

**DRAFT MINUTES**  
**Regular Meeting**  
**Carson City Parks and Recreation Commission (PRC)**  
**Tuesday, April 6, 2021 ● 5:30 PM**  
**Community Center Robert “Bob” Crowell Board Room**  
**851 East William Street, Carson City, Nevada**

**Committee Members**

**Chair – Kurt Meyer**

**Commissioner – Lisa Schuette**

**Commissioner – Lee-Ann Keever**

**Commissioner – Janice Caldwell**

**Vice Chair – Lea Cartwright**

**Commissioner – Stacie Wilke-McCulloch**

**Commissioner – Dave Whitefield**

**Staff**

Jennifer Budge, Parks and Recreation Director

Ben Johnson, Deputy District Attorney

Dan Earp, Recreation Superintendent

Nick Wentworth, Parks Project Manager

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](http://www.Carson.org/minutes).

**1. CALL TO ORDER**

(5:31:20) – Chairperson Meyer called the meeting to order at 5:31 p.m.

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

(5:31:35) – Roll was called; a quorum was present.

<b>Attendee Name</b>	<b>Status</b>	<b>Arrived</b>
Chairperson Kurt Meyer	Present	
Vice Chair Lea Cartwright	Present via WebEx	
Commissioner Lisa Schuette	Present	
Commissioner Stacie Wilke-McCulloch	Present	5:35 p.m.
Commissioner Janice Caldwell	Present	
Commissioner Lee-Ann Keever	Present	
Commissioner Dave Whitefield	Present via WebEx	

**3. PUBLIC COMMENTS**

(5:32:17) – Chairperson Meyer entertained public comments. Lisa Taylor introduced herself as Carson City’s Extension Educator on behalf of the University of Nevada, Reno (UNR) and explained that UNR had served for 104 years as the State’s land-grant institution to provide an education, conduct research, and offer outreach since 1917. She noted that since the donation of land was accepted “by the Ormsby County 4-H Council on June 7, 1963

by the Board of Commissioners,” the County’s 4-H members have held their 4-H Club activities and events, and UNR staff have held their family-friendly adult programs in the UNR buildings and on UNR’s grounds. She wished to thank the Carson City Board of Supervisors (BOS), Ms. Budge, and Mr. Wentworth for the opportunity that was offered to members, volunteers, and families to provide verbal recommendations and written responses to the [Fuji Park] Master Plan survey. Ms. Taylor also referenced the Item #6 agenda materials, as she was surprised by note in the Fuji Park Plan Concept regarding the existing Exhibit Hall because neither she or anybody else from UNR had been invited to provide input on what was drawn on A2.0 (Exhibit D) or review what was suggested in the report.

**4. FOR POSSIBLE ACTION: APPROVAL OF MINUTES – PARKS AND RECREATION COMMISSION MEETING OF FEBRUARY 2, 2021.**

(5:35:24) – Chairperson Meyer introduced the item and entertained comments, corrections, and/or a motion.

**(5:35:44) – MOTION: Commissioner Schuette moved to approve the minutes of the February 2, 2021 meeting as presented.**

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

**5. FOR DISCUSSION ONLY: DISCUSSION ONLY REGARDING PLAYGROUNDS WITHIN THE CARSON CITY PARKS SYSTEM.**

(5:35:06) – Chairperson Meyer introduced the item. Mr. Wentworth presented on the playgrounds within the City park system, for which the accompanying documents and the Staff Report are incorporated into the record, and he and Ms. Budge responded to clarifying questions.

(6:03:22) – Chairperson Meyer commented that Sunset Park is down the street from his residence, and he believed it would be a mistake to remove the park, as it still was being used often. He believed that Staff needed to find the money to replace the park with something similar, as “it is a great setup.” Mr. Wentworth pointed out that it is possible that Staff would get similar feedback on every playground referenced in the presentation and remarked that “if we can offer a better playground six blocks away, I think that that’s the decision we need to make.”

(6:05:43) – Chairperson Meyer entertained further Commissioner comments and questions as well as public comments; however, none were forthcoming.

**6. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING APPROVAL OF THE FUJI PARK MASTER PLAN UPDATE.**

(6:06:05) – Chairperson Meyer introduced the item. Mr. Wentworth presented on the Staff Report and accompanying documents pertaining to the draft Fuji Park Master Plan update, all of which are incorporated into the record, and he and Ms. Budge responded to clarifying questions.

(6:13:11) – Discussion ensued among Commissioner Kever and Mr. Wentworth regarding adding a cooling system in the horse barn, during which Mr. Wentworth noted that it may be more fiscally responsible to use a portable unit in the barn for cooling for the short amount of time the barn is used during the hotter months. Commissioner Kever commented that the number one comment she has heard from visitors of the dog park is wishing there was grass at the dog park, and she believed that there needed to be a playground element to Fuji Park due to the number of visitors with children frequent the park.

(6:18:28) – Ms. Budge acknowledged Ms. Taylor’s public comment during Item #3 and stated that the Carson City Public Works Department staff had been discussing with Staff potential alternatives for office space, as the City was possibly intending to sell the Northgate building that the Public Works staff were using for their functions, and the upstairs area of the Exhibit Hall was considered despite some “logistical challenges.” She added that Staff would follow up with the UNR Cooperative Extension. Ms. Budge mentioned that the Carson City Redevelopment Advisory Citizens Committee (RACC) had allocated \$200,000 and gone to the BOS for its budget toward Fuji Park improvements. She also stated that Staff had submitted in their Capital Improvement Plan request a request for another \$100,000 for Fuji Park improvements, and she noted that Staff could also write a grant.

(6:21:00) – Commissioner Caldwell commented that she was active in Parks 4 Paws, which had been involved with getting the fencing at Fuji Park, and she was disappointed that they could not get grass for the dog park likely due to there not being someone available to maintain it.

(6:26:49) – Commissioner Kever pointed out that many regulars of Sonoma Park have been visiting such parks as the Dayton Valley Dog Park because they have grass, and she believed that if grass was added to Fuji Park, “then if one park is closed, the regulars could go to the other park and vice versa.” Mr. Wentworth noted that the new Lompa Ranch East development will include a dog park across from the corporate yard and Staff had discussed other areas.

(6:31:55) – Based on Mr. Johnson’s guidance, Chairperson Meyer entertained public comments. Annamarie Thompson introduced herself as a “life-long member of this community” and commented that Fuji Park has been an important part of her life personally and as a 4-H member and leader. She stated that 4-H members and leaders have provided extensive input to the Fuji Park Master Plan process over the past four months, and 4-H constantly uses Fuji Park for youth 4-H activities. Ms. Thompson noted that Fuji Park “was made and has always been known to be the City’s use for animal events,” and she believed it was important “to keep the heart of Fuji’s use in its heart.” She mentioned that her top priorities for 4-H in the Master Plan were a replacement of an existing storage shed and overhead fans for the existing barn. She was concerned about 4-H needing to cease use of the shed, which 4-H had been using for over 20 years, and find a temporary place to use for storing their equipment for up to 10 years due to some of the construction indicated in the Master Plan, and building a replacement shed would likely double the cost of the project and the amount of fundraising. She was also concerned about the location of the shed on the Master Plan, as its location may put people in the path of traffic when accessing 4-H equipment. Ms. Thompson noted that the barn is “essentially unusable” for 4-H and other livestock events and activities due to the poor airflow in the summer and poor temperature regulation. She noted that 4-H was appreciative of the opportunities to use Fuji Park and other Parks and Recreation facilities, and 4-H was willing to work hard to raise

the funds needed to complete both referenced priorities. Ms. Thompson added that the Commission’s help to address the concerns would be appreciated so 4-H could continue to use the community resources to support youth development.

(6:36:22) – Ms. Budge stated that a note could be added to the Master Plan for additional temperature regulation improvements for the existing barn, and Staff could work with Parks and Recreation partners on the matter. She commented that the existing structure being used for 4-H storage is a potential hazard, and a plan was needed to remove the facility. She also pointed out that Staff did not wish to add a storage facility that does not go with the approved Master Plan and stated that Staff could work with temporary storage. Mr. Wentworth clarified some information in response to Ms. Thompson’s public comment, including that the five to 10 years for the temporary solution was dependent on finding the funding for the parking lot at the west end, and the storage shed was in the proposed location in the Master Plan because of the Transportation Engineer’s input to reduce the safety risk of people backing out into traffic along with many other factors that were taken into consideration. He was not concerned about the shed facing potential driveway traffic, as his intention was for the shed to be facing the dog park and in a reasonable distance to the lawn to ease transportation of stored materials for events.

(6:42:44) – Chairperson Meyer entertained Commissioner comments and a motion.

**(6:43:01) – MOTION: Commissioner Schuette moved to recommend to the Board of Supervisors approval of the Fuji Park Master Plan update with the addition of a cooling system for the horse barn.** Chairperson Meyer entertained discussion and, when none was forthcoming, called for a vote.

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

**7. FOR DISCUSSION ONLY: DISCUSSION ONLY REGARDING IMPACTS IN PARKS AND RECREATION SERVICES AND ASSOCIATED REVENUES DUE TO COVID-19.**

(6:44:00) – Chairperson Meyer introduced the item. Mr. Earp presented the Staff Report and referenced Exhibits A, B, and C, all of which are incorporated into the record. He also responded to clarifying questions.

(6:53:23) – Commissioner Schuette commented that the Exhibits were helpful to review how much Carson City, the Parks and Recreation Department, and Staff do as well as the programs.

**8. FOR POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION REGARDING A RECOMMENDATION TO THE BOARD OF SUPERVISORS REGARDING THE FISCAL YEAR 2021-2022 PARKS, RECREATION AND OPEN SPACE DEPARTMENT BUDGET.**

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

(7:09:07) – When no further Commissioner questions or comments were forthcoming, Chairperson Meyer entertained a motion.

**(7:09:26) – MOTION: Commissioner Caldwell moved to recommend to the Board of Supervisors the proposals as discussed regarding the Fiscal Year 2021-2022 Parks, Recreation and Open Space Department Budget.**

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

**9. FOR DISCUSSION ONLY: DISCUSSION ONLY REGARDING DOG USE POLICIES IN PARKS.**

(7:09:54) – Chairperson Meyer introduced the item. Ms. Budge presented the Staff Report and the accompanying documents, all of which are incorporated into the record. She noted the following feedback obtained from the Commission and the Carson City Open Space Advisory Committee (OSAC) on the matter:

- There is a need for improved and consistent signage.
- There needs to be an increase in public education for the City parks and open space, including maps and videos, once there is a consensus on rules and regulations.
- Several people supported leashing dogs in parks when not in designated areas.
- There is concern for areas where there are sensitive lands, conflicts with wildlife and birds and dogs, and wetland areas.
- Several people supported leashing dogs on trailheads but allowing them off-leash at a certain distance (to be determined) after the trailhead.
- There is concern about providing “a good mix of both on-leash and off-leash experiences.”
- There were comments about sponsorship opportunities for businesses to advertise while funding some park amenities.
- There were comments about how dogs help manage some of the nuisance wildlife such as geese.
- There are concerns about allowing dogs during large-scale special events.
- There is a need to survey and gather feedback from the public regarding the dog use issue.

Ms. Budge entertained Commissioner discussion on the matter. Commissioner Kever suggested telling potential sponsors how many people a day use the City parks in order to indicate that the partnership may be a “great revenue advertising mechanism.” She commented that Ms. Budge’s outline of the comments was an accurate representation of what had been discussed.

(7:16:31) – Commissioner Caldwell was concerned about enforcing the dog policies, and Ms. Budge noted that Staff would educate people whenever possible and give them better suggestions for where to visit instead. She also commented that the City Park Rangers are “really great” and are empowered to write a misdemeanor citation when they need to, although they rarely do. She also believed improving some of the signage in the areas where there is some confusion along with the education would still result in minimal enforcement action.

(7:19:05) – Commissioner Schuette added that “I just think it is all about the public relations and the outreach and the education,” and she believed that signage was very important to indicate where dogs can be off-leash and on-leash. She proposed educating the public through brochures and information at the Nevada Humane Society, which she also believed could be a potential partner, as well as other community organizations. Commissioner Schuette also commented about how positive interactions with the Park Rangers is “always a plus” because people appreciate a warning over a citation.

(7:21:36) – Commissioner Whitefield echoed previous comments about signage, specifically at Mills Park, as many people with dogs he had encountered at Mills Park were not aware that dogs were not allowed at that park. He suggested allowing dogs on-leash on the south side of Mills Park and preferred people cleaning up after their dogs than having to walk through goose waste at the park.

(7:23:45) – Chairperson Meyer commented that he has not been leashing his dogs on trails, though he is always prepared to, and he believed the majority of other visitors he encountered had been doing the same thing.

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

### **10A. DIRECTOR’S REPORT: UPDATES REGARDING THE DEPARTMENT’S PROJECTS, PROGRAMS, FACILITIES, AND EVENTS; GRANTS; LEGISLATIVE UPDATES; AND BOARD OF SUPERVISOR’S ACTION ITEMS.**

(7:24:25) – Chairperson Meyer introduced the item. Ms. Budge presented the report, which is incorporated into the record, and responded to clarifying questions.

## **11. MEMBERS’ ANNOUNCEMENTS – DISCUSSION ONLY**

(7:31:52) – Chairperson Meyer introduced the item. Commissioner Whitefield stated that he was “really excited” about the tennis court replacements. He wished to emphasize that the project at Mills Park involving refurbishing and converting the two existing tennis courts into pickleball courts was conceived as a “demonstration project” to show the support in the community and “what the future needs for that type of facility might be.” He noted that he and his peers continue to do fundraising, having raised over \$1,000 in additional funds in order to maintain the pickleball courts after damage had occurred over the winter and some cracks that had been repaired during the previous year have reappeared. He stated that the repairs to the courts were supposed to be completed before the LevelUp Pickleball Camp event on May 7 through May 9, 2021, which he mentioned was generating \$1,800 in revenue for the general fund for the court rentals. Commissioner Whitefield announced that starting on Saturday morning, May 15, 2021, the Truckee Meadows Pickleball Club would be offering a free introduction to pickleball classes, and he added that 35 people have already signed up in the few days that the offer has been advertised on social media. He mentioned that the community has been really supporting the activity and wanting to expand it by joining the Mills Park pickleball Facebook page as well as Commissioner Whitefield’s email list. He also wished to have a pickleball complex built, and he believed that a pickleball complex would bring a lot of added tourism to Carson City as well as bring a lot of revenue to the community.

(7:41:22) – Ms. Budge relayed on behalf of Vice Chairperson Cartwright that Governor Sisolak was soliciting feedback on the use of the American Recovery funds through a feedback form, and she would be submitting comments about investing in local parks for infrastructure and quality of life.

### **11A. UPDATE FROM THE CARSON CITY SCHOOL BOARD LIAISON**

(7:37:46) – Commissioner Wilke-McCulloch informed the Commission that the Carson City School District had started allowing four days a week for pre-kindergarten through eighth grade in-person classes on March 23, 2021, which she noted had been going well. She mentioned that fall sports would be ending this week with football, volleyball, and cross-country, and Carson City schools were going into spring sports with baseball, boys’ golf, softball, swimming and diving, and track and field. She stated that nurses were taking on COVID-19 testing for student athletes. She advised that there was a threshold for student sports spectators and recommended checking with the athletic department regarding restrictions. She added that Carson High School (CHS) was still on a hybrid program and would continue to be on a hybrid program until the end of the year, and Pioneer High School would be starting a whole online school along with their in-school high school. Commissioner Wilke-McCulloch also responded to clarifying questions.

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

(7:37:38) – Chairperson Meyer entertained updates from anyone from the Foundation for Carson City Parks and Recreation; however, none were forthcoming.

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

(7:42:10) – Chairperson Meyer entertained suggestions for future agenda items; however, none were forthcoming.

**13. PUBLIC COMMENTS**

(7:42:23) – Chairperson Meyer entertained public comments; however, none were forthcoming.

**14. FOR POSSIBLE ACTION ON ADJOURNMENT**

**(7:42:34) – Chairperson Meyer adjourned the meeting at 7:42 p.m.**

The Minutes of the April 6, 2021 Carson City Parks and Recreation Commission meeting are so approved this 21<sup>st</sup> day of June, 2021.