

DRAFT MINUTES
Regular Meeting
Carson City Parks and Recreation Commission (PRC)
Tuesday, August 18, 2020 ● 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 – Janice Caldwell

Vice Chair – Kurt Meyer
Commissioner – Stacie Wilke-McCulloch
Commissioner – Dave Whitefield

Staff

Jennifer Budge, Parks and Recreation Director
Mihaela Neagos, Deputy District Attorney via WebEx
Dan Earp, Recreation Superintendent
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.

1. CALL TO ORDER

(5:45:00) – Chairperson Kever called the meeting to order at 5:45 p.m.

2. ROLL CALL & DETERMINATION OF QUORUM

(5:45:14) – Roll was called; a quorum was present.

Attendee Name	Status	Arrived
Chairperson Lee-Ann Kever	Present	
Vice Chair Kurt Meyer	Present via WebEx	
Commissioner Lori Bagwell	Present	
Commissioner Stacie Wilke-McCulloch	Present via WebEx	
Commissioner Janice Caldwell	Present via WebEx	
Commissioner Lea Cartwright	Present via WebEx	
Commissioner Dave Whitefield	Present via WebEx	

3. PUBLIC COMMENTS

(5:46:36) – Chairperson Kever entertained public comments; however, none were forthcoming.

4. ACTION ON APPROVAL OF MINUTES – JUNE 15, 2020

(5:46:47) – Chairperson Kever introduced the item and entertained comments, corrections, and/or a motion.

(5:47:33) – MOTION: Commissioner Bagwell moved to approve the minutes of the June 15, 2020 meeting as presented.

RESULT:	Approved (7-0-0)
MOVER:	Bagwell
SECONDER:	Meyer
AYES:	Keever, Meyer, Bagwell, Whitefield, Cartwright, Caldwell, Wilke-McCulloch
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

5. FOR DISCUSSION ONLY: PROGRAM OF THE MONTH – PRESENTATION AND DISCUSSION REGARDING THE CARSON CITY PARK RANGER REPORT 2019-2020.

(5:48:10) – Chairperson Keever introduced the item. Carson City Park Rangers Tyler Kerver and John Costello introduced themselves and presented their report, which is incorporated into the record. Mr. Kerver and Mr. Costello also responded to clarifying questions.

(6:26:36) – Commissioner Bagwell thanked Mr. Kerver and Mr. Costello for their presentation and for helping the public understand what the Park Rangers do.

6. FOR DISCUSSION ONLY: PRESENTATION AND DISCUSSION ONLY REGARDING THE MILLS PARK PICKLEBALL PROJECT.

(6:34:14) – Chairperson Keever introduced the item. Commissioner Whitefield presented the agenda materials and responded to clarifying questions.

(6:57:11) – Ms. Budge wished to thank Commissioner Whitefield and his wife, Juana Beguelin, for their dedicated efforts and called the result “a great example of what a grassroots effort can make happen.”

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

(6:58:28) – Chairperson Keever introduced the item. Ms. Budge and Mr. Earp presented the Draft Fees and Charges Policy and the Department Fee Schedule, both of which are incorporated into the record. Ms. Budge noted that the proposed fee for the Fuji Park Exhibit Hall referenced on page #9 of the Fee Schedule (Attachment C) should be \$400 instead of \$300, and the 10 percent increase should be \$440 instead of \$330.

(7:13:19:) – Chairperson Keever entertained Commissioner comments and questions, and Ms. Budge, Mr. Earp, and Carson City Recreation Program Manager Eric Klug responded to clarifying questions. Commissioner Bagwell believed that the Bob Boldrick Theatre was the outstanding issue to address and that “as a Commission, we have to try and thread the needle ... because you want to encourage all of the theatre groups.”

(7:18:28) – Commissioner Whitefield inquired about the impact the proposed fee increases might have on the use of the Carson City Parks and Recreation Department facilities, and Mr. Klug stated that visitors who had been informed about the fee changes had not commented that they would no longer be visiting the facilities. He noted

that a more fair and equitable policy could potentially lead to an increase in the local commercial groups wanting to use the facilities.

(7:20:11) – In response to Vice Chairperson Meyer’s question, Mr. Klug confirmed that he felt very comfortable with everything being proposed in the drafts. He stated that policies had been put in place with the Carson City School District to open the theatre up to more users, and the Carson City School District had comprised of 61 days and 25 percent of the theatre’s total usage in 2019. He mentioned that the theatre’s largest usage for 2019 was residential non-profit organizations at 149 days and 61 percent of the theatre’s total usage for that year.

(7:22:57) – Commissioner Wilke-McCulloch suggested that the Commission work together with the Carson City School District to minimize some of the costs associated with the 25 percent of the School District’s usage of the theatre.

(7:45:07) – Chairperson Keever entertained a motion to recommend to the Board of Supervisors approval of the Fees and Charges Policy and the Department Fee Schedule. Ms. Budge clarified that the following changes would need to be added to page #4:

- “A non-profit definition clarifying that [non-profit organizations] need to be a 501(c)(3) [status] and within the City limits of Carson City” to page #2
- “A last sentence to [section] 4.3 to clarify a 25 percent discount would be available Carson City non-profits at the Bob Boldrick Theatre.”
- An addition to [section] 4.3.1 to “clarify that events at the Bob Boldrick Theatre must be free to the public and non-ticketed to qualify for the co-sponsorship opportunity.”

She also added that the effective date for the fees would be June 1, 2021.

(7:48:21) – MOTION: Vice Chairperson Meyer so moved as read into the record by PRC Staff.

RESULT:	Approved (7-0-0)
MOVER:	Meyer
SECONDER:	Cartwright
AYES:	Keever, Meyer, Bagwell, Whitefield, Cartwright, Caldwell, Wilke-McCulloch
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

8. STAFF UPDATES - DISCUSSION ONLY

8A. DIRECTOR’S REPORT: UPDATE ON THE DERPARTMENTAL IMPACTS RELATED TO COVID-19, INCLUDING BUDGET PLANNING, PROGRAMMING, PROJECTS, FACILITY OPERATIONS, AND STAFFING; CITYWIDE HIRING FREEZE AND STATUS OF RECRUITMENT FOR VACANT POSITIONS; FEDERAL LANDS BILL; CARSON CITY RIFLE AND PISTOL RANGE OPERATIONS; CARSON RIDGE DISK GOLF PARK MAINTENANCE; SCHULZ RANCH LANDSCAPE MAINTENANCE DISTRICT; AND BOARD OF SUPERVISOR’S ACTION ITEMS.

(7:50:00) – Chairperson Keever introduced the item. Ms. Budge presented her report, which is incorporated into the record, and she and Mr. Earp responded to clarifying questions.

9. MEMBERS' ANNOUNCEMENTS – DISCUSSION ONLY

(8:01:00) – Chairperson Keever introduced the item and entertained members' announcements; however, none were forthcoming.

9A. UPDATE FROM THE CARSON CITY SCHOOL BOARD LIAISON

(8:01:10) – Chairperson Keever introduced the item. Commissioner Wilke-McCulloch reported that the Carson City School District would be using a hybrid learning model, and the last student count had decreased due to students being homeschooled or switching to other school districts. She appreciated the Carson City Parks and Recreation Department and the Boys and Girls Club coming together to help the School District introduce the hybrid learning models and the online learning. She mentioned that school would be starting on August 24, 2020, and that teachers were in their second week of training and professional development. Commissioner Wilke-McCulloch thanked the City for \$1.2 million from the Coronavirus Aid Relief and Economic Security (CARES) Act to help the School District with personal protective equipment (PPE) and sanitizing material.

9B. UPDATE FROM THE FOUNDATION FOR CARSON CITY PARKS AND RECREATION

(8:02:49) – Commissioner Bagwell announced that the 2020 Volunteer of the Year is Sandy Osheroff, the 2020 Organization of the Year is Friends of the Silver Saddle Ranch, and the 2020 Business of the Year is Cinderlite Trucking Inc. She stated that the Foundation had approximately \$84,000 in funding support for the Parks and Recreation activities, and the Foundation would be focusing on the tennis courts, the lobby refresh of the Carson City Community Center, the disc golf, the Lone Mountain Cemetery, the Parks for Paws, the Pete Livermore Sports Complex, and the pickleball courts projects. She requested contributions from members of the public who may be interested. She also requested further activity related to Parks and Recreation and Open Space that the Foundation may need to be looking into supporting.

(8:06:26) – Vice Chairperson Meyer brought up youth sports scholarships and discounts and stated that he was willing to help in any way, including assisting with a subcommittee or setting up a subcommittee.

10. FUTURE AGENDA ITEMS – DISCUSSION ONLY

(8:07:43) – Chairperson Keever entertained suggested future agenda items; however, none were forthcoming.

11. PUBLIC COMMENTS

(8:07:50) – Chairperson Keever entertained public comments. Ms. Budge mentioned that the Nevada Recreation and Park Society (NRPS) had awarded the Program of Excellence Award to the Homestead Holidays event, and she thanked Mr. Earp and the rest of the Carson City Parks and Recreation Department Staff for leading the effort for the event.

12. FOR POSSIBLE ACTION ON ADJOURNMENT

(8:08:53) – Chairperson Keever adjourned the meeting at 8:09 p.m.

The Minutes of the August 18, 2020 Carson City Parks and Recreation Commission meeting are so approved this 6th day of October, 2020.