

DRAFT MINUTES
Regular Meeting
Carson City Parks and Recreation Commission (PRC)
Tuesday, February 2, 2021 ● 5:30 PM
Community Center Robert “Bob” Crowell Board Room
851 East William Street, Carson City, Nevada

Committee Members

Chair – Lee-Ann Keever
Commissioner – Lisa Schuette
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
David Navarro, Parks Operations 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

(5:31:12) – Chairperson Keever called the meeting to order at 5:31 p.m.

2. ROLL CALL & DETERMINATION OF QUORUM

(5:31:34) – Roll was called; a quorum was present.

Attendee Name	Status	Arrived
Chairperson Lee-Ann Keever	Present	
Vice Chair Kurt Meyer	Present	
Commissioner Lisa Schuette	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

(5:32:04) – Chairperson Keever entertained public comments; however, none were forthcoming.

4. ACTION ON APPROVAL OF MINUTES – JOINT PARKS AND RECREATION COMMISSION AND OPEN SPACE ADVISORY COMMITTEE MEETING OF 12/01/2020.

(5:32:23) – Chairperson Keever introduced the item and entertained comments, corrections, and/or a motion. Vice Chairperson Meyer pointed out that his name was spelled incorrectly in the fourth paragraph on page #3.

(5:33:19) – MOTION: Commissioner Schuette moved to approve the minutes of the December 1, 2020 joint meeting as corrected.

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

5. FOR DISCUSSION ONLY: PRESENTATION ONLY REGARDING APPRECIATION OF MAYOR LORI BAGWELL FOR HER YEARS OF SERVICE ON THE CARSON CITY PARKS AND RECREATION COMMISSION.

(5:33:46) – Chairperson Keever introduced the item. Ms. Budge thanked Mayor Bagwell for her hard work and dedication over the years Mayor Bagwell had been a part of the PRC. She added that Mayor Bagwell’s guidance has been appreciated, and Mayor Bagwell has always been receptive to Staff’s needs and budget. Ms. Budge noted that Mayor Bagwell’s favorite park is Riverview Park, and Mr. Earp presented Mayor Bagwell with a canvas photograph of Riverview Park that he had photographed himself as “a little token of our appreciation for all of your hard work.”

(5:35:08) – Mayor Bagwell thanked the Commissioners and Staff and the process of the Parks and Recreation Department, as “it was near and dear to my heart and really hard for me to give up,” and she looked forward to being a strong advocate for the Parks, Recreation and Open Space Department and to seeing what the PRC could “come up with to help move us forward.” As a “budget person who looks for every penny that can be used as a match or an opportunity for something to come up,” she believed that the City’s trail systems and “everything else” are in wonderful shape due to the members that serve on these types of [commissions] with commitment. The Commission also took a photograph together with Mayor Bagwell.

6. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING THE ELECTION OF A CHAIR AND A VICE CHAIR OF THE PARKS AND RECREATION COMMISSION FOR THE 2021 CALENDAR YEAR.

(5:39:56) – Chairperson Keever introduced the item and entertained nominations.

(5:40:25) – MOTION: Commissioner Whitefield moved to nominate Kurt Meyer to the position of PRC Chair.

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

(5:41:43) – MOTION: Chairperson Keever moved to nominate Lea Cartwright to the position of PRC Vice Chair.

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

(5:42:06) – Chairperson Meyer thanked Commissioner Keever for her leadership and her dedication to the PRC and took over as Chair from this point forward.

7. FOR DISCUSSION ONLY: PROGRAM OF THE MONTH: PRESENTATION ONLY REGARDING CARSON CITY OUTDOOR RECREATION PROGRAMS SPONSORED BY A GRANT FROM CARSON TAHOE HOSPITAL.

(5:42:57) – Chairperson Meyer introduced the item. Mr. Earp presented a PowerPoint Slideshow on the Carson City Outdoor Recreation Program, which is incorporated into the record.

(5:51:30) – Mr. Earp entertained Commissioner questions and responded to clarifying questions. Commissioner Keever commented that it was a good thing to bring back the Junior Ski Program in 2022 because of the interest in the community that was made apparent by parents asking Commissioner Keever about the program. In response to Chairperson Meyer’s question, Mr. Earp noted that there were many variables that make organizing a shortened version of the Junior Ski Program difficult during the 2021 season.

(5:54:07) – Commissioner Schuette stated that she was impressed by the program and thanked Mr. Earp for his hard work in finding partners, coordinating outings, and getting the resources together in order to make the program possible. She also suggested having a “parents’ snowshoe trip” organized by one of the 50 volunteers while the children participate in a trip with Staff, and Mr. Earp stated that he could look into the suggestion.

8. FOR DISCUSSION ONLY: DISCUSSION REGARDING THE REMOVAL OF UNAUTHORIZED MEMORIALS LOCATED ON CARSON CITY PARKLANDS AND ESTABLISHING PROCEDURES IN THE DEPARTMENT MEMORIAL POLICY.

(5:55:11) – Chairperson Meyer introduced the item. Ms. Budge presented the Staff Report and the accompanying photographs, all of which are incorporated into the record, and she and Ms. Neagos responded to clarifying questions.

(6:06:28) – Commissioner Wilke-McCulloch suggested compiling some sort of third vendor list of acceptable memorials and benches to avoid, for example, having multiple different types of benches in one place, and the list could have the referenced requirements. She proposed a regulation to enforce some consistency in all of the memorials. Ms. Budge informed Commissioner Wilke-McCulloch that there are some park standards, and Staff would look at the location for the memorial and work with the donor to ensure that the item identified and purchased meets those standards. She also pointed out that Staff could not provide vendors or suggest using certain vendors and clarified that certain products could be identified to meet the minimum requirements.

(6:08:02) – Commissioner Schuette proposed making a brochure to outline the “whys” of a memorial and offer suggestions for a memorial for those who had not thought about memorializing loved ones or who did not know something was available to memorialize a loved one. Ms. Budge believed a brochure would be a great idea and stated that there could also be similar information on the website.

9. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS ON THE FISCAL YEAR 2021-2022 CAPITAL IMPROVEMENT PROGRAM BUDGET REQUEST AND FUNDING PRIORITIES FOR THE PARKS, RECREATION AND OPEN SPACE DEPARTMENT.

(6:13:08) – Chairperson Meyer introduced the item. Ms. Budge presented the Staff Report and the accompanying documents, all of which are incorporated into the record.

(6:36:37) – Chairperson Meyer entertained Commissioner questions, and Ms. Budge and Mr. Navarro responded to clarifying questions. In response to Vice Chairperson Cartwright’s question, Ms. Budge stated that the Land and Water Conservation Fund (LWCF) was reauthorized, and she has been hearing about additional funding for local governments. She assured that she would let the Commission know if they attain additional funds for Parks and Recreation projects.

(6:42:18) – Ms. Budge informed Commissioner Keverer that the Parks and Recreation Department has hired two Certified Safety Inspectors and are educating Park Maintenance Staff in order for them to be able to identify safety issues due to how great of a liability park playgrounds are. She stated that the Parks and Recreation Department has had funding every year for the last four years to invest in the playgrounds and replace parts and update the equipment in salvageable playgrounds. She noted that John Mankins Park and Ronald D. Wilson Memorial Park were under construction at this time for new equipment and rubberized surfacing in order to reduce liability and improve safety at those parks. She added that the Parks Project Manager worked with the other Park Maintenance Staff to develop a draft plan about playgrounds throughout the City, and she commented about how the Parks and Recreation Department wants to ensure that there is a playground available in every area geographically, though it is also very expensive to do so. She stated that playgrounds that are deemed unsafe are removed.

(6:45:57) – In response to Commissioner Whitefield’s question, Ms. Budge stated that Staff did not have data on how much the playgrounds are being used and thought that would be a great piece of information to try to capture. She noted that the locations for where some parks are located in the community do not make sense anymore because school playgrounds are no longer able to be accessible to the public after school hours, which was not the case in

the 1980s. She stated that Staff had been looking into setting up car counters at some community parks, and she believed it would be easier at the larger parks to capture the usage data while some of the small neighborhood parks would be difficult to attain that data from.

(6:52:32) – In response to Chairperson Meyer’s question, Mr. Navarro explained that the recommended \$250,000 for “Field #3” of the Governor’s Field, referenced in Attachment F of the accompanying documents, would include drainage improvements, new soil, renovation of the irrigation system, removing and replacing the current infield skinned area, and providing new turf.

(7:00:13) – Chairperson Meyer entertained further Commissioner questions and, when none were forthcoming, a motion.

(7:00:39) – MOTION: Commissioner Keever moved to recommend to Staff to move forward with presenting the Fiscal Year 2021-2022 Capital Improvement Program budget request and priorities identified in Attachment F to the Board of Supervisors.

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

10. STAFF UPDATES - DISCUSSION ONLY

10A. DIRECTOR’S REPORT: UPDATE ON FISCAL YEAR 2021 BUDGET INCLUDING CAPITAL PROJECTS, OPERATING BUDGET, FLEET/EQUIPMENT AND DEPARTMENT ORGANIZATIONAL CHART; IMPACTS RELATED TO COVID-19 INCLUDING PROGRAMMING, PROJECTS, FACILITY OPERATIONS, AND STAFFING; STATUS OF RECRUITMENT FOR VACANT POSITIONS; FEDERAL LANDS BILL; AND BOARD OF SUPERVISORS’ ACTION ITEMS.

(7:02:52) – Chairperson Meyer introduced the item. Ms. Budge presented the report and the late materials, all of which are incorporated into the record, and responded to clarifying questions. She noted that the Kings Canyon Road and Trailhead Project was agendaized for the February 10, 2021 Regional Transportation Commission (RTC) meeting, and Staff has still been collecting public feedback on the project.

(7:13:25) – Commissioner Whitefield commented that he had counted approximately 15 cars that were parked at the Kings Canyon Trailhead and believed that the project would be a huge improvement for that area as well as create a safer environment for everybody in the area.

11. MEMBERS’ ANNOUNCEMENTS – DISCUSSION ONLY

(7:14:52) – Chairperson Meyer introduced the item. Commissioner Keever informed the Commission that there was a medical emergency in Sonoma two weeks prior, during which many of the bystanders assisted with providing medical assistance to the injured individual, and she wished to “give a nod of acknowledgment” for all of those who

had stepped in to help the distressed individual. Per Commissioner Keever’s request, Ms. Budge stated that Staff has worked with the Carson City Fire Chief in the past to do an accommodation at a Carson City Board of Supervisors (BOS) meeting, and she would be willing to work with the Fire Chief if those individuals were identified. Commissioner Keever urged those who may know the identities of the individuals who had assisted with the medical emergency to contact either herself or Ms. Budge. She added that the efforts of the individuals had given the family time to say goodbye to their loved one who was the victim in the medical emergency. The approximate time that this had taken place was 4:30 p.m. on a Friday.

(7:19:32) – In response to Commissioner Caldwell’s inquiry, Ms. Budge stated that the Parks and Recreation Department is getting residential construction tax from the new construction of apartments in the City, and she informed the Commission that she is the legislative liaison and a part of a team with the City that is reviewing legislative bills coming forward. She was willing to provide updates and feedback on items that the Commissioners are interested in and noted that she would provide such information in her next Director’s Report.

(7:22:54) – Commissioner Whitefield announced the creation of the Facebook page called Mills Park Pickleball as well as the event planned for May 7 through May 9, 2021 involving a group of professional pickleball players traveling from Pennsylvania and their camp called Levelup Pickleball Camp, during which 32 participants would be coached by these professional pickleball players. He commented that he was excited and happy that the pickleball courts were being used, and he was appreciative of the Commission and Staff for their support and assistance with moving the pickleball court project forward.

11A. UPDATE FROM THE CARSON CITY SCHOOL BOARD LIAISON

(7:25:20) – Commissioner Wilke-McCulloch announced that the Carson City School District has begun going from pre-kindergarten to sixth grade for four days a week, and the Carson City School Board has gotten approval from the Carson City Planning Commission for a Special Use Permit to start construction on the expansion of Eagle Valley Middle School. She wished to inform fellow Carson High School graduates about a project that the Carson High School Librarian, Ananda Campbell, was working on called The Story of Carson High School, which involved Ms. Campbell and another individual, Pat Davis, digitalizing yearbooks and school newspapers throughout the years beginning from the start of Carson High School. The Rotary Club had donated to the project, and they were still looking for donations to help them with the project. She also wished to thank the Carson City Community Center staff for their care and special attention for the rooms and safety issues in order to make the public meetings possible.

11B. UPDATE FROM THE FOUNDATION FOR CARSON CITY PARKS AND RECREATION

(7:27:14) – Ms. Budge noted that there was no longer a member of the Foundation for Carson City Parks and Recreation on the Commission and she would include updates from the Foundation in her Director’s Report going forward.

12. FUTURE AGENDA ITEMS – DISCUSSION ONLY

(7:27:59) – Chairperson Meyer entertained suggestions for future agenda items. Commissioner Keever requested agendaizing the comparison between the current budget and the past budget and how COVID-19 has affected participation and revenue as well as a presentation on playground liability.

(7:28:44) – Ms. Budge noted that there would be continued discussion on dog use in parks during the joint meeting with the Carson City Open Space Advisory Committee (OSAC) in June 2021, during which she wished to gather recommendations to establish some uniform policies.

13. PUBLIC COMMENTS

(7:29:32) – Chairperson Meyer entertained public comments; however, none were forthcoming.

14. FOR POSSIBLE ACTION ON ADJOURNMENT

(7:29:40) – Chairperson Mayer adjourned the meeting at 7:29 p.m.

The Minutes of the February 2, 2021 Carson City Parks and Recreation Commission meeting are so approved this 6th day of April, 2021.