANGE IMPROVEMENT PROJECTS.**

(7:10:00) – Mr. Krahn gave background and presented photographs of the area and the improvements, all of which are incorporated into the record. He also announced that the construction of the restroom facility will begin in Spring 2017. Commissioner Bagwell clarified that several gun clubs and organizations had contributed to the grant match of the restroom via the Carson City Parks Foundation (CCPR).

There were no public comments.

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

(7:19:45) – Commissioner Curtis stated that CCPR meets every third Wednesday of the month at 2 p.m. at the Wungnema House. Chairperson Kever announced that she had been appointed to the Transportation Resource Advisory Forum for Carson City (TRAFCC) which will “look at the question of fuel tax indexing”, adding that the first meeting will take place on June 23, 2016 and will continue on the fourth Thursday of every month inviting the Commissioners to attend if they wished. Chairperson Kever also noted that she had attended an Open Meeting Law training session and encouraged the Commissioners to attend as well. She also reported on the May 7, 2016 Kids’ Fishing Day at Baily Pond, noting that the turnout had been great.

**A. REPORT FROM SCHOOL BOARD LIAISON**

(7:22:12) – Commissioner Cacioppo was not present to report.

**6. FUTURE AGENDA ITEMS**

(7:23:03) – Chairperson Kever suggested agendizing a tour of Carson City parks and Ms. Budge suggested having one in August. Commissioner Long suggested including the Disc Golf Course in the tour and Chairperson Kever wished to see the transplanted trees from Downtown Carson City to Centennial Park. She also iterated an

agenda item request by Commissioner Glenn who had wished to see the income generated by the State Fair versus the cost and expenses incurred by the City. Commissioner Curtis wished to add Staff's involvement to the agenda item request. It was also agreed to agendize the disabled veterans' free access program.

**7. PUBLIC COMMENTS**

(7:31:50) – None.

**8. ACTION ON ADJOURNMENT**

**(7:33:04) – MOTION: Commissioner Bagwell moved to adjourn. Commissioner Curtis seconded the motion. The meeting was adjourned at 7:33 p.m.**

The Minutes of the June 7, 2016 Carson City Parks and Recreation Commission meeting are so approved this 2<sup>nd</sup> day of August, 2016.

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LEE-ANN KEEVER, Chair