

**DRAFT MINUTES**  
**Special Workshop**  
**Carson City Open Space Advisory Committee (OSAC)**  
**Carson City Parks and Recreation Commission (PRC)**  
**Friday, December 16, 2022 ● 9:15 A.M.**  
**Staybridge Suites – Diamond Room**  
**972 Retail Court Carson City, Nevada 89706**

**PRC Members**

<b>Chair – Lea Case</b>	<b>Vice Chair – Kurt Meyer</b>
<b>Commissioner – Lisa Schuette</b>	<b>Commissioner – Stacie Wilke-McCulloch</b>
<b>Commissioner – Lee-Ann Keever</b>	<b>Commissioner – Dave Whitefield</b>
<b>Commissioner – Janice Caldwell</b>	

**OSAC Members**

<b>Chair – Alan Welch</b>	<b>Vice Chair – Mark Kimbrough</b>
<b>Member – Donna Inversin</b>	<b>Member – Susan Martinovich</b>
<b>Member – Mary Berge</b>	<b>Member – Robert Ghiglieri</b>
<b>Member – Samuel Moringo</b>	<b>Member – Jay Wiggins</b>

**Staff**

Jennifer Budge, Parks and Recreation Department Director  
Lyndsey Boyer, Open Space Manager  
Ben Johnson, Senior Deputy District Attorney  
Dan Earp, Recreation Superintendent  
Dave Navarro, Parks Superintendent  
Gregg Berggren, Trails 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 are available for review during regular business hours.

An audio recording of this meeting is available on [www.CarsonCity.org/minutes](http://www.CarsonCity.org/minutes).

**1. CALL TO ORDER**

(9:15:58) – PRC Chairperson Case called the meeting to order at 9:15 a.m.

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

(9:16:05) – Roll was called, and a quorum was present.

PRC Attendee Name	Status	Arrived
Chairperson Lea Case	Present	
Vice Chairperson Kurt Meyer	Present	
Commissioner Lisa Schuette	Present	

Commissioner Stacie Wilke-McCulloch	Present	
Commissioner Lee-Ann Keever	Absent	
Commissioner Dave Whitefield	Absent	
Commissioner Janice Caldwell	Present	

OSAC Attendee Name	Status	Arrived
Chairperson Alan Welch	Present	
Vice Chairperson Mark Kimbrough	Present	
Member Donna Inversin	Present	
Member Susan Martinovich	Present	
Member Mary Berge	Present	
Member Robert Ghiglieri	Present	
Member Samuel Mozingo	Present	
Member Jay Wiggins	Absent	

### 3. PUBLIC COMMENT

(9:16:45) – PRC Chairperson Case entertained public comments. Deni French introduced himself and appreciated the efforts of the OSAC and the PRC by attending the special workshop. He encouraged the Members, Commissioners, and Staff to “maybe not worry so much about codes and get to know the area itself,” and he recommended visiting the City’s parks or viewing the parks online because “there’s so much treasure here, I don’t want to see it missed because somebody doesn’t know this part of the valley might need to be treated differently even if it’s included as a whole.” He noted that areas within an area were separate and have specific needs and characteristics that require the attention of the OSAC and the PRC in order to be “safeguarded against what you’re predicting to use and how you’re using that present.”

### 4. AGENDA ITEMS:

#### 4.A FOR DISCUSSION ONLY: DISCUSSION AND REVIEW REGARDING THE PLACEMENT OF ORNAMENTAL PAINTED ROCKS IN CARSON CITY PARKS, TRAILS AND OPEN SPACE.

(9:19:10) – PRC Chairperson Case introduced the item. On Strategy Head of Growth and Development/Principal Strategist Jeff Brunings and On Strategy Client Engagement Manager Natasha Majewski facilitated the special workshop and referenced the Carson City Parks, Recreation, and Open Space Special Workshop Discussion Guide as well as the redlined and edited Parks, Recreation, and Open Space 2016-2021 Strategic Plan, both of which were incorporated into the record. Ms. Majewski also led an introductory activity for the Commissioners, Members, and Staff to participate in.

(9:45:50) – Mr. Brunings introduced the first phase of the topic “alignment and collaboration.” He instructed the Commissioners, Members, and Staff to separate into groups based on their affiliation with the PRC or the OSAC, and the Commissioners, Members, and Staff responded to the following three questions relating to the corresponding Mission Statements:

- “What is your personal ‘why’?”
- “What is an accomplishment of working with the Department that you’re most proud of?”
- “What might be missing from the current Mission Statement?”

(10:18:30) – The special workshop was recessed, and the PRC and the OSAC reconvened for the workshop at 10:30 a.m.

**4.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS OR STAFF REGARDING THE OPEN SPACE AND TRAIL COMPONENTS OF THE DRAFT DOG RULES AND REGULATIONS POLICY.**

(10:30:21) – Mr. Brunings, referencing the Discussion Guide, introduced the next phase of the topic “alignment and collaboration” and entertained Commissioner, Member, and Staff input related to the following discussion items for the topic:

- “How might the PRC and OSAC better support Staff’s projects and initiatives today?”
- “How might PRC and OSAC engage outside traditional meetings?”

Agenda item 4.C was also addressed during agenda item 4.B.

**4.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING COMMISSION ENGAGEMENT WITH STAFF TOWARDS PROMOTING STATED PRIORITIES OF THE PARKS AND RECREATION DEPARTMENT AND GENERAL COMMISSION ENGAGEMENT STRATEGIES.**

This item was addressed during agenda item 4.B.

**4.D FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING PRC AND OSAC MEETING INFORMATION AND COMMUNICATION BEST PRACTICES.**

(12:41:55) – Ms. Majewski led an activity involving the Commissioners, Members, and Staff briefly explaining why they were participating in the special workshop. Referencing the Discussion Guide and the redlined and edited 2016-2021 Strategic Plan, Mr. Brunings introduced the following Strategic Priorities for the PRC and the OSAC to address:

- Diversified funding and funding priorities
- Seasonal and full-time staffing capacity and resourcing
- Interconnected trails and parks

Concerning diversified funding and funding priorities, Ms. Budge noted that the Park, Recreation, and Open Space Department had some “good” partnerships; however, the Department could improve how it pursues private foundation support, and the Department needed some guidance on how it could be more diversified with its funding in order to complete the larger projects in the community. Mr. Brunings instructed the PRC and the OSAC to separate into groups, consisting of halves of the PRC and the OSAC, and each group was tasked with discussing and forming a consensus around the following items:

- “[Identify] two or three areas of opportunity that will have the greatest impact in the next one or three years.”
- “What must be done in the next 12 months to advance this priority area?”
- “[Identify] areas where either board can help support.”

Ms. Budge also responded to clarifying questions.

(1:39:36) – Ms. Budge and Mr. Earp explained how the Department has struggled with particularly seasonal staff retention, as the Department had already “fallen behind” even with the pay increases for positions offered by the Department. Furthermore, the lack of youth applying for part-time and seasonal positions has affected the Department’s staffing, so the Department needed to engage the Carson City School District to attempt to recruit the high school students as part of the Department’s workforce. Ms. Budge stated that the Department has adapted to low staffing by modifying some part-time positions into full-time positions so those positions would appear more attractive to potential applicants. Discussion also ensued on the matter among the Commissioners, Members, and Staff. Mr. Brunings instructed the same groups previously formed to discuss and present input regarding staffing acquisition and retention, and Ms. Budge requested that the Commissioners and the Members inform Staff of any areas where the Department may be deficient. Included in the discussion on the matter were possible incentives for seasonal and part-time positions.

(2:31:59) – Mr. Berggren referenced the Carson City Master Plan regarding Guiding Principle #12 and the Unified Pathways Master Plan (UPMP), and he provided some brief background on the City’s efforts involving trail systems. Discussion ensued regarding interconnected trails and parks, which included suggestions from the Commissioners and Members.

#### **4.E FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING PRC AND OSAC COLLABORATION WITH THE FOUNDATION FOR CARSON CITY PARKS AND RECREATION (FCCPR) SPECIAL TOPICS.**

(11:21:48) – Referencing the Discussion Guide, Mr. Brunings engaged the PRC and the OSAC in discussion related to the following discussion item from the topic “alignment and collaboration”: “How might PRC and OSAC further collaborate [with the] Foundation for Carson City Parks and Recreation?” The PRC and the OSAC discussed how the Foundation for Carson City Parks and Recreation (FCCPR) needed PRC and OSAC support due to being “maxed out,” and Ms. Budge believed that a robust membership of “new blood” within the FCCPR in addition to more funding and engagement could help the FCCPR effectively support the Parks, Recreation, and Open Space Department as well as the community. PRC Chairperson Case suggested adding a responsibility to the position of Chair of the PRC and the OSAC to attend the FCCPR meetings or read the FCCPR meeting minutes and present a report on updates from the FCCPR. Ms. Budge was in favor of featuring the FCCPR on the Department webpage with the projects to donate to.

**(11:53:55) – The special workshop was recessed for lunch, and the PRC and the OSAC reconvened for the workshop at 12:41 p.m.**

#### **4.F FOR DISCUSSION ONLY: FUTURE AGENDA ITEMS, STATUS REPORTS AND COMMENTS FROM THE MEMBERS OF THE BOARD**

(3:10:57) – PRC Chairperson Case entertained future agenda items, status reports, and comments from the Commissioners and Members; however, none were forthcoming.

Potential future agenda action items were mentioned during item 4.D.

**5. PUBLIC COMMENT**

(3:11:13) – PRC Chairperson Case entertained public comments. Mr. French thanked everyone who participated in the special workshop and indicated that the workshop had been “a great opportunity.” He commented that “some of the sites that are on the computer don’t get you where everybody thinks that they’re sending you at times,” which can be confusing, and information was not always easily accessible. He added that Library staff sometimes need to assist him with navigating “to your intentions for me to be,” and he believed that some of the problems that he has experienced could possibly be negotiated if the Department could view his perspective. Mr. French mentioned how he did not doubt that the PRC’s and the OSAC’s intentions were “good,” and he stated that the PRC and the OSAC were “so enabled” that he felt that he had “so much to learn.” He commented that the PRC and the OSAC possessed “amazing ideas,” “so many background things,” and skills that could be shared with one another. He noted hearing members of the public express feeling disconnected at PRC meetings “as if they’re in a battle” with the PRC instead of a collaborator and suggested a lack of communication on the public’s side. Mr. French pointed out that it was “nasty” when walking to basic facilities in the City due to the snow plows throwing the snow onto the sidewalks, and he has had to walk in bicycle paths as a result.

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

(3:15:33) – PRC Chairperson Case adjourned the meeting at 3:15 p.m.

The Minutes of the December 16 2022 Carson City Open Space Advisory Committee and the Carson Parks and Recreation Commission joint meeting are so approved this 7<sup>th</sup> day of February 2023.