

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission (PRC)**  
**Tuesday, April 4, 2023 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Lee-Anne Keever**  
**Commissioner –Lea Case**  
**Commissioner – Dave Whitefield**  
**Commissioner –Molly Walt**

**Vice Chair – Kurt Meyer**  
**Commissioner – Lisa Schuette**  
**Commissioner – Janice Caldwell**

**Staff**

Jennifer Budge, Parks and Recreation Director  
Ben Johnson, Senior Deputy District Attorney  
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.

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

**1. CALL TO ORDER**

(5:30:21) – Chairperson Keever called the meeting to order at 5:30 p.m.

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

(5:30:35) – Roll was called; a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Lee-Ann Keever	Present	
Vice Chair Kurt Meyer	Present	
Commissioner Lea Case	Present	
Commissioner Lisa Schuette	Present	
Commissioner Janice Caldwell	Present	
Commissioner Dave Whitefield	Present	
Commissioner Molly Walt	Present	

**3. PUBLIC COMMENTS**

(5:30:51) – Chairperson Keever entertained public comments. Jonathan Steele introduced himself and indicated that he had “a fund development proposal” for the City to consider for such parks as Sonoma Park, as he believed Sonoma Park was reflective of many of the other City parks, which involved developing a proactive marketing campaign offering memorial plaques on trees and benches. He stated that more trees and shade features should be added to Sonoma Park and suggested that the fence or the playground could be used for name memorials. He noted that there was “so much creativity” that was lacking in Sonoma Park as well as many fundraising opportunities.

Mr. Steele stated that he created and submitted an example with a bronze plaque to Dave Navarro for a beloved member of the community “who’s a terrific storyteller and entertainer. He indicated that approximately 12 members of the public wished to place a plaque in this individual’s honor on the bench at Sonoma Park. He added that people bring their families to see name memorials, which “created a different milieu” and “a whole different feeling in that park.” He was willing to assist with working on the proposed fundraising opportunity and noted that the opportunity would require proactive marketing, communication regarding what the opportunity entailed, and developing the costs. Mr. Steele offered to provide for the cost of planting four or five new maple trees in the middle of Sonoma Park. He also believed that the City needed to “provide more of a community feeling” at Sonoma Park. Commissioner Case recommended that Mr. Steele propose the fundraising opportunity to the Foundation for Carson City Parks and Recreation. Ms. Budge pointed out that some of the ideas proposed by Mr. Steele were included in the Carson City Parks, Recreation, and Open Space Department’s Memorial Policy, which had been approved by the Carson City Board of Supervisors (BOS).

(5:37:41) – Deni French introduced himself as a Carson City resident and commented about an incident he experienced outside of the Carson City Community Center, off of Oxby Loop/Fifth Street, involving two individuals shooting at Mr. French with an Airsoft rifle from a vehicle, which resulted in Mr. French injuring his shoulder by landing on his rotator cuff and elbow while attempting to take cover. He added that he reported the incident. Mr. French commented that he was “looking forward” to more discussions about Mills Park, as he believed more discussion about Mills Park was necessary, and he did not believe that constructing a connector road through the park was “conducive to the park in any way, shape, or form.” He noted that the connector road may be convenient for emergency services to use when necessary; however, emergency services had access to every area of the park that Mr. French was aware of. Mr. French commented about how Empire Cemetery needed “some observation and care,” and, because property was being purchased for the City, he suggested conserving some of the properties for insects. He added that land could be used as a reserve park with the plantation around the park to be for the encouragement of insects. He was also concerned about the [Foreman-Roberts House] and commented that the house was in “great shape.” He indicated that he reported a concern for safety to the Parks, Recreation, and Open Space Department, but he “took care of that.” Mr. French noted that some members of the public do not own a computer, and he had reported to the Department about how its webpage was unavailable when using the Carson City Library’s computer.

(5:43:31) – Robyn Orloff introduced herself as a Carson City resident and thanked the Commissioners and Staff for “all [they] do” for the City’s parks. She indicated that she visited all the City’s parks, and when she was involved in home care, she would typically visit a park in the neighborhood to complete tasks. She commented that she enjoyed parks and added that each park had its own “character.” Ms. Orloff requested that the Commission consider indicating on the agenda whether a public comment period would be allowed after each agenda item so the public would be aware of what to expect at the meetings, and she pointed out how the PRC and the Carson City Open Space Advisory Committee (OSAC) agendas provided public comment periods after each agenda item prior to the year 2019. She added that a public comment period at the beginning and end of the meeting may not address the various agenda items, and she believed that including the public comment periods for the agenda items on the agenda would be helpful for transparency as well as providing the public with the opportunity to prepare in advance.

#### **4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – PARKS AND RECREATION COMMISSION MEETING OF FEBRUARY 7, 2023.**

(5:45:52) – Chairperson Keever introduced the item and entertained comments, changes, and a motion to approve the minutes.

**(5:46:15) – MOTION: Commissioner Case moved to approve the minutes for the February 7, 2023 meeting as presented.**

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

**5. MEETING ITEMS:**

**5.A FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS CONCERNING PROPOSED POLICIES AND PROCEDURES RELATED TO CREATION OF A YOUTH SCHOLARSHIP PROGRAM.**

(5:49:01) – Chairperson Keever introduced the item. Mr. Earp referenced the Staff Report and the accompanying attachments, all of which are incorporated into the record. He also responded to clarifying questions.

(6:12:34) – Commissioner Case supported the inclusion of the Clark County portion that provided the financial assistance programs for determining eligibility so Staff would not be relying on individuals’ paystubs or child support to determine income eligibility.

(6:14:08) – Commissioner Schuette thanked Staff for their efforts and wished to “applaud” the effort of creating a youth scholarship program. She also thanked Staff for including an eligibility requirement indicating that *“participants are required to attend a minimum of 60 percent of the registered classes/meetings in order to retain scholarship privileges,”* and she noted that transportation could partially add to the difficulty of maintaining attendance. Because there was a need for the Parks, Recreation, and Open Space Department to employ more lifeguards, Commissioner Schuette suggested considering an exception for applying the \$200 toward the cost of lifeguard certification in order to provide an employment opportunity. Mr. Earp stated that the Department waived lifeguarding fees for those intending to be employed with the Department on the previous year’s Fee Schedule in response to the Department’s staffing issues.

(6:16:27) – Commissioner Case expressed excitement over the proposed youth scholarship program and was proud of Staff for developing the program. She commented that swimming lessons were “the only recreational activity that will save your life” and supported ensuring that the highest number of children learn to swim earlier in life.

(6:19:20) – Commissioner Schuette supported awarding the 50 percent discount to the program fee because doing so provided an opportunity “to get the ball rolling” to collect data on the proposed program, and a potential total of \$200 available for use toward Parks, Recreation, and Open Space Department programs and activities would act as an incentive to try different activities.

(6:22:57) – Based on his experience in recreational activities and youth sports, Vice Chairperson Meyer emphasized the importance of “the buy-in” and commented, “when you have those parents buy in at just a little bit of a level, you see more participation, [and] when there is no buy-in, that participation just takes a nosedive.”

**PUBLIC COMMENTS**

(6:25:07) – Mr. French noted the staffing concerns discussed during a joint meeting of the PRC and the OSAC, and he was concerned about the sustainability of the proposed youth scholarship program. He wished to review funding sources that would be sustainable and referenced Mr. Steele’s public comment as well as the available grants. He noted that the proposed program seemed to be “a great opportunity for somebody that’s creative in grant writing.” Mr. French wished to see participation in the proposed program; however, he was concerned about the Parks, Recreation, and Open Space Department staff being overworked. He inquired about the costs of and the number of individuals involved in the Department’s programs and activities. He was in favor of Commissioner Schuette’s, Commissioner Case’s, and Commissioner Walt’s suggestions related to volunteers and using the proposed program as an opportunity for Department recruitment and retainment.

**(6:28:33) – MOTION: Commissioner Walt moved to recommend to the Board of Supervisors the creation of a youth scholarship program as presented with any recommendations that the Commissioners may have and direct Staff to present the results of the program to the PRC after a year.**

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

**5.B FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING A PROPOSED CARSON CITY EMPLOYMENT INCENTIVE TO INCLUDE FREE DROP-IN USE OF THE ROBERT “BOB” CROWELL MULTIPURPOSE ATHLETIC CENTER (MAC) AND THE CARSON AQUATIC FACILITY FOR FULL-TIME, PART-TIME, AND SEASONAL EMPLOYEES.**

(6:29:08) – Chairperson Keever introduced the item. Mr. Earp referenced the Staff Report, which is incorporated into the record, and responded to clarifying questions.

(6:36:24) – Commissioner Schuette supported the creation of a drop-in incentive for City employees but also expressed concern about the Aquatic Facility’s Lap Swim because she believed that the Lap Swim could be more limited and interfere with the swimmer’s enjoyment. She believed there was “a little more flexibility with numbers” for the Aquatic Facility’s Open Swim drop-in activity. Mr. Earp indicated that Mike Freeman, the Recreation Program Manager for the Aquatic Facility, did not believe that there would be congestion for the Lap Swim from drop-in use because Staff did not anticipate a large increase of visitors at the Aquatic Facility. He added that there were minimal times when the Aquatic Facility and its Lap Swim lanes were busy, and it would be easy for those who have flexibility within their schedule to avoid those busier times. He stated that Mr. Freeman had also suggested developing a policy to encourage lane sharing and circle swimming for the Lap Swim.

(6:40:17) – In response to Chairperson Keever’s question, Mr. Earp stated that Staff were considering starting the City employment drop-in incentive on July 1, 2023 if approved by the BOS. Commissioner Case proposed providing the one-year incentive during the current year as “a pilot program” to assess whether the incentive aids with recruitment of Parks, Recreation, and Open Space Department seasonal staff. She also pointed out that part-time City employees are not provided with such benefits as health insurance and retirement, which made recruiting for part-time positions more difficult. Vice Chairperson Meyer supported the incentive as presented and understood that the presented incentive would be easier to facilitate. Mr. Earp added that, prior to presenting the incentive to the BOS, Staff would be requesting that Carson City Human Resources (HR) send out a survey to evaluate how many individuals would take advantage of a free pass to City facilities if one was available to them. Ms. Budge pointed out that there were some part-time employees with the Department that worked year-round who would be provided the ongoing benefit and clarified that employees could work year-round as long as they worked under 1039 hours within that time period.

(6:46:45) – In response to Commissioner Case’s question, Ms. Budge stated that the Parks, Recreation, and Open Space Department was attempting to offer additional compensation for part-time Department employees. Mr. Earp added that Staff had been working with HR and other City Directors to offer job shadowing with other City departments.

**PUBLIC COMMENTS**

(6:48:19) – Mr. French pointed out how the PRC and the OSAC discussed such incentives as applying college credits or work experience credits from work experience through the Department during a joint meeting, and he suggested incentivizing Parks, Recreation, and Open Space Department employment through individuals’ career interests, such as offering “something” towards a college course if it relates to the role being performed for the Department. He believed that there were “so few benefits through the job,” and he wished incentives were offered “as much as possible” to show appreciation for part-time staff or for people “that are just feeling it out.” Mr. French commented that with the current pay for many Department part-time positions, individuals could “just go to Starbucks” for employment.

(6:50:21) – Mr. Earp added that the Aquatic Facility’s Fitness Center was also eligible for drop-in use as an employment incentive.

**(6:51:04) – MOTION: Commissioner Case moved to recommend to the Board of Supervisors the creation of a drop-in incentive as presented.**

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

**5.C FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE FISCAL YEAR (“FY”) 2023-2024 PARKS, RECREATION AND OPEN SPACE DEPARTMENT BUDGET.**

(6:51:55) – Chairperson Kever introduced the item. Ms. Budge referenced the Staff Report and the accompanying attachments related to the proposed Fiscal Year (FY) 2023-2024 Parks, Recreation, and Open Space Department Budget, all of which are incorporated into the record. She believed it would be beneficial for a PRC representative to speak in support of the proposed Budget items, particularly for the Department positions being proposed, during the April 20, 2023 BOS meeting. She also responded to clarifying questions.

(7:09:23) – Commissioner Walt noted that artificial turf was “so needed” for youth soccer, pointed out that there was only one artificial turf field in Reno, and mentioned how soccer was a year-round sport in other areas besides Northern Nevada. She encouraged Staff to consider allowing some practice for at least Youth Sports Association (YSA) soccer at Centennial Park if Centennial Park was intended to be the only area with artificial turf. Ms. Budge clarified that a design had not been started for Centennial Park by this point, and she agreed that there was a need for more artificial turf fields. She stated that Centennial Park provided more opportunities for tourism and the local community, and she indicated that the Carson City Culture and Tourism Authority (CTA) was focused on tourism. Ms. Budge added that the Parks, Recreation, and Open Space Department was also considering developing a field with artificial turf at Governors Field Complex. She informed the Commissioners that Staff would be meeting with Western Nevada College (WNC) to discuss WNC’s field and to try to increase the use of the field, which was also artificial turf. She noted that, with artificial turf, the Commission needed to “build it into” the Budget and replace the field or sections of the field roughly every 10 years. Vice Chairperson Meyer believed that the YSA would desire to expand the use of Centennial Park for other youth sports activities in addition to youth soccer.

**PUBLIC COMMENTS**

(7:14:09) – Referencing a discussion he was involved in, Mr. French commented that “new science is showing that athletes are suffering from some degrees of health issue and more injuries related to different field uses.” He noted that while there were many different companies that produced artificial turf for fields, a powder of plastic can be seen “going up in the atmosphere [and] into the air around them” when a player “goes down.” He stated that feedback could be obtained from Carson High School (CHS) because of its field that it has owned for several years, and the maintenance for the field at CHS was “specific to the type it’s made and the foundation it’s made in and the area it’s in.” Mr. French emphasized “do[ing] your homework” when considering the use of artificial turf. Regarding the Budget item requesting the addition of a full-time Park Ranger, Mr. French believed that the addition of one full-time Park Ranger would not be sufficient, as the City’s parks and open space areas were “acres and acres” in size, and he mentioned his experience that was referenced during his initial public comment as well as an incident with children jumping over the fence leading to the Marv Teixeira Pavilion. He stated that it would be pointless to implement rules and regulations unless there was enforcement. He believed that there should be Park Rangers designated to the parks, and the Open Space Division could acquire its own funding to hire its own rangers for open space areas. He added that the science behind artificial turf was still developing.

**(7:20:05) – MOTION: Commissioner Case moved to recommend to the Board of Supervisors the proposed Fiscal Year 2023-2024 Parks, Recreation, and Open Space Department Budget as discussed and direct a representative from the PRC to be present to help support the staffing needs.**

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

**6. STAFF UPDATES - FOR DISCUSSION ONLY**

**6.A DIRECTIOR’S REPORT: UPDATES REGARDING THE DEPARTMENT’S PROJECTS, PROGRAMS, FACILITIES, AND EVENTS; GRANTS; STATUS OF RECRUITMENT FOR VACANT POSITIONS; UPCOMING CULTURE AND TOURISM AUTHORITY MEETING RE. ALLOCATION OF ROOM TAX BOND; LEGISLATIVE UPDATES; AND BOARD OF SUPERVISOR’S ACTION ITEMS**

(7:20:47) – Chairperson Keever introduced the item. Ms. Budge reported on the following:

- There were vacancies for a full-time Park Maintenance Worker position and all Parks, Recreation, and Open Space Department seasonal positions.
- Concerning the 2023 Nevada State Legislative Session, Senate Bill 187 (SB187) could potentially impact the Department’s inmate program, as there was a proposal to provide minimum wage to inmate workers. Staff were actively discussing with other entities about Senate Bill 142 (SB142) and Senate Bill 155 (SB155), which related to the homeless population, and Ms. Budge hoped there would be some amendments to the bills to allow for more flexibility with those items. Additional bills that were of interest to the Department included Assembly Bill 164 (AB164) relating to funding grants involving outdoor recreation, which the City would be eligible for; Assembly Bill 162 (AB162) concerning restricted use pesticides (RUP); Assembly Bill 128 (AB128) about the Outdoor Education and Recreation Grant Program; and Assembly Bill 131 (AB131) authorizing Urban and Community Forestry Program grant awards through the Nevada Division of Forestry, which Staff had applied for before. Ms. Budge noted that the Urban and Community Forestry Program grants would be “great” for the City’s urban forest because the funds could be used to replace many of the trees damaged through recent storms and help support community education programs. There were some bills concerning historical markers and wildlife crossings that Ms. Budge was monitoring.
- The City’s safety committee, comprised of Carson City Risk Management Coordinator Cecilia Meyer and other City departments, inspected different City buildings in order to provide Staff with a list of items for improvement. Ms. Meyer added parks to the list of City locations to inspect, and Sonoma Park was the first park that had been inspected.

Ms. Budge also responded to clarifying questions.

**7. MEMBERS’ ANNOUNCEMENTS AND REQUESTS FOR INFORMATION**

(7:34:21) – Chairperson Keever introduced the item and entertained Commissioner announcements and requests for information. Commissioner Whitefield indicated that there was an introduction to pickleball class held at the Multi-Purpose Athletic Center (MAC) on Saturday, March 25, 2023, during which 54 new students had joined to

learn how to play pickleball, and there were 27 volunteers available to teach. He added that the majority of the introduction class asked for a follow-up class, which was currently scheduled for April 15, 2023 at the MAC. He stated that the Spring Dinks and Drinks Tournament for pickleball was scheduled to take place on April 22 and 23, 2023 at the MAC. Commissioner Whitefield stated that there were two LevelUp Pickleball Camps scheduled at Mills Park's court on June 6 and 7, 2023, which included four professional instructors and an expected 32 attendees, and the two levels of camp were intermediate and advanced. He thanked the Parks, Recreation, and Open Space Department and the Foundation for Carson City Parks and Recreation for co-sponsoring the pickleball-related events that raise funds to maintain and improve the courts at Mills Park. Commissioner Whitefield commented that he was "a fan" of Ms. Budge and the rest of her staff. He remarked about how Mr. Earp's presentations during the meeting were "an example of the excellence and the effort that goes into their work and their devotion to our community." Chairperson Keever added that the Commissioners were "very lucky" to have Ms. Budge and her staff.

(7:37:00) – In response to Commissioner Caldwell's inquiry, Ms. Budge stated that the BOS amended the Dog Rules and Regulations Policy to allow on-leash dog use at Mills Park and off-leash dog use at Steinheimer Park.

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

(7:28:45) – Chairperson Keever introduced the item. Commissioner Walt presented the following updates:

- The Carson City School District's budget process and union negotiations were currently in progress.
- The Carson City School Board was hoping that what Governor Joe Lombardo had proposed for the schools would move forward because the proposal would alleviate staffing issues that the School District would face otherwise.
- Carson City Superintendent Andrew Feuling had been involved with the Nevada Legislature and was tracking several bills. Superintendent Feuling had also presented at the Nevada Legislature on the School District's budget needs, the condition of the School District, and the possible condition of the School District if the funding was not available. Commissioner Walt noted that a lack of funding would be "detrimental" to the School District.
- On March 15, 2023, CHS senior Stella Thornton, presented Senate Bill 80 (SB80) on behalf of the Nevada Youth Legislature (NYL), which would establish clear guidelines and procedures for managing students' traumatic brain injuries and concussions. The Work Session for SB80 would take place at the Senate Committee on Education on April 5, 2023 at 1:00 p.m.
- CHS Health Occupation Students of America (HOSA) students competed at the State Leadership Conference during the previous month. Four CHS HOSA students won State and 29 CHS HOSA students qualified to attend the June 2023 International Leadership Conference in Dallas, Texas.
- CHS was hosting a career fair on Thursday, April 13, 2023 from 2:00 p.m. to 4:00 p.m. for entry-level part-time and full-time employees.

Commissioner Walt also responded to clarifying questions.

#### **7.B UPDATE FROM THE FOUNDATION FOR CARSON CITY PARKS AND RECREATION LIAISON**

(7:33:00) – There were no items to report regarding the Foundation for Carson City Parks and Recreation.

**8. FUTURE AGENDA ITEMS – FOR DISCUSSION ONLY**

(7:39:42) – Commissioner Case requested a presentation from the Parks, Recreation, and Open Space Volunteer Coordinator, Chelsea Kincheloe, informing the Commission on any “gaps” and needs that were identified as well as how those in the community could help.

(7:40:43) – Chairperson Keever entertained additional suggestions for future agenda items. Commissioner Case requested an update on the weather damage to parks.

**9. PUBLIC COMMENT**

(7:41:13) – Chairperson Keever entertained public comments. Mr. French suggested including the legislative updates and how the State might contribute to the damages to parks. He informed the Commission about Assembly Bill 221 (AB221) relating to promoting certain insect species, including butterfly and bee species, as endangered species. He proposed that, because there are plants in the parks, the Commission should consider “making up for” some of the areas “lost” to development. He also brought to the Commission’s attention an area near the Mills Park pickleball courts that appeared to have a sinkhole

(7:43:01) – Ms. Orloff thanked the Commission, commented that she was not “targeting” the Commission, and complimented the Commission. She wished to understand why the City meetings were not more consistent as they were before the year 2019 and read the protocol of the BOS from before 2019 aloud. She believed that the referenced protocol was “so clear” and “transparent,” which she believed members of the public appreciated. Ms. Orloff added that individuals who were new to attending the public meetings were not aware that they could comment after the other agenda items. She referenced the 2019 Open Meeting Law (OML) handbook, which indicated that the decision to allow additional public comments was determined at the discretion of the Chair, and the Nevada Deputy Attorney General had also indicated to Ms. Orloff that there was only a requirement for a minimum two public comments during the public meetings.

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

**(7:47:02) – Chairperson Keever adjourned the meeting at 7:47 p.m.**

The Minutes of the April 4, 2023 Carson City Parks and Recreation Commission meeting are so approved this 20<sup>th</sup> day of June 2023.