

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission**  
**Tuesday, October 2, 2018 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Lee-Ann Kever**  
**Commissioner – Lori Bagwell**  
**Commissioner – Lea Cartwright**  
**Commissioner – Kurt Meyer**

**Vice Chair – Donna Curtis**  
**Commissioner – Joe Cacioppo**  
**Commissioner – Brett Long**

**Staff**

Dan Earp, Recreation 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**

(5:31:32) – Chairperson Kever called the meeting to order at 5:31 p.m.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:31:42) – Roll was called and a quorum was present. Chairperson Kever noted that Vice Chair Curtis and Commissioner Meyer were absent as excused.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Lee-Ann Kever	Present	
Vice Chairperson Donna Curtis	Absent	
Commissioner Lori Bagwell	Present	
Commissioner Joe Cacioppo	Present	6:19 p.m.
Commissioner Lea Cartwright	Present	
Commissioner Brett Long	Present	
Commissioner Kurt Meyer	Absent	

**PUBLIC COMMENTS**

(5:32:08) – Chairperson Kever entertained public comments. CK Baily introduced himself and informed the Commission that Baily Pond was stocked with fish and that many families were taking advantage of it. He also thanked the Parks and Recreation Department for the pond cleanup efforts; however, he cautioned the Department that a branch caught on one of the valves might be difficult to remove. He also cited other maintenance functions he had performed to get the pond ready for fishing and noted that a small “four legged critter” with a tail had been spotted, and he was concerned that it would dig holes around the shoreline.

**1. ACTION ON APPROVAL OF MINUTES – JUNE 5, 2018.**

(5:37:32) – Chairperson Keever introduced the item. Commissioner Long inquired about having a Multipurpose Athletic Center update as a future agenda item.

**(5:38:54) – MOTION: I move to approve the June 5, 2018 meeting minutes.**

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

**2. MODIFICATIONS TO THE AGENDA**

(5:39:32) – Chairperson Keever introduced the item and Mr. Earp noted that agenda item 3B will be postponed to a future date as the presenter was ill.

**3. MEETING ITEMS**

**A. INTRODUCTION OF NEW PARKS AND RECREATION COMMISSION MEMBERS: LEA CARTWRIGHT AND KURT MEYER.**

(5:40:46) – Chairperson Keever introduced the item. Mr. Earp introduced Commissioner Cartwright and noted that Commissioner Meyer was absent. Commissioner Cartwright gave a brief introduction noting that she was a Ward 3 resident and a member of the local roller derby team.

(5:42:27) – Mr. Baily invited Commissioner Cartwright to contact the local fly fishing club should she or any of her family members wish to learn fishing.

**B. 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.**

(5:44:25) – This item will be rescheduled for a future date.

**C. FOR POSSIBLE ACTION: REVIEW, DISCUSSION, AND POSSIBLE APPROVAL OF THE PARKS AND RECREATION COMMISSION QUARTERLY SCHEDULE FOR 2019.**

(5:44:32) – Chairperson Keever introduced the item. Mr. Earp gave background and presented the Staff Report, incorporated into the record, which included the minutes from the Board of Supervisors meeting approving quarterly Commission meetings plus two joint meetings with the Open Space Advisory Committee. Mr. Earp proposed the following meeting dates for the 2019 calendar year:

Option 1: First Wednesday of the month – February 6, April 3, August 7, and October 2, 2019.

Option 2: First Tuesday of the month – February 5, April 2, August 20, and October 1, 2019.

(5:48:00) – Commissioner Bagwell preferred Option 2, given her Wednesday schedule. Chairperson Kever also preferred the Tuesday dates because “we’re used to it”. Commissioner Long was informed that the joint meeting dates would need to be approved by the Open Space Advisory Committee as well; however Staff was proposing Monday, June 17 and Tuesday, December 3, 2019 as options. Mr. Earp also stated that a joint workshop was also being considered before the end of this year. There were no public comments. Chairperson Kever entertained a motion.

**(5:51:28) – MOTION: I move to approve Option 2 to establish the Parks and Recreation Commission schedule for 2019.**

<b>RESULT:</b>	<b>Approved (4-0-0)</b>
<b>MOVER:</b>	Bagwell
<b>SECONDER:</b>	Long
<b>AYES:</b>	Keeper, Cartwright, Bagwell, Long
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Curtis, Cacioppo, Meyer

**4. STAFF UPDATES - DISCUSSION ONLY**

**A. DIRECTOR’S REPORT: NON-SUBSTANTIVE UPDATE ON THE DEPARTMENT’S RECRUITMENT FOR VACANT POSITIONS; PROJECTS, PROGRAMS AND EVENTS; GRANTS; FEDERAL LANDS BILL TECHNICAL CORRECTIONS; RESIDENTIAL CONSTRUCTION TAX; CARSON CITY RAILROAD ASSOCIATION; PRISON HILL OHV MASTER PLAN; SHULTZ RANCH PARK AND DISC GOLF COURSE NAMING; REQUEST TRACKER WORK ORDER SYSTEM; PARK RANGER UPDATE; AND BOARD OF SUPERVISOR’S ACTION ITEMS.**

(5:51:57) – Mr. Earp reviewed the Staff Report, incorporated into the record, and highlighted key items such as the upcoming hiring of a full-time park maintenance employee and activities at Fuji and Mills Parks. He also responded to clarifying questions by the commissioners. Commissioner Bagwell requested additional detail on the Ross Gold Park playground rehabilitation re-bid and noted that the Carson City Foundation for Parks and Recreation would donate \$1,000 towards the rehabilitation. Commissioner Cartwright inquired about the fiscal impact of taking the rental equipment out of circulation and Mr. Earp indicated that the rental fees were not significant; therefore, some cost-savings on equipment transportation was anticipated. He also clarified for Commissioner Long that equipment in good condition, such as bleachers, would remain at their current locations and would be used by the City, adding that the stages were used by third parties who would be responsible for supplying their own in the future. Commissioner Bagwell stated that the smaller stage would still be used by and for some City functions. Chairperson Kever entertained public comments.

**PUBLIC COMMENT**

(6:09:34) – Mr. Baily inquired about the obsolescence of the stages and Mr. Earp believed it was age-related; however, he offered to find out the details. He also praised the organizers of the Fuji Park dog show for keeping the dogs out of the Baily Pond area, and called the road from Ash Canyon to Hobart Reservoir “excellent”.

Commissioner Bagwell was informed by Mr. Baily that the reservoir had no access for disabled individuals; however, he encouraged them to get in touch with the Nevada Department of Wildlife (NDOW) to receive a ride from their volunteers in an NDOW vehicle.

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

(6:14:34) – Chairperson Keever introduced the item. Commissioner Bagwell reiterated her request for the additional information on the Ross Gold Park re-bid. Commissioner Long requested information on the economic development revenue of the MAC.

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

(6:21:45) – Commissioner Cacioppo explained that the School Board had been spending their time on policies and procedures, and reviewing standardized test results. He also noted that there had been close to 75 upkeep and outdoor projects, including the expansion of the Pioneer High School campus.

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

(6:15:43) – Commissioner Bagwell announced that the Foundation had donated \$1,000 for the Ross Gold Park playground rehabilitation. She also reminded everyone that this year's Carson City Christmas ornament would feature the Wungnema House which the Foundation would sell to raise funds for parks. Chairperson Keever explained that she had received a request for information on the closure of the Carson City Rifle and Pistol Range and Mr. Earp clarified that it had been closed for three days for safety concerns that were brought to the Department's attention, adding that it had already been reopened. He also informed Commissioner Long that the defensible space around the range was still being evaluated for improvement. Commissioner Cartwright requested an update on the latter at the next meeting.

## **6. FUTURE AGENDA ITEMS**

(6:18:16) – Previously discussed. Mr. Earp referenced additional future agenda items already incorporated into the record.

(6:19:17) – Chairperson Keever acknowledged the arrival of Commissioner Cacioppo, who apologized for being late, noting that he was at a Town of Gardnerville meeting.

(6:19:55) – Commissioner Bagwell suggested including the Schulz Ranch in an upcoming spring park tour, and Mr. Earp believed that the park opening event had been discussed but the extent would be determined by the weather.

## **7. PUBLIC COMMENTS**

(6:23:05) – Mr. Baily updated Commissioner Cartwright on the Trout in the Classroom program. Commissioner Bagwell suggested adding Baily Pond to the future parks tour.

(6:25:25) – Commissioner Cartwright announced in the form of Public Comment that the First Annual Battle For Nevada roller derby event will be held on October 27 and 28, 2018, and that all Nevada roller derby teams were invited to participate. She noted that additional information was available on the Carson Victory Rollers website and Facebook page.

**8. ACTION ON ADJOURNMENT**

**(6:26:23) – Commissioner Bagwell moved to adjourn. Chairperson Keever adjourned the meeting at 6:26 p.m.**

The Minutes of the October 2, 2018 Carson City Parks and Recreation Commission meeting are so approved this 5<sup>th</sup> day of February, 2019.

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LEE ANN KEEVER, Chair