

Report To: Board of Supervisors

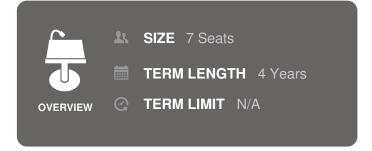
Staff Contact: Nick Marano, nmarano@carson.org
Agenda Title: For Possible Action: To appoint three members to the Carson City Parks and Recreation Commission each to fill a four year term set to expire January 2022.
Staff Summary: CCMC 2.16.010 and NRS 244.3076 provide for a Parks and Recreation Commission to consist of no more than seven members appointed by the Board of Supervisors. There are three openings due to members terms expiring. Reappointment requests have been received by Donna Curtis and Sean Lehmann. New applications were received from Kurt Meyer, Leslie Hicks Jr. and Lea Cartwright.
Agenda Action: Formal Action/Motion Time Requested: 1 hour
Proposed Motion I move to appoint & to the Parks and Recreation Commission each to fill a four year term to expire January 2022.
Board's Strategic Goal Quality of Life
Previous Action N/A
Background/Issues & Analysis N/A
Applicable Statute, Code, Policy, Rule or Regulation CCMC 2.16.010; NRS 244.3076
Financial Information Is there a fiscal impact? Yes No
If yes, account name/number: N/A
Is it currently budgeted?
Explanation of Fiscal Impact:
Alternatives Open the position announcement for additional applicants.

Meeting Date: January 4, 2018

Board Action Taken:		
Motion:	1)	Aye/Nay
	2)	
(Vote Recorded By)		

Staff Report Page 2

BOARD DETAILS



The Parks and Recreation Commission regulate the use of City Parks and Recreation Facilities and protect the right of all Carson City Residents to enjoy the parks system and recreation services.



MEETINGS

- •5:30 p.m.
- •Meets on the first Tuesday of every month
- •Community Center, Sierra Room

851 East William Street, Carson City, Nevada

POWERS & DUTIES

- 1. The commission shall act in advisory capacity to the board.
- 2.The commission shall cooperate with other governmental agencies and civic groups in the advancement of sound recreation planning.
 The commission shall:
- a. Recommend policies on park and recreation services;
- b. Advise on acquisition and development of park and recreation areas and facilities;
- c. Aid in coordinating park and recreation services with the programs of other governmental agencies and voluntary organizations;
- d. Aid and advise the fair and recreation board;
- e. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
- f. Review and make recommendations concerning the park and recreation department's capital budgets; and
- g. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax. $\frac{1}{2} \int_{-\infty}^{\infty} \frac{1}{2} \left(\frac{1}{2} \int_{-\infty}^{\infty} \frac{1}{2} \left($

ADDITIONAL INFORMATION

CCMC 2.16.pdf

ADDITIONAL INFORMATION

BOAF	RD ROSTER	
	LORI BAGWELL 2nd Term Jan 01, 2016 - Dec 31, 2019	Appointing Authority Board of Supervisors Position Board of Supervisors
	JOE CACIOPPO 1st Term Jan 03, 2013 - Dec 31, 2019	Appointing Authority School Board Position School Board Appointed
	DONNA CURTIS 3rd Term Feb 06, 2014 - Jan 31, 2018	Appointing Authority Board of Supervisors
	ROBERT GLENN 1st Term Feb 06, 2014 - Jan 31, 2018	Appointing Authority Board of Supervisors
	LEANN KEEVER 2nd Term Oct 04, 2012 - Jan 01, 2020	Appointing Authority Board of Supervisors
	SEAN LEHMANN 3rd Term Feb 06, 2014 - Jan 31, 2018	Appointing Authority Board of Supervisors
	BRETT LONG 2nd Term Jan 05, 2012 - Jan 01, 2020	Appointing Authority Board of Supervisors

Profile				
Kurt	L	Meyer		
First Name	Middle Initial	Last Name		
Email Address				
Street Address			Suite or Apt	
Carson City			NV	89703
City			State	Postal Code
Primary Phone	Alternate Phone			
Which Boards would you like	to apply for	?		
Question applies to multiple boards Why would you like to serve of	of this Board	/Committee/Co	mmission?	
I have over 30 years experience of passion for Carson City and all the or have served, on several volunt Carson city Parks and Recreation	at it has to offe eer boards and	er. I am very conn d committees in C	ected to the communit Carson City. I am very t	y and serve, and /
Question applies to multiple boards				
Are you currently a registered	d voter in Ca	rson City?		
⊙ Yes ○ No				
Question applies to multiple boards Are you currently a member of	on any other	Carson City Bo	ard, Committee or C	Commission?
C Yes ⊙ No				
Question applies to multiple boards If yes, please list:				

Submit Date: Dec 17, 2017

Kurt L Meyer Page 1 of 4

Conflict of Interest

Question applies to multiple boards

Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?

○ Yes ○ No

Question applies to multiple boards

Do you currently have a contract with Carson City for services/good?

○ Yes
 ○ No

Question applies to multiple boards

If yes, please provide contract details:

Question applies to multiple boards

Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?

○ Yes ⊙ No

Education

Note: only complete this section if a degree is required for this position

College, Professional, Vocational or Other Schools attended:

Reed High School, Sparks Nevada TMCC, Reno Nevada UNR, Reno Nevada WNC, Carson City Nevada

Major Subject:

General Studdies

Degree Conferred:

High School, 1984 Associate of Arts Degree, 2016

Kurt L Meyer Page 2 of 4

Briefly describe the qualifications you posses which you feel would be an asset to this Board/Committee/Commission:

I have an above average understating of the Parks and Recreation Department in Carson City after working for the department for 25 years. I have a knowledge of the Carson City municipality and how it functions.

List the community organizations in which you have participated and describe participation:

Boys and Girls Club of Western Nevada 2010 to present Past President Carson City Youth Sports Association 2009 to present Current Treasure Clock and Carillon Committee 2007 to present Muscle Power Trail Builder 2013 to present Bethlehem Lutheran Church and School School Board president 11 years Carson City Little League 12 years Nevada District 1 Little League Committee 2 years Youth Sports Coach for several leagues for several years

List your affiliation with professional or technical societies: *if required for the position.

Kurt_Meyer_Resume_2017_dec.pdf

Upload a Resume

Personal/Professional References				
Name, Telephone Number:				
James Cavilia, 775.687.0202				
Name, Telephone Number:				
Ryan Russell, 775,687.0202				
Name, Telephone Number:				
Scott Morrison, 775.445.4468				

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

Kurt L Meyer Page 3 of 4

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

✓ I Agree *

Kurt L Meyer Page 4 of 4

KURT MEYER

400 N. Richmond Ave. | Carson City, NV 89703 | 775-350-0359 | kurtmeyer1966@gmail.com

OBJECTIVE

To use and challenge my leadership, supervisory, and organizational skills.

SKILLS & ABILITIES

 Exceptional management skills, successful team building, self-starter with superb communication skills, fiscal responsibility, experience with multiple projects and operational budgets, solid track record.

EXPERIENCE

Event Manager Carson Off Road, Epic Rides

2015 - current

Carson City, NV

- Start to finish planning and event management for three day pro mountain bike race.
- Awarded Interbike's Best Mountain Bike Race in the Nation, inaugural year

Supervisor of Operations, Carson City

1993 - 2016

Carson City, NV

- Over 30 years experience managing, supervising, and operating recreation facilities, including aquatic facilities, ball fields, and community centers. Staffing, training, and budgeting for all programs within a recreation division.
- Retired from PERS -Jan 2016.

EDUCATION

Western Nevada College – Carson City, NV – Associate of Arts

COMMUNITY SERVICE AND LEADERSHIP

- Boys and Girls Club of Western Nevada, Board of Directors, 2010 present
 - o 2016 President, 2015 Vice President, 2014 Secretary
- Youth Sports Association, Carson City, NV
 - o 2009 current Treasurer
- Clock and Carillon Committee, Laxalt Building, Carson City, NV 2007 present
 - Current Vice President
- Bethlehem Lutheran Church and School
 - School Board President 11 years
- Worked with Pennington foundation and community leaders in building the Teen Center for B&GCWN - 2016

REFERENCES

James Cavilia

Attorney, Allison MacKenzie 775-687-0202

Scott Morrison

Director of Liberal Arts, Interim Vice President, Western Nevada College 775-445-4468

Ryan Russell

Attorney, Allison MacKenzie 775-687-0202

Profile				
Sean First Name	Middle Initial	Lehmann		
First Name	Middle Initial	Last Name		
Email Address				
			2566 Bedfo	rd Wav
Street Address			Suite or Apt	
Carrage City			NIV/	00700
Carson City			NV State	
Only			Otale	i ostai oode
Primary Phone	Alternate Phone			
Which Boards would you lik	e to apply for?	?		
Why would you like to serve I have been on this Board and lil				
Question applies to multiple boards Are you currently a registered	-			
Question applies to multiple boards Are you currently a member	on any other	Carson City Bo	ard, Committee or	Commission?
C Yes ⊙ No				
Question applies to multiple boards If yes, please list:				
Question applies to multiple boards Term expiration:				

Submit Date: Nov 02, 2017

Sean Lehmann Page 1 of 3

Conflict of Interest
Question applies to multiple boards Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?
C Yes ⊙ No
Question applies to multiple boards Do you currently have a contract with Carson City for services/good?
Question applies to multiple boards If yes, please provide contract details:
Question applies to multiple boards Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?
○ Yes ○ No ○ N
Education
Note: only complete this section if a degree is required for this position
College, Professional, Vocational or Other Schools attended:
Major Subject:
Dogroo Conforred:
Degree Conferred:

Sean Lehmann Page 2 of 3

Briefly describe the qualifications you posses which you feel would be an asset to this Board/Committee/Commission:
List the community organizations in which you have participated and describe participation:
List your affiliation with professional or technical societies: *if required for the position.
Upload a Resume
Personal/Professional References
Name, Telephone Number:
Name, Telephone Number:
Name, Telephone Number:
I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.
I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.
I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.
✓ I Agree *

Sean Lehmann Page 3 of 3

Profile				
LESLLIE	CARL	HICKS JR		
First Name	Middle Initial	Last Name		
Email Address				
Street Address			Suite or Apt	
CARSON			NV State	89701 Postal Code
				i ootal oodo
Primary Phone	Alternate Phone)		
Which Boards would you like	to apply for	?		
Parks and Recreation Commissio	n: Submitted			
Question applies to multiple boards				
Why would you like to serve of	of this Board	I/Committee/Com	mission?	
I'M RETIRED AND HAVE 27 YEAR RECREATION PROFESSION. I V				
QUALITY OF LIFE FOR ALL AGE				
AND EXPERIENCE.				
Question applies to multiple boards				
Are you currently a registered	l voter in Ca	rson City?		
⊙ Yes ○ No				
Question applies to multiple boards				
Are you currently a member of	n any other	Carson City Boar	rd, Committee or	Commission?
○ Yes ⊙ No				
Question applies to multiple boards				
If yes, please list:				

Submit Date: Dec 06, 2017

Question applies to multiple boards Term expiration:
Conflict of Interest
Question applies to multiple boards Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?
C Yes No
Question applies to multiple boards Do you currently have a contract with Carson City for services/good?
⊂ Yes ⊙ No
Question applies to multiple boards If yes, please provide contract details:
Question applies to multiple boards Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?
○ Yes ⊙ No
Education
Note: only complete this section if a degree is required for this position
College, Professional, Vocational or Other Schools attended:
BA- San Jose STATE 1967 IN RECREATION ADMINISTRATION
Major Subject:
PARK AND RECREATION ADMINISTRATION
Degree Conferred:
BA- San Jose STATE 1967

Briefly describe the qualifications you posses which you feel would be an asset to this Board/Committee/Commission:

I HAVE 27 YEARS OF PROFESSIONAL EXPERIENCE IN PARKS AND RECREATION AS A DIRECTOR, SUPERVISOR AND IN COMMUNITY CENTERS. I HAVE BEEN INVOLVED IN THE DEVELOPMENT, MAINTENANCE AND OPERATIONS OF SEVERAL PARKS AND LEISURE SERVICES PROGRAMS. I HAVE MANAGED AND WORKED IN DEPARTMENTS THAT HAVE RECEIVED NATIONAL, STATE AND LOCAL AWARDS.

List the community organizations in which you have participated and describe participation:

I SERVED ON SEVERAL COMMITTEES AND BOARDS. THIS IS A FEW..1. WASHOE COUNTY REGIONAL OPEN SPACE TECHNICAL ADVISORY COMMITTEE. 2. CITY OF SPARKS LABOR MANAGEMENT COMMITTEE. 3. NEVADA PARK AND RECREATION SOCIETY- LEGISLATIVE COMMITTEE.4. CITY OF SPARKS YOUTH SPORTS FOUNDATION REPRESENTATIVE. 5 CITY OF SPARKS -SR CITIZEN COMMUNITY CENTER DEVELOPMENT COMMITTEE.

List your affiliation with professional or technical societies: *if required for the position.

PAST AFFILIATIONS- NATIONAL RECREATION AND PARK ASSOCIATION CLP CERTIFICATION, NATIONAL COMMUNITY ASSOCIATION MANAGEMENT CERTIFICATION

Unload a l	Resume		

Personal/Professional References

Name, Telephone Number:

BOB LANGONE-209-434-7350 I HAVE KNOWN BOB FOR SEVERAL YEARS WE WORKED TOGETHER IN THE PARK AND RECREATION PROFESSION AND HAVE BEEN FRIENDS SINCE SCHOOL.

Name, Telephone Number:

KEITH MACDONALD-775-882-7860 I BELONG TO A SERVICE GROUP WITH KEITH, ATTEND THE SAME CHURCH AND BIBLE STUDY PROGRAM.

Name, Telephone Number:

CAL HILTON- 530-743-7465 WE ARE GOOD FRIENDS AND ATTENDED THE SAME CHURCH IN BROWNS VALLEY CALIFORNIA.

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

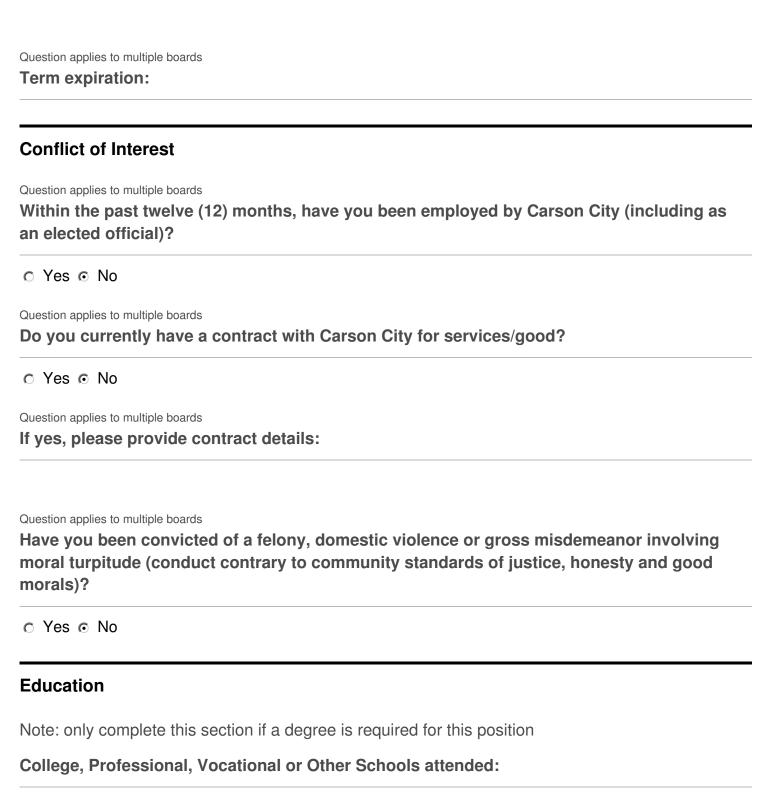
I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

✓ I Agree *

Profile				
Donna		Curtis		
First Name	Middle Initial	Last Name		
Email Address				
Street Address			Suite or Apt	
Carson City			NV	89703
City			State	Postal Code
Primary Phone	Alternate Phone			
Which Boards would yo	ou like to apply for?	•		
Parks and Recreation Com				
Question applies to multiple boards Why would you like to s		/Committee/Co	mmission?	
I have a very sound historic present to help maintain and help achieve City goals.	•		•	
Question applies to multiple boards Are you currently a reg		son City?		
Question applies to multiple boards		0	and Oamer's to the	2 a ma mata a ta 1 2 2
Are you currently a mei	mber on any other (Carson City Bo	ard, Committee or (Jommission?
○ Yes ⊙ No				
Question applies to multiple boards If yes, please list:				

Submit Date: Nov 06, 2017

Donna Curtis Page 1 of 4



I have a BA in Environmental Studies and Land Use Planning. My MA is in Political Science. I was employed as a local government analyst for 20 years. I am retired and do not have a resume in my files but can answer any questions about previous experience.

Major Subject:

Donna Curtis Page 2 of 4

	Dea	ree	Conferred	
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Briefly describe the qualifications you posses which you feel would be an asset to this Board/Committee/Commission:

I have served on several parks commissions in other areas, including several years as Chair. I chaired the Carson PRC for four years. I have instigated many projects with the PRC including getting a revised master plan, adding a pathways plan, getting a dog park built at Fuji Park, adding " future agenda items " form, and reviving the concept of the last phase of the freeway pathway.

List the community organizations in which you have participated and describe participation:

Vice Chair, Foundation for CC Parks and Recreation, Bd Directors Partnership Carson City, VP Friends of the Library, helped form CASI, several years President Carson City Democratic Women's Club, serving many years with Carson School District Community Committee, active with Chamber of Commerce, Soroptmists, AAUW, founder Parks 4 Paws.

List your affiliation with professional or technical societies: *if required for the position.

National Parks Foundation, National Parks member as provided by the Department, occasionally meet with Northern Nevada State Parks

Upload a R	esume		

Personal/Professional References

Name, Telephone Number:

Ronnie Hannaman Executive Director Carson City Chamber of Commerce. 882-1565

Name, Telephone Number:

Richard Stokes, Superintendent, CCSD. 283-2100

Name, Telephone Number:

Kathy Bartosz former Executive Director Partnership Carson City. 232-1417

Donna Curtis Page 3 of 4

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

✓ I Agree *

Donna Curtis Page 4 of 4

Profile				
Lea		Cartwright		
First Name	Middle Initial	Last Name		
Email Address				
Charact Address			Outh an Aut	
Street Address			Suite or Apt	00704
Carson City			NV State	<u>89701</u> Postal Code
Primary Phone	Alternate Phone			
Which Boards would you				
Question applies to multiple boards Why would you like to se	erve of this Board	/Committee/Com	mission?	
As Carson City continues to Commission to ensure that future. Parks are what allow the outdoors if we have area to attracting professionals we development of parks and recontinuing the small town trapersonal user of the parks a	open spaces and received a community to thrives that are safe and who are looking for a secreation areas will addition of community	creation areas are a ve. Children can ex fun. Maintaining tra place to live, work a allow economic gro fairs, markets, and	available to all reside the plore and develop to the paths, and and play. The harm with that benefits eveloutdoor meetups.	ents, current and their passions for open areas is vital onious eryone while
Question applies to multiple boards Are you currently a regis	stered voter in Car	rson City?		
⊙ Yes ⊙ No				
Question applies to multiple boards Are you currently a mem	ber on any other	Carson City Boar	rd, Committee or	Commission?
○ Yes ⊙ No				

Submit Date: Dec 12, 2017

Lea Cartwright Page 1 of 4

Question applies to multiple boards If yes, please list:
Question applies to multiple boards Term expiration:
Conflict of Interest
Question applies to multiple boards Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?
Question applies to multiple boards Do you currently have a contract with Carson City for services/good?
Question applies to multiple boards If yes, please provide contract details:
Question applies to multiple boards Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?
⊙ Yes ⊙ No
Education
Note: only complete this section if a degree is required for this position
College, Professional, Vocational or Other Schools attended:
Major Subject:

Lea Cartwright Page 2 of 4

Degree Conferred:
Briefly describe the qualifications you posses which you feel would be an asset to this Board/Committee/Commission:
List the community organizations in which you have participated and describe participation:
List your affiliation with professional or technical societies: *if required for the position.
Upload a Resume
Personal/Professional References
Name, Telephone Number:
Jeanette Belz, 775-232-1662
Name, Telephone Number:
Neena Laxalt, 775-762-1864
Name, Telephone Number:
Blayne Osborn, 775-450-2349

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

Lea Cartwright Page 3 of 4

I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.

I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.

✓ I Agree *

Lea Cartwright Page 4 of 4

Chapter 2.16 - CARSON CITY PARKS AND RECREATION COMMISSION Sections:

2.16.010 - Organization.

- 1. There is hereby established pursuant to NRS 244.3071 et seq. a commission to be known as the Carson City parks and recreation commission.
- 2. This commission shall consist of seven members who shall be appointed by the board.
- 3. The commission shall be composed of one member who shall be a member of the Board of Supervisors, and one member who shall be a member of the Board of Trustees of the Carson City School District. The remaining members shall be qualified electors of Carson City and appointed, where possible, from a diverse cross-section of the community. That cross-section should consist of but not be limited to: service groups, professional parks or maintenance groups, adult sports groups, youth sports or service groups, environmental interest, and general public.

(Ord. 2005-17 § 1, 2005: Ord. 1991-56 § 1, 1991: Ord. 1981-45 § 1, 1981: Ord. 1974-10 § 1, 1974).

2.16.020 - Membership requirements.

Members of the Carson City parks and recreation commission shall be qualified electors of Carson City.

(Ord. 1981-45 § 2, 1981).

2.16.030 - Term of office.

- 1. All terms will be for four (4) years.
- 2. Members whose terms have expired shall continue to serve until their successors have been appointed.
- 3. Terms of office shall commence and end on January 1st.

(Ord. 1991-56 § 2, 1991: Ord. 1985-36 § 1, 1985: Ord. 1985-28 § 1, 1985).

2.16.040 - Meetings and officers—Legislative procedure—Removal of commissioner—No compensation.

- The commission shall meet in regular session and shall elect from their members a chairman and a vice- chairman at the first regular meeting conducted each calendar year.
 Officers shall hold office for one calendar year or until their successors are named.
- 2. The city shall provide a secretary for each and every meeting of the commission.
- 3. The commission shall by recorded vote, adopt rules and regulations for governing procedure and shall adopt appropriate by-laws by which to be governed.
- 4. A majority shall constitute a quorum.
- 5. The commission shall schedule at least one meeting bi-monthly, in regular session with the director of the park and recreation department or the director's designated representative. The bi-monthly meetings shall be held on the first Tuesdays of February, April, June, August, October, and December, unless notice is otherwise provided.
- 6. The Chair and the Parks and Recreation Director together can cancel a meeting or schedule a special meeting as needed.
- 7. The commission members shall receive no compensation.

(Ord. 1991-56 § 3, 1991).

2.16.045 - Removal for cause.

Upon recommendation of the park and recreation commission the board may remove for cause any commissioner for:

- 1. Dereliction of duty, or
- 2. Nonparticipation, or
- 3. Nonattendance, or
- 4. For any other reason shown as just cause.

(Ord. 1991-56 § 4, 1991).

2.16.050 - Duties and responsibilities.

- 1. The commission shall act in advisory capacity to the board.
- 2. The commission shall cooperate with other governmental agencies and civic groups in the advancement of sound recreation planning.

3. The commission shall:

- a. Recommend policies on park and recreation ser-vices;
- b. Advise on acquisition and development of park and recreation areas and facilities;
- c. Aid in coordinating park and recreation services with the programs of other governmental agencies and voluntary organizations;
- d. Make recommendations to the board on acceptance of bequests of real property, equipment and moneys for park and recreation purposes;
- e. Review and make recommendations concerning the park and recreation department's capital budgets; and
- f. Review and make recommendations to the board concerning the acceptance and spending of the residential construction tax.

(Ord. 2007-16 § 1, 2007: Ord. 2005-17 § 2, 2005: Ord. 1991-56 § 5, 1991).

2.16.060 - Severability.

If any of the provisions of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not impair the other provisions of this chapter. To this end the provisions of this chapter are declared to be severable.

(Ord. 1991-56 § 6, 1991).