

DRAFT MINUTES
Regular Meeting
Carson City Parks and Recreation Commission (PRC)
Tuesday, October 1, 2019 ● 5:30 PM
Community Center Bonanza Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Lee-Ann Kever
Commissioner – Lori Bagwell
Commissioner – Brett Long
Commissioner – Dave Whitefield

Vice Chair – Lea Cartwright
Commissioner – Joe Cacioppo
Commissioner – Kurt Meyer

Staff

Jennifer Budge, Parks and Recreation Department Director
Ben Johnson, Deputy District Attorney
David Navarro, Parks Operations Superintendent
Vern Krahn, Senior Park Planner
Dan Earp, Recreation Superintendent
Gregg Berggren, Trails Coordinator
Tamar Warren, Deputy Clerk
Minutes by: Danielle Howard, Public Meetings 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.

CALL TO ORDER

(5:32:45) – Chairperson Kever called the meeting to order at 5:32 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

(5:32:53) – Roll was called.

(5:35:30) – Mr. Johnson requested a brief recess in order to confer with Chairperson Kever regarding the presence of quorum. Chairperson Kever agreed to the recess.

Attendee Name	Status	Arrived
Chairperson Lee-Ann Kever	Present	
Vice Chair Lea Cartwright	Absent	
Commissioner Lori Bagwell	Present	
Commissioner Joe Cacioppo	Absent	5:38 p.m.
Commissioner Brett Long	Absent	
Commissioner Kurt Meyer	Present	
Commissioner Dave Whitefield	Present	

Chairperson Kever stated for the record that Commissioner Long’s absence was excused.

(5:36:36) – Mr. Johnson announced that the Commission was not a quorum status earlier, as a five member quorum was required per the current bylaws. He recommended continuing the meeting with the discussion only items without taking any action unless another Commission member appeared. Chairperson Kever postponed the approval of the August 20, 2019 meeting minutes.

PUBLIC COMMENTS

(5:33:17) – Chairperson Kever entertained public comments. CK Baily introduced himself and wished to thank William “Billy” Anderson, the two seasonal Parks employees, and the Parks and Recreation Department for clearing out the Baily Pond area in Fuji Park, the willow that was “choking the outlet,” and the cattail.

1. ACTION ON APPROVAL OF MINUTES – August 20, 2019.

(5:38:04) – Chairperson Kever announced that the item would be skipped over due to initially not having a quorum. However, upon the arrival of Commissioner Cacioppo, Chairperson Kever introduced the item. Commissioner Meyer noted that his name was misspelled in the second paragraph of item 3-C. Commissioner Bagwell advised emailing corrections to the Deputy Clerk in advance.

(5:39:58) – MOTION: Commissioner Meyer moved to approve the minutes as corrected. Commissioner Cacioppo seconded the motion. Motion carried 5-0-0.

RESULT:	Approved (5-0-0)
MOVER:	Meyer
SECONDER:	Cacioppo
AYES:	Kever, Bagwell, Cacioppo, Meyer, Whitefield
NAYS:	None
ABSTENTIONS:	None
ABSENT:	Cartwright, Long

2. MODIFICATIONS TO THE AGENDA

There were no modifications to the agenda.

3. MEETING ITEMS

A. FOR DISCUSSION ONLY: PARK/PROGRAM OF THE MONTH: PRESENTATION REGARDING SCHULZ RANCH PARK.

(5:40:16) – Chairperson Kever introduced the item. Mr. Krahn introduced himself and noted that Schulz Ranch Park is the City’s “first park in over a decade.” He also gave a presentation on the park that included the 3.5 acre park’s location in the middle of the new Schulz Ranch Subdivision and noted the following amenities:

- Universally accessible playground
- Picnic shelter
- Men’s and women’s flush restrooms
- On-site parking lot
- Basketball court

Mr. Krahn also presented images of the park, including the lawn and entrance.

(5:45:53) – Mr. Krahn entertained questions from the Commissioners and confirmed that the picnic shelter would be used on a first come, first served basis. Commissioner Meyer commented that the basketball court was a “fantastic element in a neighborhood park like that.” Commissioner Bagwell asked if the picnic shelter was a similar size to the one taken out of Ross Gold Park, to which Mr. Krahn responded that it “is a little bit smaller.”

PUBLIC COMMENT

(5:47:33) – Ernie Walsh introduced himself and inquired about parking spaces. Mr. Krahn responded that there were 21 regular and two handicap parking spaces.

(5:47:55) – Mr. Baily asked if the park was all handicap-accessible according to the Americans with Disabilities Act (ADA), and Mr. Krahn confirmed that the entire park fit all ADA requirements. Mr. Krahn also noted that the park was a “dogs on leash only” park.

(5:48:59) – Ms. Budge pointed out for the public that Lennar had invested over \$1 million in the facility and had “contributed a lot to the community with this park,” and that the development has a Landscape Maintenance district, which would mean that 70 percent of the maintenance cost of the park would come from an assessment from the homes there “so we’re not adding to our inventory and then overburdening the city with the cost for maintenance.”

(5:49:33) – Mr. Krahn wished to give a “shout out” to Spanish Springs Construction as the general contractor on the project. He stated that he “found them to be very quality-driven in the product they were providing for the City.” He praised their ability to communicate well with Staff and noted that he was “very pleased to be a part of that whole construction team.”

B. FOR DISCUSSION ONLY: JACOB BUDD’S EAGLE SCOUT PROJECT AT CARSON RIVER PARK.

(5:50:14) – Chairperson Kever introduced the item. Mr. Berggren provided some background information regarding the project. Jacob Budd introduced himself as an Eagle Scout and stated that his intention would be to clean up the Carson River Park that “needs a little bit of maintenance” and presented a Power Point Presentation, which is incorporated into the record.

(5:57:03) – Mr. Budd entertained questions from the Commissioners. Chairperson Kever asked if there would be enough assistance on hand to “manhandle” the cement slabs, and Mr. Budd confirmed there would be. Chairperson Kever thanked Mr. Budd on behalf of the Commission for having stepped up by undertaking the project. Commissioner Cacioppo inquired about volunteers for the project. Mr. Budd responded that he expected there to be “quite a few volunteers” from his church group. He stated that those that would like to volunteer could contact Mr. Berggren. Commissioner Cacioppo also recommended that anyone else who wanted to volunteer could contact the Parks and Recreation Department. Commissioner Bagwell commented that she was impressed with the project and presentation, as it was “very clear and concise.”

PUBLIC COMMENT

(5:59:40) – Mr. Baily stated to Mr. Budd that the Parks and Recreation Department was a “great resource.” He also offered to assist Mr. Budd if he had trouble finding enough volunteers.

C. FOR DISCUSSION ONLY: PROPOSED DESIGN OF THE KINGS CANYON TRAILHEAD PROJECT FUNDED BY A FEDERAL LANDS ACCESS PROGRAM GRANT.

(6:01:27) – Chairperson Keever introduced the item. Dirk Goering, Senior Transportation Planner for the Carson City Public Works Department, introduced himself and thanked the Staff, the Parks and Recreation Department and the Carson City Public Works Department for allowing him to present the project. He provided background information and presented the proposed design with accompanying images provided in the Staff Report, which are incorporated into the record.

(6:12:13) – Chairperson Keever entertained comments and questions from the Commissioners for Mr. Goering. Mr. Goering explained to Commissioner Cacioppo that “given the current grade of [Kings Canyon Road], it’s at a significant slope,” so the design team would have to “re-grade” and “relocate” the road in order to provide “additional room to help improve grades.”

(6:13:28) – Commissioner Meyer asked about the placement of the vault toilet, and Mr. Goering responded that the vault toilet would be constructed in the central area of the trailhead to create a “central location for usability.”

(6:16:32) – In response to Chairperson Keever’s question, Mr. Goering explained that the road could be designed to prohibit parking that could potentially block residents’ driveways once the parking area became full.

(6:17:36) – In response to Commissioner Cacioppo’s question, Mr. Goering stated that the parking area would be paved.

PUBLIC COMMENT

(6:19:00) – Ernie Walsh, a resident of the Kings Canyon area, stated his concern regarding noisy visitors and gangs meeting as well as the necessity of the project size in terms of the 30 parking spaces and the two-vault toilet. Mr. Goering and Mr. Berggren responded that the number of parking spaces for the project were based on a car count from a collection of pictures of the current parking area throughout the seasonal changes, the knowledge of the popularity of the trailhead, and parking for other regional trailheads. Mr. Walsh stated that a majority of those that parked at the trailhead did so to briefly see the waterfall and then leave. He also commented on the safety concerns such as the canyon being a dead end that the 30 cars would cause concern with evacuating in the case of emergencies such as fires. Mr. Goering assured Mr. Walsh and the Commissioners that issues such as flooding could be addressed with Stormwater Senior Project Manager Rob Fellows.

(6:26:07) – Commissioner Bagwell inquired about Mr. Goering’s objective to ensure the improvement of the Kings Canyon area. Mr. Goering explained how the project was a “reconstruction” and “roadway project to improve access to federal lands” and discussed the safety issues with the current condition of the road. He stated that reconstruction would include widening the road “just a tad,” adding two 12-foot lanes, a bike lane for the incline side, and many stormwater improvements starting at the trailhead that would be designed to “reduce what kind of impact the stormwater is having on the private properties along the road” and to “flow correctly and to a capacity” to “improve the situation from a safety aspect, from a pavement condition aspect, ... and just overall [from] a vehicle and pedestrian standpoint.” Commissioner Bagwell explained to Mr. Walsh that the intention was not to “harm the current residents.” She also noted putting “No Parking” signs up for the residents and would further discuss including a single-vault toilet instead of a two-vault toilet to help mitigate the concerns of residents. Mr. Walsh commented on the initial plan having indicated that the restroom would be at a distance away from the residences so there would not be a smell and suggested moving the access to the trailhead to the

left, indicated in the Staff Report image, as he believed it would “make more sense for the restroom to be there,” and there would be less grading.

(6:33:02) – Commissioner Meyer supported the idea of moving the restroom to the left end, as it would “mitigate a lot of parking in front of the Stokes’s property. Mr. Earp clarified that the number of stalls for a restroom would be based on the “peak amount of people in a peak amount of time” visiting the location.

(6:35:36) – Ms. Budge stated that she believed a single unit restroom would be sufficient and pointed out that the current parking was a clear dirt area, and the formalized parking would add significant improvements with the flooding and safety issues.

(6:37:08) – Lorraine Walsh introduced herself as a resident of the Kings Canyon area and stated her concern for people’s safety during a fire in the area with additional vehicles and panicked drivers on the narrow, curvy road as well as with the numerous bicyclists. She commented on how she would like for there to be safe access for wild horses to travel into the cul-de-sac and climb up Kings Canyon Road. She also stated her concern about the narrow road near the creek, as vehicles had crashed into the creek. Mr. Goering informed Ms. Walsh that the Carson City Fire Department gave permission to use the dirt road off of Canyon Drive for secondary use in an emergency, and he confirmed that widening the road near the creek was being considered. He stated that he was working with designers to have a crew “place equipment” or use “plain manpower” to pull out debris that creates blockage in the creek that leads to water spilling out. He also noted that his team would try and keep unmovable objects to the right side of the road when driving up the hill to make driving downhill safer, as his team anticipated greater speeds and loss of vehicle control driving downhill, as well as assess the speed limit so it matched the design of the road.

(6:44:35) – Ken Stokes introduced himself and stated his support for Mr. Walsh’s idea for the restroom to be moved to the left end of the parking area so it would not be so close to his property and “accomplishes what [Mr. Goering]’s and [Mr. Berggren]’s original goal was.” Mr. Stokes supported Mr. Goering’s idea to move his driveway access as well as widening the road. He stated that he disagreed with the number of parking spaces, although “the design criteria is a positive thing.”

(6:48:57) – Discussion ensued among the Commissioners regarding prohibiting access to the trailhead after certain hours. Ms. Budge stated that improved signage indicating accessible hours would make it easier for the Carson City Sheriff’s Office and park rangers to enforce City codes if needed.

(6:52:10) – Diana Lavery introduced herself as a resident of the Kings Canyon area and stated her concern for fire danger in the canyon and the “lack of exit strategy” for those like her who also have horses. Chairperson Keever noted that Mr. Goering and Mr. Berggren could come up with some solution by listening to comments like Ms. Lavery’s. Mr. Goering explained that his team had contacted the U.S. Forest Service about fuel reduction, including reinstating the sheep program, and informed Chairperson Keever that adding another road in case of an emergency would be outside the scope of the project.

(6:55:41) – Mr. Stokes supported reinstating the sheep program and locking up the trailhead after hours.

(6:57:22) – Ms. Budge advised that discussion on the project would continue at the October 23, 2019 Open Space Advisory Committee meeting.

(6:58:09) – Ms. Walsh requested that the project team give horses a safe way to travel on the road when creating the bike lanes.

(6:59:49) – In response to Mr. Baily’s question, Mr. Goering responded that the signed agreement between Central Federal Lands and the City included an expiration date with construction planned for 2021; therefore, deviation from the schedule would need to be planned with Central Federal Lands.

D. FOR DISCUSSION ONLY: CURRENT INVENTORY, CONDITION, AND FUTURE PLANNING FOR SPORT COURTS IN CARSON CITY.

(7:03:19) – Chairperson Keever introduced the item. Ms. Budge presented an overview of the Staff Report and the late material, which are incorporated into the record, regarding City funding, updating, repairing, and replacing of sports courts.

(7:13:55) – Chairperson Keever entertained questions and comments. In response to Commissioner Meyer’s question, Ms. Budge responded that the intention for the item was to take comments to “build” into the Fiscal Year 2021 budget. She also stated that “if we have sufficient Residential Construction Tax available,” she could make a request taken from the comments to the Board of Supervisors for their consideration. She also noted the ability to work on a private foundation and a United States Tennis Association (USTA) grant as well as to continue to “plug away” at the Federal Emergency Management Agency (FEMA) portion and “try to make a dent at some of these different facilities.” She stated that she believed in the spring, the issue with the two unusable courts at Mills Park could be dealt with using private funding raised by Commissioner Whitefield and his pickle ball constituents.

(7:15:12) – Commissioner Whitefield thanked Ms. Budge and her staff for facilitating the constructive meetings with the tennis supporters, acknowledged the cooperation between the tennis and pickle ball enthusiasts, recognized Bob Deller for his help in providing “expertise” on court construction, court repair, and court maintenance, and thanked the pickle ball group for assisting in raising approximately \$5,600 to “convert” the Mills Park courts.

PUBLIC COMMENT

(7:18:09) – John Kyle introduced himself and his son, Ryder Kyle, who plays in tennis tournaments in areas other than Carson City because “the courts aren’t good enough.” Mr. Kyle pointed out that Carson High School had enough usable courts for a potential tournament to be held there “if we can straighten out that Joint Use Agreement.”

(7:20:51) – Chuck Gasperson introduced himself and commented that three courts at Centennial Park were safe to play on. He requested “more places to play” for pickle ball players and “better places to play” for tennis players, as Lampe Park in Gardnerville had resurfaced courts but striped all of them for pickle ball, so there were “very few people playing tennis and a very few people playing pickle ball” at that park as a result.

(7:22:59) – Brenda Hunt introduced herself as Mr. Kyle’s wife and inquired about the Residential Construction Tax. Ms. Budge informed Ms. Hunt that the tax went up to \$1,000 per new home construction for new developments, and it was “supposed to go back into the neighborhood where it was generated” and used on parks of 25 acres or less. Ms. Hunt commented on how the “law needs to change” regarding the tax because “it’s creating lots of parks but not maintaining any of them.” Ms. Budge stated that the efforts to increase the cost or to

change the ability toward maintenance had been “unsuccessful.” Ms. Hunt also offered to volunteer to assist with grant writing.

(7:26:26) – Chuck Selover introduced himself and recommended volunteer work and raising funds through tournaments to maintain courts. He also suggested “get[ting] behind” his pickle ball group that would help.

E. FOR POSSIBLE ACTION: THE DRAFT PARKS, RECREATION, AND OPEN SPACE DEPARTMENT MEMORIALS POLICY TO ESTABLISH GUIDELINES AND PROCEDURES FOR MEMORIALS AND DEDICATORY DONATIONS ON CARSON CITY PARKS, TRAILS AND OPEN SPACES.

(7:29:58) – Chairperson Keever introduced the item, and Mr. Navarro clarified that the item was for discussion only at this time. Mr. Navarro presented an overview of the Staff Report, which are incorporated into the record.

(7:33:13) – Chairperson Keever entertained questions and comments from the Commissioners. Commissioner Bagwell referred to the Memorials Policy documents, which is incorporated into the record, to recommended potentially adding a definition section to improve “the flow of the document” as well as commented on the “denial within the 20 day compliance period” part of the documents and recommended creating a “denial form,” “checklist,” and “appeal process” for the denial process.

(7:36:35) – Ms. Budge agreed to include the documents for online access and stated that the denial process would be worked on, although denial would most likely be done verbally and with consideration.

F. FOR DISCUSSION ONLY: JOINT USE AGREEMENT BETWEEN CARSON CITY AND CARSON CITY SCHOOL DISTRICT.

(7:38:03) – Chairperson Keever introduced the item, and Mr. Earp presented an overview of the Staff Report, which is incorporated into the record along with the outdated documentation on the Agreement.

(7:43:42) – Chairperson Keever entertained questions from the Commissioners. Commissioner Bagwell requested that Mr. Earp find out if the Carson City School District would be interested in supporting a tennis tournament and possibly write in the agreement about the “opportunity” to do one tennis tournament a year. Commissioner Cacioppo suggested adding the high school track for potential use and leaving enough flexibility in the Agreement to include the Capital Christian facility’s theater and other “things that we don’t yet have.” Commissioner Bagwell agreed that language could be incorporated into the Agreement that would “automatically cover” items that would not require amendments. She suggested language such as “future facilities with both parties agreeing,” or using exhibits to review at annual joint meetings as action items to decide if there would be any facility that both parties agree to add.

(7:49:38) – Commissioner Whitefield requested “designating some school facilities” for an afterschool youth pickle ball program to include in the Agreement. Ms. Budge agreed with adding language regarding cooperative effort for all sporting opportunities and Commissioner Bagwell’s idea with the exhibits, as it would “empower the facility directors to provide those opportunities.”

(7:51:05) – Commissioner Cacioppo was in favor of allowing kids to use the various community facilities.

4. STAFF UPDATES - DISCUSSION ONLY

A. DIRECTOR'S REPORT: UPDATE ON THE DEPARTMENT'S PROJECTS, PROGRAMS, FACILITIES, AND EVENTS; GRANTS; EMPLOYEE OF THE QUARTER, 2018 DEPARTMENT ANNUAL REPORT; AND BOARD OF SUPERVISOR'S ACTION ITEMS.

(7:52:04) – Chairperson Keever introduced the item, and Ms. Budge referenced the reading material she provided on smoke-free parks, incorporated into the record, and stated that she and Mr. Navarro had completed second interviews for the top candidates for the Range Coordinator position for the Carson City Rifle and Pistol Range. She wished to have a decision by the end of the week to fill the position. She mentioned that plans were “100 percent complete for engineering and design” of the Carson City Rifle and Pistol Range and noted that she had given “all the due diligence” that the Nevada Department of Wildlife (NDOW) had requested for the grant to eventually increase hours at the facility. Ms. Budge announced that Schulz Ranch Park was at its final stages of completion

PUBLIC COMMENT

(7:55:13) – Mr. Baily appreciated the information Ms. Budge provided on the range. He commented that the Commission “do with what you like at all the other parks, but allow the fishermen to smoke regarding the smoke-free efforts for the Carson City parks, and he was in favor of the ashtrays provided by the City.

5. MEMBERS' ANNOUNCEMENTS AND REQUESTS FOR INFORMATION

(7:56:31) – Chairperson Keever introduced the item and commented that the Sonoma Park notice by Mr. Navarro was “well written,” and she recommended making the sign of the notice bigger. Discussion ensued regarding Elizabeth Warren speaking at the Multi-Purpose Athletic Center (MAC) on October 2, 2019, and Mr. Earp clarified that the event would be open to the public starting at 5:00 p.m., and the facility had been rented for the full day to set up for the event.

A. Report from the School Board liaison.

(7:58:44) – Commissioner Cacioppo announced that the School District had reached an agreement with the seller of the Capital Christian facility, with a due diligence period of 90 days to find out if it will “meet [the School District's] needs.” He stated that an appraisal of the facility would ensure that the asking price would be one that the public would support as well as an assessment to ensure that it would be a “usable site for the students and the staff,” along with a feasibility study to “see what the site can be used for.” He noted potential overcrowding issues, and the possibility of it being used as a middle school or more likely an elementary school, and the many possible uses the facility could provide.

B. Report from Carson City Foundation for Parks and Recreation

6. FUTURE AGENDA ITEMS – DISCUSSION ONLY

(8:01:48) – Chairperson Keever introduced the item. Ms. Budge recommended fuller discussion on the Kings Canyon Trailhead Project, potential dates for a joint workshop for “board development,” and the draft Memorials Policy for future agenda items. Commissioner Whitefield requested continued discussion on the sports court progress.

A. PARK/FACILITY/PROGRAM OF THE MONTH

B. PARK ACTIVITY REPORTS

7. PUBLIC COMMENTS

There were no public comments.

8. FOR POSSIBLE ACTION ON ADJOURNMENT

(8:03:40) – Chairperson Keever adjourned the meeting at 8:03 p.m.

The Minutes of the October 1, 2019 Carson City Parks and Recreation Commission meeting are so approved this 16th day of December, 2019.