

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, October 3, 2017 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Lee-Ann Kever**  
**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  
David Navarro, Parks Superintendent  
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**

(5:34:53) – Chairperson Kever called the meeting to order at 5:34 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:35:05) – Roll was called, and a quorum was present.

| <b>Attendee Name</b>          | <b>Status</b> | <b>Arrived</b> |
|-------------------------------|---------------|----------------|
| Chairperson Lee-Ann Kever     | Present       |                |
| Vice Chairperson Donna Curtis | Present       |                |
| Commissioner Lori Bagwell     | Present       |                |
| Commissioner Joe Cacioppo     | Present       |                |
| Commissioner Robert Glenn     | Present       |                |
| Commissioner Sean Lehmann     | Present       | 6:55 p.m.      |
| Commissioner Brett Long       | Present       |                |

**PUBLIC COMMENTS**

(5:35:26) – Chairperson Kever introduced the item. Sharon Rosse of Capital City Arts Initiative (CCAI) introduced the parents of Dylan Silver, whose art is being exhibited in the Sierra Room until November 9, 2017. She also distributed information on an upcoming exhibit at the Carson City Courthouse starting on October 6, 2017 and invited the Commissioners to a public art talk. Commissioner Bagwell thanked CCAI for the Sierra Room Exhibit adding that she has enjoyed viewing it.

(5:38:50) – CK Baily stated that he would miss the exhibited photographs. He also explained that the trees photographed in water were quite large which meant they had not been in the water for a very long time, adding that drought was a common phenomenon in Lake Tahoe.

**1. ACTION ON APPROVAL OF MINUTES – AUGUST 1, 2017.**

(5:39:53) – Chairperson Keever introduced the item.

**(5:40:19) – MOTION: I move to approve the August 1, 2017 meeting minutes.**

|                     |  |
|---------------------|--|
| <b>RESULT:</b>      | <b>Approved (6-0-0)</b>                        |
| <b>MOVER:</b>       | Long   |
| <b>SECONDER:</b>    | Glenn  |
| <b>AYES:</b>        | Keever, Curtis, Bagwell, Cacioppo, Glenn, Long |
| <b>NAYS:</b>        | None   |
| <b>ABSTENTIONS:</b> | None   |
| <b>ABSENT:</b>      | Lehmann  |

**2. MODIFICATIONS TO THE AGENDA**

(5:39:53) – Chairperson Keever introduced the item and noted that there were no modifications to the agenda.

**3. MEETING ITEMS**

**A. PARK/PROGRAM OF THE MONTH: PRESENTATION AND DISCUSSION ON PARK MAINTENANCE.**

(5:41:15) – Chairperson Keever introduced the item. Parks Superintendent David Navarro presented a Parks Operations Maintenance Overview and responded to Commissioner questions. Vice Chair Curtis relayed comments from visiting park users about “how great our parks are”. She also noted that she had requested this agenda item because of some upset residents “because they don’t think the parks have been maintained to their usual standards”. Mr. Navarro explained that he has received positive feedback from visiting sports teams and organizers as well. Additionally, he stated that “we were down 4,000 man-hours this year”, attributing it to the lack of seasonal workers combined with the harsh winter, noting that they are two months behind schedule this year which has resulted in making “tough choices”. Commissioner Long suggested hiring outside services to meet the needs. Commissioner Bagwell commended the entire department for doing a community workday project, which produced great results and visibility in the community. Mr. Navarro noted that additional community days are planned for the balance of the year. Commissioner Cacioppo suggested reaching out to the schools for volunteer projects as well. Vice Chair Curtis was informed that the asset management plan was scheduled for completion in January, 2018 in preparation for the next budget cycle. Chairperson Keever entertained public comments.

**PUBLIC COMMENT**

(6:13:24) – Mr. Baily thanked the Parks and Recreation Department for the work done at Baily Pond. He also believed that Carson City had many inexpensive diverse parks for “young people”, adding that Baily Pond was

“the most utilized urban fishery in the entire NDOW [Nevada Department of Wildlife] urban fishing pond system”. Mr. Baily believed that the Parks Department has been very accommodating.

(6:17:00) – Ms. Budge noted that Mr. Baily is “our biggest volunteer”. She also indicated that the Department wished to create more volunteer opportunities because “we need help”. Ms. Budge invited everyone to join the Parks and Recreation Department for an all-staff workday at the Carson City Rifle and Pistol Range on October 11, 2017, 8 a.m. until noon, to be followed by a barbeque.

**B. PRESENTATION BY CARSON CITY HEALTH AND HUMAN SERVICES REGARDING SMOKE FREE EFFORTS THROUGHOUT CARSON CITY. DISCUSSION AND POSSIBLE FEEDBACK TO THE REGIONAL SMOKE FREE ACTION COMMITTEE FOR PARKS.**

(6:18:32) – Chairperson Keever introduced the item. Faith Barber, Community Health Worker at Carson City Health and Human Services, introduced herself and reviewed a presentation, “Smoke Free Carson City”, incorporated into the record. She also responded to clarifying questions by Commissioners.

(6:24:40) – Vice Chair Curtis inquired about enforcing smoke free parks and trail and stated that she was in favor of friendly reminders for not smoking, especially around playgrounds. Ms. Barber believed that “social enforcement” was possible. Commissioner Bagwell noted that the proposed sign was not offensive and suggested making them available to local businesses as well as placing them in open areas. Commissioner Cacioppo called the initiative “an important public service”, especially since Carson City was deemed a bicycle-friendly and running-friendly community. Ms. Budge noted the helpfulness of Ms. Barber and her colleague Sandy Wartgow, Public Health Nurse, and announced the Department’s participation in a Regional Action Group (Smoke Free Action Group for Parks) comprising Carson City, City of Sparks, Washoe County, and City of Reno, adding that Chairperson Keever is representing the Commission. She entertained feedback to four questions she had distributed which are incorporated into the record, to pass on to the Group. Ms. Budge supposed that a policy might work instead of an ordinance. Commissioner Glenn noted that he was open to the discussion and inquired about any available data from local fires that are tied to smoking. Vice Chair Curtis believed that data from jurisdictions that have ordinances could help with enforcement dialogue. Discussion ensued regarding smoking around sports complexes and Commissioner Glenn noted that the Little League had been enforcing a non-smoking policy and displayed “no smoking” signs. Ms. Budge believed that different methods of enforcement may be used, adding that once event policies are developed, they will be sent out with the agreements as they work with organizers. Commissioner Long noted that an ordinance would be more enforceable. Discussion ensued regarding enforcement at University of Nevada Reno (UNR) events and Ms. Budge believed that the policy is being incorporated in the orientation process. Chairperson Keever entertained public comments.

**PUBLIC COMMENT**

(6:45:35) – Mr. Baily thanked the Parks and Recreation Department for providing ashtrays at Baily Pond. He also believed that an ashtray will indicate a specific smoking area. Ms. Budge informed Chairperson Keever that further updates will be presented to the Commission in the future.

**C. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING APPROVAL OF AN ORDINANCE FOR THE SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR SCHULZ RANCH BETWEEN CARSON CITY, LENNAR RENO, LLC AND RYDER-DUDA CARSON,**

**LLC TO CHANGE THE REQUIREMENT TO COMPLETE THE CENTRAL NEIGHBORHOOD PARK LOCATED IN PHASE 3 TO BEFORE THE ISSUANCE OF THE 250<sup>TH</sup> BUILDING PERMIT.**

(6:48:09) – Chairperson Keever introduced the item. Susan Pansky, Carson City Special Projects Planner, gave background and presented the agenda materials, incorporated into the record. She noted that due to the reduction of the total number of homes, a modification had been approved to build a park at the completion of the 210<sup>th</sup> lot. Ms. Pansky stated that “based on their construction schedule and their process with the Parks and Recreation Department going through the design, review, and approval of the park”, the builder was requesting a modification to allow the Notice of Completion for the park to be issued prior to the issuance of the building permit for the 250<sup>th</sup> residential lot. Ms. Pansky also stated that the next step would be an approval of the amendment by the Board of Supervisors.

(6:51:46) – Vice Chair Curtis was informed that this request was only for the “central park”, and that everything else was on a specific phasing schedule. In response to questions by Chairperson Keever and Commissioner Glenn, Ms. Pansky noted that the park completion was scheduled for September 2018; however, if not approved, construction of the homes will halt until the park is completed. Tim Scheideman of Lennar Homes explained that they are currently in the design stage and that construction could begin in Spring 2018, given the winter weather. He expected the approximately 3.8 acre park to be built in about six months, adding that building the park now may come at the expense of building homes. Commissioner Bagwell received confirmation that the home sales were better than anticipated. Ms. Budge noted that Lennar Properties has been “wonderful to work with”. Chairperson Keever inquired about the phases and Mr. Scheideman explained that the park must be built prior to building the 211<sup>th</sup> home. Commissioner Bagwell noted that the developers must “follow through on their contract terms and not continually come in and get amendments and push out the amenity”. Ms. Budge explained that the park’s timing would lend itself to healthy plant material, trees, and good construction as it will not be “in the middle of winter”.

(6:59:20) – Commissioner Cacioppo was informed that the 250 permits could be achieved by the end of 2018. Commissioner Glenn was informed that the park will be completed in September 2018 “whether [the homes] remain at 210 [units] or get changed to 250”. Discussion ensued regarding what was promised to the home purchasers and Ms. Pansky clarified that “the City does not get involved in such situations” between the developers and the purchasers as development conditions always change. Commissioner Bagwell suggested recommending to the Board of Supervisors approval of the Ordinance “as long as the sales agreement had a condition that told the homeowners that the amenity could be delayed”. Commissioner Glenn stated that if no information is being passed on to homebuyers about having a park at the 210-unit mark, then he would support the Ordinance. Chairperson Keever entertained public comments, and when none were forthcoming, a motion.

**(7:18:46) – MOTION: I move to recommend to the Board of Supervisors approval of an ordinance for the second amendment to the Development Agreement for Schultz Ranch between Carson City, Lennar Reno, LLC and Ryder-DUDA Carson, LLC to change the requirement to complete the central neighborhood park located in Phase three to before the issuance of the 250<sup>th</sup> building permit as long as the sales agreements do not state a park will be built on the 210<sup>th</sup> building agreement.**

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| <b>RESULT:</b>      | Approved (6-0-0)                               |
| <b>MOVER:</b>       | Glenn  |
| <b>SECONDER:</b>    | Bagwell  |
| <b>AYES:</b>        | Keever, Curtis, Bagwell, Cacioppo, Glenn, Long |
| <b>NAYS:</b>        | None   |
| <b>ABSTENTIONS:</b> | Lehmann  |
| <b>ABSENT:</b>      | None   |

(7:20:42) – Chairperson Keever recessed the meeting.

(7:27:07) – Chairperson Keever reconvened the meeting. A quorum was still present.

**D. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE DIRECTION TO STAFF REGARDING SPECIAL EVENT SUPPORT AND EQUIPMENT PROVIDED BY THE PARKS DEPARTMENT.**

(7:27:10) – Chairperson Keever introduced the item. Mr. Navarro presented the Staff Report and supporting documentation, all of which are incorporated into the record, and responded to clarifying questions by the Commissioners. At the request of Vice Chair Curtis, Ms. Budge reviewed the fee structure that she believed was outdated, adding that they were working on analysis to incorporate cost-recovery, if possible. Discussion ensued regarding the services provided to different events within the community. Commissioner Glenn suggested an impact analysis and expressed concern that some events may not be able to go on if costs go up and Ms. Budge offered to do additional research. She also noted that negative impact was expected should equipment fail and no replacements were budgeted. Vice Chair Curtis inquired about utilizing third-party vendors and the resulting impact to the properties. Commissioner Bagwell noted that the City also subsidized many of the events through other committees, such as the Redevelopment Authority Citizens Committee. Discussion ensued regarding fund raisers for non-profits versus expectations from businesses who benefit from the events, and Commissioner Glenn Cited “bleachers in front of businesses on Nevada Day”. Ms. Budge clarified that currently non-profits receive a 75 percent fee discount. She also expressed concern over lending equipment to large scale events due to the associated liability, and requested guidance to plan on a decision by the next meeting. Chairperson Keever requested comparisons of equipment fees between the City and outside rental companies.

(8:20:35) – Mr. Navarro noted that Carson City takes pride in its events and facilities, adding that the Staff does its best to provide a great experience to the attendees and the promoters. He also noted that due to outdated equipment, it takes additional hours to set up for an event. Chairperson Keever suggested revisiting the issue and Ms. Budge suggested a December meeting discussion to continue the dialogue. Upon the request of Commissioner Bagwell, Ms. Budge offered to divide the labor between full-time and seasonal employees, and noted that the service level provided at the City’s sports complexes was great and she hated “to see it go down”. Chairperson Keever entertained public comments; however none were forthcoming.

**E. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING SUBMISSION OF A RECREATIONAL TRAILS PROGRAM GRANT APPLICATION FOR PHASE 1 OF REHABILITATION OF THE PATH SYSTEM IN LONG RANCH PARK.**

(8:27:54) – Chairperson Keever introduced the item. Ms. Budge presented the agenda materials which are incorporated into the record and responded to Commissioner questions and comments. Vice Chair Curtis was informed by Ms. Budge that this funding source request would be for trails and associated projects. Commissioner Bagwell received clarification from Ms. Budge that the decision to choose this park first was because the structure was one of the worst and was deteriorating. Discussion ensued regarding deteriorating parks along with the life expectancy of asphalt trails, and Ms. Budge cautioned that this grant would not solve all the park’s problems. Chairperson Keever entertained public comments and when none were forthcoming, a motion.

**(8:41:16) – MOTION: I move to recommend to the Board of Supervisors the approval of a submission of a recreational trails programs grant for phase one of rehabilitation of the path system in Long Ranch Park.**

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| <b>RESULT:</b>      | <b>Approved (7-0-0)</b>                                 |
| <b>MOVER:</b>       | Bagwell   |
| <b>SECONDER:</b>    | Curtis  |
| <b>AYES:</b>        | Keever, Curtis, Bagwell, Cacioppo, Glenn, Lehmann, Long |
| <b>NAYS:</b>        | None  |
| <b>ABSTENTIONS:</b> | None  |
| <b>ABSENT:</b>      | None  |

**4. STAFF UPDATES - DISCUSSION ONLY**

**A. DIRECTOR’S REPORT: UPDATES REGARDING THE DEPARTMENT’S RECRUITMENT FOR VACANT POSITIONS; AMERICORPS VISTA; 2017 FLOOD DAMAGE AND REPAIRS; NATIONAL PARKS AND RECREATION ASSOCIATION 2017 AGENCY PERFORMANCE REPORT; NDOW AND NRA GRANT UPDATES (RIFLE AND PISTOL RANGE); UPDATE ON DEPARTMENT PROGRAMS AND EVENTS, AND BOARD OF SUPERVISOR’S ACTION ITEMS.**

(8:41:50) – Chairperson Keever introduced the item. Ms. Budge updated the Commission on the open positions and the recent hiring activities. She also reviewed many planned improvements such as: that the Riverview Park bid that was awarded by the Board of Supervisors and that work would be scheduled “any week now” for the majority of the trail system. The Centennial Park tennis courts “are on the FEMA list”; according to Ms. Budge, who noted that the damage to them was “pretty significant”. She also stated that a Nevada Department of Wildlife (NDOW) and the Nevada Rifle Association grants are being pursued for the rehabilitation of the Carson City Rifle and Pistol Range. Ms. Budge also highlighted the Community Garage Sale which took place at the same time as a skateboarding competition. Chairperson Keever was informed that the “movie in the park” event had attracted over 400 attendees.

(8:50:52) – Ms. Budge referenced the Board of Supervisors’ Action Plan and the 2017 NRPA Agency Performance Report, both of which are incorporated into the record, and noted that this was a first-time submission for Carson City. Upon Vice Chair Curtis’ request, Ms. Budge announced that the therapy pool will be closed for a month for roof repairs.

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

(8:55:23) – Chairperson Keever invited the Commission and the public to the Stewart Baptist Church, on Saturday, October 7, 2017 to view a presentation on the stone houses built by the Wungnema family.

Commissioner Bagwell invited everyone to attend a flag retirement ceremony for over 2,000 flags on November 10, 2017, at 3 p.m. at Fuji Park. Commissioner Glenn announced the Carson Capitals Baseball Program's Annual Beer and Brats fundraiser on Saturday October 7, at Fuji Park. Commissioner Cacioppo informed everyone that the Western Nevada Musical Theater's Beauty and the Beast production will run from November 4 until November 19, 2017 at the Bob Boldrick Theater.

**A. REPORT FROM SCHOOL BOARD LIAISON**

(8:58:25) – Commissioner Cacioppo reported that the Carson City School District is working with Blackstone Development on a school zone acquisition on the Lompa property. He also gave an update on the successful Skate and Scooter Competition. Ms. Budge credited the Recreation Staff for the three worthwhile events that day at Mills Park.

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

(9:01:05) – Vice Chair Curtis reported on the September 14, 2017 meeting regarding dog parks. She stated that most attendees wanted improvements; however, no one had come forward to lead a group. She also thanked Mr. Navarro for identifying improvements to the Fuji and Sonoma dog parks. She also referenced the survey which is incorporated into the record and noted that the results will be compiled later to define future steps.

**6. FUTURE AGENDA ITEMS**

(9:07:15) – Vice Chair Curtis requested agendaizing the smoking policy and the continuation of the special events discussion. Ms. Budge believed that the Eagle Valley Trails Committee agenda item and the Parkland Easements Policy may be discussed at a possible joint meeting with the Open Space Advisory Committee.

**7. PUBLIC COMMENTS**

(9:06:19) – Mr. Baily reported that Baily Pond at Fuji Park was open and stocked by NDOW, adding that children under 12 can fish for free.

**8. ACTION ON ADJOURNMENT**

**(9:09:03) – Vice Chair Curtis moved to adjourn. The motion was seconded by Commissioner Cacioppo. The meeting was adjourned at 9:09 p.m.**

The Minutes of the October 1, 2017 Carson City Parks and Recreation Commission meeting are so approved this 18<sup>th</sup> day of November, 2017.

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LEE-ANN KEEVER, Chair