

**MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission (PRC)**  
**Tuesday, April 5, 2022 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Lea Case**

**Commissioner – Lisa Schuette**

**Commissioner – Lee-Ann Keever**

**Commissioner – Janice Caldwell**

**Vice Chair – Kurt Meyer**

**Commissioner – Stacie Wilke-McCulloch**

**Commissioner – Dave Whitefield**

**Staff**

Jennifer Budge, Parks and Recreation Director

Ben Johnson, Senior Deputy District Attorney

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.

All approved meeting minutes are available on [www.Carson.org/minutes](http://www.Carson.org/minutes).

**1. CALL TO ORDER**

(5:30:22) – Chairperson Case called the meeting to order at 5:30 p.m.

**2. ROLL CALL & DETERMINATION OF QUORUM**

(5:31:18) – Roll was called; a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Lea Case	Present	
Vice Chair Kurt Meyer	Present	
Commissioner Lisa Schuette	Present	
Commissioner Stacie Wilke-McCulloch	Present (via WebEx)	6:41 p.m.
Commissioner Janice Caldwell	Present	
Commissioner Lee-Ann Keever	Present	
Commissioner Dave Whitefield	Present	

**3. PUBLIC COMMENTS**

(5:31:39) – Chairperson Case entertained public comments. Commissioner Whitefield commented to remind those interested that the Spring Fling 2022 Pickleball event was scheduled for April 30, 2022 at the Multi-Purpose Athletic Center (MAC), which would include 12 open courts. He indicated that registration would close on April 20, 2022, and there were roughly 93 to 94 players registered at this time, with several teams participating. Commissioner Whitefield thanked the Carson City Parks and Recreation Department, the MAC, and Scott Chapman, Recreation Sports Program Manager of the Parks and Recreation Department, for supporting and helping with the event, and he noted that volunteers were also assisting with the event. He added that the event would begin in the morning

with teams of men and women playing against each other (“mixed doubles”), and the afternoon would consist of “men’s and women’s doubles play.”

**4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – PARKS AND RECREATION COMMISSION MEETING OF FEBRUARY 1, 2022.**

(5:33:34) – Chairperson Case introduced the item and entertained comments, changes and/or a motion to approve the minutes of the February 1, 2022 meeting as presented.

**(5:33:50) – MOTION: Commissioner Keever so moved.**

<b>RESULT:</b>	<b>Approved (6-0-0)</b>
<b>MOVER:</b>	Keever
<b>SECONDER:</b>	Whitefield
<b>AYES:</b>	Case, Meyer, Schuette, Whitefield, Keever, Caldwell
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	Wilke-McCulloch

**5. FOR DISCUSSION ONLY: PRESENTATION ONLY REGARDING THE PARK/PROGRAM OF THE MONTH: CARSON AQUATIC FACILITY.**

(5:34:05) – Chairperson Case introduced the item. Parks and Recreation Department Recreation Aquatics Program Manager Mike Freeman presented on the Carson City Aquatic Facility Programing, the materials for which are incorporated into the record.

(5:43:55) – Chairperson Case entertained Commissioner questions and comments, and Mr. Freeman responded to clarifying questions. In response to Commissioner Schuette’s inquiry, Mr. Freeman indicated that there have been four lifeguard trainings this year, and the Aquatic Facility had gotten “a lot of great applicants that have come out of that.” He added that there would be another class offered during Carson High School’s Spring Break. He stated that he had contacted Western Nevada College (WNC) and Carson High School for recruitment efforts, and he wished to offer a lifeguard class through WNC; however, he was uncertain “on their side ... where that really fits in.”

(5:49:24) – Commissioner Whitefield wished to promote playing pickleball at the major swim meets for parents who are not watching their kids perform or individuals that are not actively engaged at the meets and proposed establishing a cross-marketing activity to inform people that they can bring their pickleball equipment. Mr. Freeman was in favor of Commissioner Whitefield’s idea and noted that information regarding pickleball is posted at the Aquatic Facility. He also informed the Commissioners of the high school regional swim meet during the Friday evening and all day on the Saturday of the second week of May 2022 as well as the intermountain classic swim meet during Memorial Day Weekend.

(5:52:20) – Chairperson Case thanked Mr. Freeman for the presentation, commented that she was a regular at Grownups and Guppies, and gave a “shoutout” to Coach Andy at the Aquatic Facility. Mr. Freeman added that because of the attendance at Grownups and Guppies on Wednesday nights, another class was being added to Friday nights.

**6. FOR DISCUSSION ONLY: PRESENTATION ONLY REGARDING CARSON CITY INTERPRETIVE PROGRAMS.**

(5:53:06) – Chairperson Case introduced the item. Carson City Park Rangers Lauren Zentner and Tyler Kerver presented a Slideshow on the Park Ranger-Led Programs, which is incorporated into the record.

(6:12:01) – Chairperson Case entertained Commissioner comments and questions, and Rangers Zentner and Kerver responded to clarifying questions. Commissioner Schuette gave Rangers Zentner and Kerver “kudos” for providing the opportunity for people to learn, as “learning creates interest,” and she commented, “the more I learn, the more I want to learn.” She mentioned that the interactive opportunities are “a great way to explain the whys behind a policy,” which could lead to individuals spreading that information to others. Ranger Kerver noted that such activities as a positive hike reach a larger base at a time as opposed to stopping one person out in the field.

(6:14:56) – Chairperson Case congratulated and complimented Ranger Kerver for developing the “Digital Duty Belt” for social media. Ranger Kerver indicated that the Parks and Recreation Department *Instagram* account is “carson\_city\_parks,” and the Department’s *Facebook* page is titled “Carson City Parks, Recreation, & Open Space Department” ([www.facebook.com/CCPRDept](http://www.facebook.com/CCPRDept)).

**7. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE FISCAL YEAR (“FY”) 2022-2023 PARKS, RECREATION AND OPEN SPACE DEPARTMENT BUDGET.**

(6:15:57) – Chairperson Case introduced the item. Ms. Budge referenced the Staff Report and the accompanying attachments, all of which are incorporated into the record. She also entertained Commissioner questions and responded to clarifying questions.

(6:23:30) – In response to Commissioner Schuette’s question, Ms. Budge stated that half of the \$660,000 allocated toward rehabilitating the tennis courts were American Rescue Plan Act (ARPA) funds, and the other portion were Capital Improvement Program (CIP) funds from the current fiscal year (FY) as well as Carson City Foundation for the Parks and Recreation funds from the previous tennis group. She mentioned that a portion of the funds from the Foundation were being used to do a geotechnical investigation at Centennial Park in order to move forward with the project, and she mentioned that tennis courts and the costs of capital improvements were “crazy through the roof” at this time. She added that the Parks and Recreation Department had gone out to bid for the Ross Gold Park tennis courts with a somewhat older quote design in-house with the Carson City Public Works Department and residential construction tax allocated, and the project was about triple what the available budget was, so the Department could not award that bid for Ross Gold Park. Ms. Budge indicated that Staff met with a contractor onsite to explore a different way to complete the tennis court projects through less-expensive means. Additionally, the Ross Gold Project would be going out to bid for a third time, and Ms. Budge hoped that there would be a proposal added for the project. She also stated that the Department was delaying a majority of the projects that did not have tight time constraints for about a year due to the material costs, supply chain issues, and change orders.

(6:28:29) – In response to Vice Chairperson Meyer’s question regarding using the tennis courts at Carson High School with the Joint Use Agreement with the Carson City School District, Ms. Budge indicated that Staff had met with the Carson City School District on the matter, and the School District operational staff were open to the idea as well as a schedule. She was uncertain if the Joint Use Agreement would need to be revisited due to the change in the School District Superintendent.

(6:46:40) – In response to Commissioner Kever's inquiry, Ms. Budge confirmed that the Landscape Maintenance District would be implemented on the Lompa Ranch on future housing developments; however, there would not be a Landscape Maintenance District implemented on Anderson Ranch, as a homeowners' association (HOA) would be responsible for all the improvements.

(6:48:27) – In the interest of transparency, Ms. Budge informed the Commissioners that the contents of the attachments presented to the Commissioners would likely not be what would be approved by the Carson City Board of Supervisors (BOS). Commissioner Caldwell believed that the Commissioners and Staff needed to "speak up for ourselves" and proposed recommending that the BOS accepts the FY 2022-2023 Parks, Recreation and Open Space Department Budget. Commissioner Whitefield agreed with Commissioner Caldwell's proposal. Chairperson Case entertained a motion.

**(6:50:19) – MOTION: Commissioner Kever moved to recommend the Fiscal Year 2022-2023 Parks, Recreation and Open Space Department Budget to the Board of Supervisors as discussed.**

<b>RESULT:</b>	<b>Approved (7-0-0)</b>
<b>MOVER:</b>	Kever
<b>SECONDER:</b>	Whitefield
<b>AYES:</b>	Case, Meyer, Schuette, Whitefield, Kever, Wilke-McCulloch, Caldwell
<b>NAYS:</b>	None
<b>ABSTENTIONS:</b>	None
<b>ABSENT:</b>	None

(6:51:00) – Chairperson Case and Commissioner Kever offered to support Staff with the proposed Budget at the April 21, 2022 BOS meeting during public comment. Mr. Johnson advised that anyone may offer public comment; however, the Commissioners' public comments must be done on an individual basis and not on behalf of the PRC itself.

## **8. STAFF UPDATES - DISCUSSION ONLY**

### **8A. DIRECTOR'S REPORT: UPDATES REGARDING THE DEPARTMENT'S PROJECTS, PROGRAMS, FACILITIES, AND EVENTS; GRANTS; STATUS OF RECRUITMENT FOR VACANT POSITIONS; POSSIBLE SPECIAL MEETING REGARDING LOMPA RANCH WESTSIDE DEVELOPMENT LANDSCAPE MAINTENANCE DISTRICT; AND BOARD OF SUPERVISOR'S ACTION ITEMS**

(6:52:35) – Chairperson Case introduced the item. Ms. Budge referenced the Late Material regarding the proposed Lompa Ranch North Specific Plan, which is incorporated into the record, and she stated that the developers wished to have a Landscape Maintenance District implemented for Lompa Ranch. She indicated that a special meeting may need to be scheduled for the Commission's review and consideration of the Landscape Maintenance District, likely for the end of May 2022, because the Landscape Maintenance District petition would need to be presented to the BOS in June 2022, and she explained the process for the petition for a Landscape Maintenance District that would be submitted by the developers. Ms. Budge mentioned that there would be a 10-acre park on the west side of Lompa Ranch as well as a three-acre dog park on the east side of Lompa Ranch, with the dog park's location being across the street from the Carson City Humane Society, per a Condition of Approval, so the Humane Society staff could use the dog park. She believed that the 10-acre park would be finished before the three-acre dog park,

as the developers had already started installing utilities, roadways, and networks. She stated that the drainage facilities are a component of the Landscape Maintenance District, as the Landscape Maintenance District would only be for drainage facilities overseen by the Public Works Department and completely funded by the property owners within the project. Ms. Budge also responded to clarifying questions.

## **9. MEMBERS' ANNOUNCEMENTS – DISCUSSION ONLY**

(7:04:30) – Chairperson Case introduced the item, and Ms. Budge responded to clarifying questions. Commissioner Keever brought to the Commission's attention that she was contacted by the [Carson Ridge Disc Golf Club] for a tour of the Carson Ridge Disc Golf Park and Interpretative Trails, which Commissioner Keever was "very impressed" with. She stated that she and Commissioner Whitefield wished to give "kudos" to Staff for the redesign of the Kings Canyon parking lot and the realignment of the driveways at the location, and she believed that having done so will "go a long way to having residential satisfaction." She commented that a lot of hard work and thought had gone into the Kings Canyon area, and Commissioner Whitefield echoed Commissioner Keever's sentiments and added that the widening in the road is "fantastic." Commissioner Whitefield commented that the new joining section of trail was "pretty rough" due to being wet and dried, but he noted that the section was "a nice, gentle slope leading to it." He mentioned how the old entrance was blocked off well, though he did not believe that the signage indicated clearly enough that visitors could not use the old entrance. Ms. Keever informed the Commissioners that June 4, 2022 at 9:00 a.m. was National Trails Day, and there would be a dedication to the Kings Canyon facility as a "working day for trail work" for a reroute of the trail to waterfall and some cleanup of that trail component. Commissioners Whitefield and Keever also complimented the plaque about the Borda Ranch. Based on Commissioner Keever's question, Ms. Budge encouraged anybody that sees something, such as unattended small children or dogs, at parks, trails, and open space areas to report the incident immediately to the non-emergency dispatch at 775-887-2500 to dispatch a Park Ranger or a Carson City Sheriff's Deputy depending on what would be appropriate for the instance.

(7:10:48) – Commissioner Schuette informed the Commission that the Saliman Road Walking Path had been cleaned up after Mary Kaye Raponi and Mike Raponi had organized the clean up project with the Parks, Recreation, and Open Space Department, the Public Works Department, Ranger Kerver, and Amy (last name not provided). She added that everyone involved worked "really hard," and the project was "really fun." She noted that the pathway initially looked "messy and worn." She gave "kudos" to "having a great idea and following through with organizing and working with the City, but being part of a solution; it's super easy to point out problems, it's also really easy to ask hard questions, but it's not easy to be a part of a solution." Commissioner Schuette commented that the Carson City Trails and Trails event was "such a great day." She noted the Staff's effort, commented that Staff were "wonderful representatives for Carson," and thanked and complimented Ms. Budge for her leadership. She mentioned that Parks, Recreation, and Open Space Department Trails Coordinator Greg Berggren, Senior Natural Resource Specialist Georgia Vasey, and Open Space Manager Lyndsey Boyer spoke and presented at the Carson Water Subconservancy District (CWSD) forum regarding such topics as trails and watershed.

### **9A. UPDATE FROM THE CARSON CITY SCHOOL BOARD LIAISON**

(7:03:29) – Commissioner Wilke-McCulloch informed the Commission that the School District staff were trying to identify what could be done to fill the School District Superintendent position, as the contract submitted by the Carson City School Board to Dr. John Goldhardt was rejected. She noted that there was a School Board Special

Meeting scheduled for April 6, 2022 at 6:00 p.m. to discuss the direction of the Board for filling the Superintendent position. She also mentioned that the students were preparing for Spring Break.

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

(7:04:06) – Chairperson Case entertained updates from anyone from the Foundation for Carson City Parks and Recreation; however, none were forthcoming.

**10. FUTURE AGENDA ITEMS – DISCUSSION ONLY**

(7:13:28) – Chairperson Case entertained suggestions for future agenda items. Ms. Budge brought to the Commissioners' attention that the upcoming Open Space Advisory Committee (OSAC) meeting would include an agenda item concerning the Prison Hill Master Plan for Commissioners that were interested in attending or viewing the meeting.

(7:14:08) – Chairperson Case requested scheduling a special meeting regarding the Budget alone in January 2023.

(7:14:43) – Ms. Budge offered a tour or fieldtrip for the Commissioners and OSAC Members of any of the places they wished to visit.

**11. PUBLIC COMMENTS**

(7:16:41) – Chairperson Case entertained public comments; however, none were forthcoming.

**12. FOR POSSIBLE ACTION: TO ADJOURN**

**(7:17:00) – Chairperson Case adjourned the meeting at 7:17 p.m.**

The Minutes of the April 5, 2022 Carson City Parks and Recreation Commission meeting are so approved this 18<sup>th</sup> day of July 2022.