

**MINUTES**  
**Joint Meeting**  
**Carson City Open Space Advisory Committee (OSAC)**  
**Carson City Parks and Recreation Commission (PRC)**  
**Monday, December 18, 2017 ● 5:30 PM**  
**Community Center Sierra Room**  
**851 East William Street, Carson City, Nevada**

**OSAC Members**

**Chair – Bruce Scott**                      **Vice Chair – Alan Welch**  
**Member – Margie Evans**              **Member – Jeremy Hall**  
**Member – Donna Inversin**          **Member – Gerald Massad**  
**Member – JoAnne Michael**        **Ex-Officio Member- Maritza Filson**

**PRC Members**

**Chair – Lee-Ann Keever**                      **Vice Chair – Donna Curtis**  
**Commissioner – Lori Bagwell**              **Commissioner – Joe Cacioppo**  
**Commissioner – Robert Glenn**              **Commissioner – Sean Lehmann**  
**Commissioner – Brett Long**

**Staff**

Jennifer Budge, Parks and Recreation Department Director  
Iris Yowell, Deputy District Attorney  
Ann Bollinger, Open Space Administrator  
Vern Krahn, Senior Park Planner  
Lindsay Boyer, Senior Natural Resource Specialist  
Gregg Berggren, Trails Coordinator  
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 are available for review during regular business hours.

An audio recording of this meeting is available on [www.CarsonCity.org/minutes](http://www.CarsonCity.org/minutes).

**CALL TO ORDER**

(5:30:52) – OSAC Chairperson Scott called the meeting to order at 5:30 p.m. and acknowledged PRC Chair Keever.

**ROLL CALL AND DETERMINATION OF QUORUM**

(5:31:37) – Roll was called. A quorum was present.

<b>OSAC Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Bruce Scott	Present	
Alan Welch	Present	
Margie Evans	Present	
Jeremy Hall	Present	
Donna Inversin	Present	

Gerald Massad	Present	
JoAnne Michael	Absent	
Maritza Filson	Present	

PRC Attendee Name	Status	Arrived
Lee-Ann Keever	Present	
Donna Curtis	Present	
Lori Bagwell	Present	
Joe Cacioppo	Absent	
Robert Glenn	Absent	
Sean Lehmann	Absent	
Brett Long	Present	

## PUBLIC COMMENTS

(5:32:18) – There were no public comments.

(5:33:01) – Ms. Budge acknowledged and thanked OSAC Member Inversin for supporting the Easy Walk Program as she will be “passing the torch on that program”. She also presented Member Inversin with a commemorative plaque.

### 1. FOR POSSIBLE ACTION ON APPROVAL OF MINUTES

#### OPEN SPACE ADVISORY COMMITTEE MEETING: OCTOBER 16, 2017

(5:33:59) – Chairperson Scott introduced the item and noted a date correction.

**(5:35:01) – OSAC MOTION: I move to approve the October 16, 2018 OSAC minutes as corrected.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Evans
<b>SECONDER:</b>	Inversin
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Michael

#### PARKS & RECREATION COMMISSION MEETING: OCTOBER 3, 2017

(5:35:35) – Chairperson Keever entertained a motion by the PRC.

**(5:35:47) – PRC MOTION: I move to approve the October 3, 2017 Parks and Recreation Commission meeting minutes.**

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

## 2. MODIFICATIONS TO THE AGENDA

(5:36:09) – There were no modifications to the agenda.

## 3. MEETING ITEMS

### A. PRESENTATION BY JULEE CONWAY AND KAREN MULLEN-EHLY REGARDING ASSEMBLY BILL 379 PARK DISTRICT LEGISLATION APPROVED DURING THE 2017 LEGISLATIVE SESSION. REVIEW AND DISCUSSION ONLY REGARDING AB 379 AND POTENTIAL OPTIONS FOR CARSON CITY’S PARK SYSTEM.

(5:36:23) – Chairperson Scott introduced the item. Retired City of Reno Parks and Recreation Director Julee Conway introduced herself and noted that Karen Mullen-Ehly could not be present. Ms. Conway presented a PowerPoint presentation and referenced a copy of Assembly Bill No. 379, both of which are incorporated into the record. Ms. Budge thanked Ms. Conway “for championing the parks” and believed that park districts area “a great and sustainable way to support a park system”. She also clarified that currently Carson City was at the information gathering stage and offered to bring back updates at future meetings. Chairperson Scott entertained member comments.

(5:56:25) – Vice Chair Welch pointed out the uniqueness of Carson City County and inquired about districts with similar governances. Ms. Conway did not have any examples on hand; however, she offered to get back to the Vice Chair with further information. Member Inversin was in favor of the bill because Parks and Recreation would benefit from all the new construction in Carson City.

(5:58:26) – Commissioner Curtis congratulated Ms. Conway and Ms. Mullen-Ehly for getting legislation through at first try and was informed that the elected body within a jurisdiction would be the trustee; however, the board may appoint other trustees. Commissioner Bagwell inquired about user fees and was informed by Ms. Conway that the all funding, revenue, and expenses are appropriated for the particular areas. Commissioner Curtis gave background on the Carson City Foundation for Parks and Recreation and believed that “the Foundation would be a perfect place to do the campaign [of forming a district]”. Ms. Conway noted that the Truckee Meadows Park Foundation was also very supportive of this measure. Chairperson Scott entertained public comments.

### PUBLIC COMMENT

(6:16:19) – Jeff Schultz introduced himself and noted that he was “one of those affected property owners” and requested clarification regarding a clause suggesting “approval by affected property owners”. Ms. Conway explained that the law stated that property owners may seek, through public notification, a vote not to have a

district, adding that the item may also be placed on a ballot by “elected bodies”. Mark Kimbrough stated that he had testified during the legislative hearing and noted that the funds may be given; however, they may also be taken away and emphasized that the district could not be created in an ad hoc manner, and it had to be voted upon via elections.

**B. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING THE SIGNAGE MASTER PLAN PREPARED BY DESIGN WORKSHOP FOR THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT.**

(6:21:46) – Chairperson Scott introduced the item. Ms. Bollinger and Mr. Berggren gave background and presented the agenda materials incorporated into the record. Design Workshop, Inc. Landscape Architect Ben Fish introduced himself as the project manager and Grace Larson as the project’s lead designer. Mr. Fish and Ms. Larson presented the proposed signage options, identity, and theme. They highlighted the consistent look and feel, fonts, and materials. Chairperson Scott was in favor of the consistent look and feel.

(6:41:40) – Member Evans spoke in appreciation of the design and the choice of differentiating colors between Open Space and Parks properties. Member Massad was also in favor of the signs; however, he emphasized the importance of sign locations. Chairperson Scott was informed that the City did not have an in-house sign department. He also suggested not painting the entire base in a solid color to reduce maintenance. Commissioner Curtis relayed a comment from new residents who had issues with finding the entrance to Mills Park due to the many driveways. Ms. Bollinger clarified that the funding source to change out signs would be through grants. Ms. Budge noted the importance of wayfinding signs and the consistent manner in which they are placed, adding that they were looking into it. Commissioner Long thanked Staff for the standardized signs; however, he acknowledged that implementation may not be “very easy”. Chairperson Scott entertained public comments.

**PUBLIC COMMENTS**

(6:52:43) – Nancy Santos of Friends of Silver Saddle Ranch stated that she was “really impressed with what’s been shown tonight”; however, she was aware that the placement of the signs was also important. Michael Plansky introduced himself as someone with a background in landscape architecture and working on the Eagle Valley Disc Golf Course. Mr. Plansky believed that the concept, especially the wayfinding signs, would work well with the new Disc Golf Course. Chairperson Scott encouraged him to work closely with Staff to ensure consistency. Laura Richards suggested extending the concept into the brochures, and Mr. Fish noted that it was part of the proposed plan. Ms. Budge noted that the look and feel will also extend to the website and other literature, including temporary signage. Member Inversin suggested encouraging businesses to adopt signs. Member Filson offered to recruit the National Honor Society members at Carson High School as volunteers. Commissioner Curtis suggested recruiting Western Nevada College, and Carson High School students who may be able to help as part of their senior projects. PRC Chairperson Keever believed the Boy Scouts could help as well. Chairperson Scott entertained additional comments, and when none were forthcoming, a motion. Ms. Yowell confirmed that two motions were necessary to represent both OSAC and PRC.

**(7:04:28) – OSAC MOTION: I move to approve the Signage Master Plan for the Carson City Parks, Recreation, and Open Space Department.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Evans
<b>SECONDER:</b>	Welch
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Michael

(7:04:56) – Chairperson Kever entertained a motion by the PRC.

**(7:047:59) – PRC MOTION: I move to approve the Signage Master Plan for the Carson City Parks, Recreation, and Open Space Department.**

(7:48:28) – Commissioner Bagwell suggested amending the motion to note that the base of the signs should include a band of color and not have the entire base painted. Commissioner Curtis accepted the amendment.

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

**C. FOR POSSIBLE ACTION: REVIEW, DISCUSSION, AND POSSIBLE RECOMMENDATION TO THE PLANNING COMMISSION REGARDING AN AMENDMENT TO THE UNIFIED PATHWAYS MASTER PLAN (UPMP) INCORPORATING NON-MOTORIZED TRAIL SYSTEM ADDITIONS TO THE PLAN’S MAP, CHAPTER 9, OFF-STREET TRAILS, CHAPTER 11, IMPLEMENTATION, AND APPENDIX 13.2, PUBLIC COMMENTS.**

(7:06:01) – Chairperson Scott introduced the item. Mr. Krahn and Mr. Berggren presented the agenda materials and responded to clarifying questions. Discussion ensued regarding follow up and Mr. Krahn noted that the public workshop feedback is incorporated into the documents. Commissioner Bagwell suggested adding date ranges into the document. Mr. Berggren thanked the Eagle Valley Trails Committee, especially Jeff Potter and Mark Kimbrough, Lynn Zonge, and Milliman, Inc. “for the incredible amount of work they put into this [document]”.

(7:34:17) – Member Inversin thanked Mr. Berggren for a “fantastic job” and suggested updating the entire chapter, and deleting the completed projects. Commissioner Curtis believed that the entire document should be updated in the future. She also received clarification from Mr. Krahn that the changes referenced in the recommended motion were predominantly administrative or clarifications to the map. Commissioner Long listed the proposed changes as: improving and clarifying the map legends; adding date ranges proposed by Commissioner Bagwell; and adding a trail difficulty rating graphic. He also suggested a link to the full document. Chairperson Scott entertained public comments.

**PUBLIC COMMENTS**

(7:40:55) – Robyn Orloff inquired about arrows [on the map] near motorized trails at Prison Hill and was informed that they were not addressed in this document. Mr. Krahn clarified that the arrows were graphic representations of additional trails in the area, but were not indicative of OHVs that get to drive “further up on Prison Hill”. He also noted that “this is a planning document and not a hands-on trails guide”. Mark Kimbrough praised Staff, Jeff Potter (for being a visionary), and many member of the community for their support and for “protecting the soft trails”. Chas Macquarie of Muscle Powered introduced himself and acknowledged the “tremendous work by the Eagle Valley Trails Committee” and encouraged approval of the recommendation to the Planning Commission. Chairperson Scott entertained further comments, and when none were forthcoming, a motion.

**(7:49:42) – OSAC MOTION: I move to recommend to the Planning Commission approval of an amendment to the Unified Pathways Master Plan (UPMP) incorporating non-motorized trail system additions to the Plan’s map in Chapter 12; Chapter 9, Off-Street Trails; Chapter 11, implementation; and Appendix 13.2, public comments, and to include updates and improvements recommended this evening.**

<b>RESULT:</b>	<b>APPROVED (6-0-0)</b>
<b>MOVER:</b>	Inversin
<b>SECONDER:</b>	Hall
<b>AYES:</b>	Scott, Welch, Evans, Hall, Inversin, Massad
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Michael

(7:50:36) – Chairperson Keever entertained a motion by the PRC.

**(7:50:39) – PRC MOTION: I move to I move to recommend to the Planning Commission approval of an amendment to the Unified Pathways Master Plan (UPMP) incorporating non-motorized trail system additions to the Plan’s map in Chapter 12; Chapter 9, Off-Street Trails; Chapter 11, implementation; and Appendix 13.2, public comments, and to include the comments summarized earlier [by Commissioner Long].**

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

(7:51:34) – Chairperson Scott recessed the meeting.

(7:57:05) – Chairperson Scott reconvened the meeting. A quorum was still present.

**D. FOR POSSIBLE ACTION: REVIEW, DISCUSSION AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE PROPOSED CARSON CITY PARKLANDS EASEMENT POLICY AND RIGHT OF ENTRY AGREEMENT.**

(7:57:20) – Chairperson Scott introduced the item. Ms. Budge presented the agenda materials and responded to clarifying questions. Commissioner Bagwell was pleased with the initial work as a starting point; however, she believed it was not yet ready for submission. She believed that a City-wide policy instead of a limited right-of-entry policy for parklands was preferable. Ms. Budge clarified that any property transactions, even temporary easements, must now be approved by the Board of Supervisors with the approval of the appropriate board [committee or commission]. Chairperson Scott was in favor of not having right-of entry agreements approved by this body in order to avoid delays. He also suggested a pre-application process prior to applicants incurring fees for unapproved projects. Chairperson Scott entertained public comments; however, none were forthcoming. Commissioner Bagwell suggested not taking action on the item and recommended that Staff take the input received tonight and return with a City-wide agreement on easements and a separate consideration for right-of-entry requests. Ms. Budge was in favor of addressing the right-of entry issue first as those requests were more frequent. Member Evans was in favor of obtaining a preliminary title report first; however, she suggested having a fee worksheet for mitigation costs. Ms. Budge thanked the members and the commissioners for their comments and offered to bring the item back at a later date.

**4. STAFF UPDATES - DISCUSSION ONLY**

**A. DIRECTOR’S REPORT: UPDATES REGARDING 2017 FLOOD DAMAGE AND REPAIRS; PARK CONSTRUCTION PROJECTS; DEPARTMENT PROGRAMMING AND EVENTS; EAGLE VALLEY GOLF COURSE; VACANCIES AND RECRUITMENTS; FEES AND CHARGES POLICY/UPDATED FEE STRUCTURE; AND BOARD OF SUPERVISOR’S ACTION ITEMS.**

(8:30:29) – Ms. Budge reported that Long Ranch Park, Moffat Open Space Trail, and Riverview Park Trail flood mitigations have been completed and the properties are open to the public. She also reviewed the upcoming list of repair projects. Ms. Budge noted that the pool roof repair is in its final stages and that the Centennial Park sewer connection project is under construction. She announced several upcoming projects such as the replacement of the bridges at Mills Park, along with the Capital Improvement Projects that were approved by the PRC. Ms. Budge also reviewed all vacancies and new hires, upcoming grant opportunities, and the Board of Supervisors Action Items (incorporated into the record).

**5. MEMBERS’ ANNOUNCEMENTS AND REQUESTS FOR INFORMATION**

(8:35:49) – There were no announcements.

**6. FUTURE AGENDA ITEMS**

(8:36:27) – OSAC Vice Chair Welch suggested a discussion on e-bikes. PRC Vice Chair Curtis relayed public information regarding trees damaged by NV Energy while trimming. Ms. Budge offered to escalate the issue to the Public Works Department. Member Evans inquired about an “approved tree list” for the area and Chairperson Keever stated that the Shade Tree Council had provided such a list to area nurseries. Member Long suggested discussing the shrub maintenance in the Timberline area and wished to receive further information.

**7. PUBLIC COMMENTS**

(8:41:53) – There were no public comments.

**8. FOR POSSIBLE ACTION ON ADJOURNMENT**

(8:42:09) – **Chairperson Scott adjourned the meeting at 8:42 p.m.**

The Minutes of the December 18, 2017 Carson City Open Space Advisory Committee/Parks and Recreation Commission meeting are so approved this 26<sup>th</sup> day of February, 2018.

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BRUCE SCOTT, OSAC Chair