

DRAFT MINUTES
Regular Meeting
Carson City Parks and Recreation Commission (PRC)
Tuesday, February 4, 2020 ● 5:30 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Lee-Ann Keever
Commissioner – Lori Bagwell
Commissioner – Kurt Meyer
Commissioner – Janice Caldwell

Vice Chair – Lea Cartwright
Commissioner – Stacie Wilke-McCulloch
Commissioner – Dave Whitefield

Staff

Jennifer Budge, Parks and Recreation Director
Mihaela Neagos, Deputy District Attorney
David Navarro, Parks Operations Superintendent
Dan Earp, Recreation Superintendent
Nick Wentworth, Park Maintenance Coordinator
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

(5:33:54) – Chairperson Keever called the meeting to order at 5:33 p.m.

ROLL CALL AND DETERMINATION OF QUORUM

(5:34:07) – Roll was called; a quorum was present.

Attendee Name	Status	Arrived
Chairperson Lee-Ann Keever	Present	
Vice Chair Lea Cartwright	Present	
Commissioner Lori Bagwell	Present	
Commissioner Stacie Wilke-McCulloch	Present	5:39 p.m.
Commissioner Janice Caldwell	Present	
Commissioner Kurt Meyer	Present	
Commissioner Dave Whitefield	Present	

PUBLIC COMMENTS

(5:34:41) – Chairperson Keever entertained public comments. Ms. Budge introduced Mihaela Neagos as the new Deputy District Attorney and Danielle Howard as the new Public Meetings Clerk.

1. ACTION ON APPROVAL OF MINUTES – OCTOBER 1, 2019

(5:35:40) – Chairperson Kever introduced the item and entertained comments, corrections, and/or a motion.

(5:36:00) – MOTION: Commissioner Bagwell moved to approve the minutes of October 1, 2019.

RESULT:	Approved (4-0-2)
MOVER:	Bagwell
SECONDER:	Meyer
AYES:	Kever, Bagwell, Meyer, Whitefield
NAYS:	None
ABSTENTIONS:	Cartwright, Caldwell
ABSENT:	Wilke-McCulloch

2. MODIFICATIONS TO THE AGENDA

(5:36:35) – Chairperson Kever introduced the item. Ms. Budge requested that Item 3-E be removed from the Agenda to be reviewed at a later date.

3. MEETING ITEMS

A. FOR DISCUSSION ONLY: INTRODUCTION OF NEW PARKS AND RECREATION COMMISSION MEMBERS: JANICE CALDWELL AND STACIE WILKE-MCCULLOCH.

(5:37:50) – Chairperson Kever introduced the item. Ms. Budge introduced Commissioner Caldwell and Commissioner Wilke-McCulloch, representing Carson City School Board. Chairperson Kever entertained public comments; however, none were forthcoming.

B. FOR DISCUSSION ONLY: ACKNOWLEDGEMENT OF APPRECIATION FOR PARK COMMISSIONERS BRETT LONG AND JOE CACIOPPO FOR THEIR YEARS OF SERVICE.

(5:38:44) – Chairperson Kever introduced the item. Ms. Budge expressed her appreciation for Commissioner Long and Commissioner Cacioppo for their passion for the Parks system and appreciative efforts toward Staff, and she presented a photograph of the Ash to Kings Trail as a gift for their years of service. Commissioner Long posed with the Commission for a photograph. Chairperson Kever thanked Commissioner Long for his role in “showing [her] the ropes,” and he commented on the great learning experience his role on the Commission had been as well as the key projects and experiences during his service. Commissioner Bagwell also stated that she appreciated Commissioner Long’s service. Commissioner Cacioppo was not able to be present at the meeting to receive his acknowledgement. Chairperson Kever entertained public comments; however, none were forthcoming.

C. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO ELECT A CHAIR AND VICE CHAIR OF THE PARKS AND RECREATION COMMISSION FOR THE 2020 CALENDAR YEAR.

(5:43:52) – Chairperson Kever introduced the item, and Ms. Budge presented the Staff Report, which is incorporated into the record. Chairperson Kever entertained nominations. Commissioner Bagwell nominated Commissioner Cartwright to be the Chair and Kurt Meyer to be the Vice Chair. Commissioner Cartwright thanked the Commission for the opportunity but declined the nomination. Commissioner Bagwell provided a second motion:

(5:44:37) – **MOTION: Commissioner Bagwell moved to nominate Lee-Ann Keever to the position of PRC Chair and Kurt Meyer to the position of PRC Vice Chair. Commissioner Caldwell seconded the motion. Chairperson Keever entertained discussion or other nominations and, when none was forthcoming, called for a vote. Motion carried 7-0-0.**

(5:45:37) – Chairperson Keever entertained public comments; however, none were forthcoming.

D. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PARKS AND RECREATION COMMISSION MEETING SCHEDULE FOR 2020.

(5:45:44) – Chairperson Keever introduced the item. Ms. Budge presented the Staff Report, which is incorporated into the record, and Chairperson Keever entertained Commissioner comments. Commissioner Caldwell noted that she would not be attending the June 15, 2020 PRC joint meeting with the Carson City Open Space Advisory Committee. Chairperson Keever entertained public comments and, when none were forthcoming, a motion.

(5:47:18) – **MOTION: Commissioner Cartwright moved to approve the Parks and Recreation Commission Meeting Schedule for 2020. Commissioner Whitefield seconded the motion. Motion carried 7-0-0.**

E. FOR DISCUSSION ONLY: REVIEW AND DISCUSSION REGARDING THE 70% DESIGN PLANS FOR THE KINGS CANYON TRAILHEAD PROJECT FUNDED BY A FEDERAL LANDS ACCESS PROGRAM GRANT.

This item was removed from the Agenda and will be heard at the joint meeting with the Open Space Advisory Committee in June 2020.

F. FOR DISCUSSION ONLY: PARK/PROGRAM OF THE MONTH: PRESENTATION REGARDING HOMESTEAD HOLIDAYS.

(5:47:53) – Chairperson Keever introduced the item. Mr. Earp presented a PowerPoint Slideshow with accompanying pictures, all of which are incorporated into the record, and responded to clarifying questions.

(5:58:40) – Chairperson Keever proposed involving some school-aged kids to make some of the homemade decorations for the event, and Commissioner Bagwell suggested awarding prizes to the kids for homemade decorations. She also believed that the event was wonderful for the community to see open space utilized an event that involved so much community effort, and she appreciated the Friends of Silver Saddle Ranch for the volunteer hours and work they contributed to the event. She wished to keep the event as an annual event and grow it.

(6:00:56) – Chairperson Keever entertained public comments. Uriah Wise introduced himself and thanked the Parks and Recreation Staff and employees for their dedication to the community. He stated that he enjoyed the event and thanked the Parks and Recreation Department and their sponsors for providing children with opportunities like the youth ski program.

G. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS ON THE FISCAL YEAR 2020-2021 CAPITAL IMPROVEMENT PROGRAM BUDGET REQUEST AND PRIORITIES FOR THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT.

(6:02:45) – Chairperson Kever introduced the item. Ms. Budge and Mr. Navarro presented the Staff Report, accompanying documents, and Late Material, all of which are incorporated into the record, and she and Mr. Navarro responded to clarifying questions.

(6:27:29) – In response to Commissioner Whitefield’s question, Ms. Budge stated that Staff, as a group, recommends what and how capital improvement program (CIP) items should be prioritized, based on replacement plans, condition of equipment and facilities.

(6:43:56) – Commissioner Bagwell requested that research be done for online debit and credit purchases of all types of facility and program passes and the fees associated with those types of purchases.

(6:59:46) – Vice Chairperson Meyer wished to see the Pony Express Airpark asphalt repairs CIP request moved up on the Major CIP priority list due to the passion of the High Sierra Radio Control Club and their willingness to contribute to the costs for the project. Discussion ensued regarding Commissioner recommendations for the priority rankings for the Major CIPs, and Commissioner Bagwell suggested moving the Pony Express Airpark asphalt repairs CIP to the number three position on the Major CIP priority list so the list would read as follows:

1. *Lone Mountain Cemetery irrigation*
2. *Cemetery mower*
3. *Pony Express Airpark asphalt repairs*
4. *Playground rehabilitation safety improvements*
5. *Large mower*
6. *Centennial Sports Complex security cameras*
7. *Carson City Rifle and Pistol Range kiosk*
8. *Infield groomer*
9. *Trail pathway repairs*

(7:16:44) – Chairperson Kever entertained public comments; however, none were forthcoming. She also commended Staff for their efforts on the Item.

H. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS ON THE DRAFT FEES AND CHARGES POLICY AND DRAFT DEPARTMENT FEE SCHEDULE.

(7:18:02) – Chairperson Kever introduced the item. Member Bagwell disclosed that, per NRS 281A.420, she privately serves as the Treasurer of the Foundation for the Carson City Parks and Recreation Board which is mentioned in the Draft Fees and Charges Policy as an example of an organization that could possibly receive a fee waiver; however, her judgment on the item would not be materially affected by her commitment to the Foundation, and the disclosure was made in the interest of full transparency. Ms. Budge presented the Staff Report and accompanying documents and Late Material, all of which are incorporated into the record, and responded to

clarifying questions. The Commissioners also suggested revisions for both the Draft Fees and Charges Policy and the Draft Department Fee Schedule.

(7:28:38) – Commissioner Bagwell requested designating the Board of Supervisors approval for the Draft Fees and Charges Policy due to the far-reaching nature of the policy. Further, she requested that the fees and charges policy be revised, moving definitions to the beginning and reduce the length of the policy so it is more concise.

(8:08:05) – Mr. Wentworth presented the draft Lone Mountain Cemetery fee schedule, which is incorporated into the record, and responded to clarifying questions. The Commissioners also suggested revisions for the fee schedule.

(8:19:53) – Commissioner Bagwell wished for Staff to look into a less expensive method of cremation for those to bury their loved ones at an affordable cost. She also proposed lowering the proposed costs for the lawn to \$600 and the dirt to \$400 for cremations. **(8:30:37) – Chairperson Keever recessed the meeting.**

(8:39:29) – Chairperson Keever reconvened the meeting. A quorum was still present.

(8:39:56) – Commissioner Cartwright proposed tabling this item for a special PRC meeting or to the next meeting. Commissioner Bagwell wished to first give Staff some general direction and suggested adding fee levels and veteran discounts to the fee schedule.

(8:48:49) – Vice Chairperson Meyer disagreed with the aquatic facility fees and youth basketball fees and believed that the youth basketball fee should be decreased. He proposed a scholarship or discontinuing the need to buy a uniform, and discussion ensued regarding having donors support a scholarship program for youth sports. Ms. Budge explained that the Youth Sports Association provides scholarship opportunities for those needing financial assistance with youth sports, and the Children’s Cabinet assists with youth before and after school and day camps. The Foundation for Carson City Parks and Recreation might be able to assist with scholarship opportunities that those organizations do not cover.

(8:55:52) – Chairperson Keever entertained public comments; however, none were forthcoming.

4. STAFF UPDATES - DISCUSSION ONLY

A. DIRECTOR’S REPORT: UPDATE ON THE DEPARTMENT’S PROJECTS, PROGRAMS, FACILITIES, AND EVENTS; GRANTS; RECRUITMENT FOR VACANT POSITIONS; RIFLE AND PISTOL RANGE IMPROVEMENTS; ANDERSON RANCH DEVELOPMENT; CARSON RIDGE DISC GOLF PARK; NEVADA RECREATION AND PARKS SOCIETY AWARD NOMINATIONS; PRISON HILL RECREATION AREA; FUJI PARK AND ROSS GOLD PARK MASTER PLAN UPDATES; BUZZY’S RANCH; BOARD OF SUPERVISOR’S ACTION ITEMS.

(8:56:01) – Chairperson Keever introduced the item. Ms. Budge presented her report, which is incorporated into the record.

(9:03:00) – Chairperson Keever entertained public comments; however, no public was available to comment.

5. MEMBERS’ ANNOUNCEMENTS AND REQUESTS FOR INFORMATION.

(9:07:30) – Chairperson Kever mentioned that she had been invited by the Kings Canyon residents to see the activity at the Kings Canyon Trailhead. She announced that she and Staff had attended the Schulz Ranch Park opening in October 2019 and called it “a great-looking facility” as well as commended Staff for their efforts.

A. REPORT FROM THE SCHOOL BOARD LIAISON.

(9:03:12) – Chairperson Kever introduced the item. Commissioner Wilke-McCulloch reported on the rezoning as a result of Carson Middle School being over capacity, and there would be open meetings regarding the School District matter at Eagle Valley Middle School on February 12, 2020 at 6:00 p.m. and Carson Middle School on February 13, 2020 at 6:00 p.m. She stated that all of the Fremont Elementary School fifth graders would all be going to Seeliger Elementary School, and there would be a meeting at Fremont Elementary School on February 27, 2020 at 5:30 p.m. She also announced that the Carson City School Board had not made a decision on acquiring the Snyder property.

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

None.

6. FUTURE AGENDA ITEMS – DISCUSSION ONLY

(9:08:33) – Chairperson Kever introduced the item. Commissioner Whitefield thanked Staff for starting the refurbishing work on the Mills Park tennis courts for pickle ball and mentioned that a fundraiser he was a part of had raised close to \$5,500 for a total of almost \$11,000 for the renovation. He hoped to have the pickle ball courts added by late spring.

A. PARK/FACILITY/PROGRAM OF THE MONTH

None.

B. PARK ACTIVITY REPORTS

None.

7. PUBLIC COMMENTS

There were no public comments.

8. FOR POSSIBLE ACTION ON ADJOURNMENT

(9:10:08) – Chairperson Kever adjourned the meeting at 9:10 p.m.

The Minutes of the February 4, 2020 Carson City Parks and Recreation Commission meeting are so approved this 15th day of June, 2020.